



City of Sun Prairie

Approved Annual Operating & Capital Budget

2023

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.

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DOCUMENT STYLE

Purpose: The content of this publication follows the Associated Press (AP) Stylebook. AP Style provided 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 related 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, Main, Ohio, Texas, and Utah).

States should also be abbreviated when used as part of a short-form political affiliation. Examples: He was travelling from 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").

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sun Prairie
Wisconsin**

For the Fiscal Year Beginning

January 01, 2022

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 2023 Approved Budget. I am recommending a tax increase of 3.45% on the average home. This equals a \$78.17 increase on the average home in the City Sun Prairie, which is in line with previous year increases.

The approved annual budget of \$117.0 million (excluding transfers and internal service funds) represents a 1 percent decrease in expenditures over 2022. This is primarily due to prior year capital projects being carried over and completed in 2022.

	2022 Revised Budget	2023 Approved Budget
General Fund	32,841,451	35,625,110
Special Revenue Funds	4,367,190	7,456,219
Debt Service Funds	6,826,812	7,317,699
Capital Projects	25,025,360	18,016,121
Enterprise Funds	48,355,190	47,633,529
Agency Fund	661,715	679,260
Component Units	259,479	233,104
	118,337,197	116,961,042

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 2023 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 2023 Recommended Budget include the Sun Prairie Public Library, Sunshine Place, Community Schools, and the Colonial Club. The 2023 Recommended Budget also includes funds Sun Prairie Utilities to provide community outreach efforts. These efforts include donating to events, school activities, and other charitable organizations that benefit and serve the community.

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 2023 Approved Budget includes investments in all modes of transportation through our continued funding of street reconstruction and rehabilitation, funding for the Madison Metro express bus route, share-ride taxi, multi-use path replacement, and painting of on-street bike lanes. The 2023 Approved Budget also allocates funds to create a Vision Zero Action Plan. The Vision Zero initiative was approved by Council in August 2021. This plan will establish concrete, multidisciplinary strategies to achieve the Council-adopted vision of zero fatalities or serious injuries caused by traffic crashes.

MESSAGE FROM THE MAYOR

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 and electric vehicles, and updates to bathroom and lighting fixtures which include energy efficient components. The 2023 budget includes the purchase of four hybrid police vehicles and the installation of four charging stations for electric vehicles at City Hall.

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. The 2023 Approved Budget includes funding for an incubator and co-working feasibility study. The goal of this study is to assess the type, size, and cost for space needed to provide and promote workforce development and co-working space within the community.

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 an increase in staffing each year to enhance City operations. In 2022, Alders approved 8.13 additional FTE through the budget process. The 2023 Recommended budget includes funding for 10.31 FTE of additional staff. Additionally, the 2023 Approved Budget includes investment in our current staff by providing funding to implement the Class and Compensation plan and enhancing the City's Wellness Clinic.

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 2023 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. Funding for the implementation of the city-wide Equity Audit has been included in the 2023 Approved Budget to facilitate this important work to build a more diverse and inclusive organization for our employees and the community we serve.

Downtown & Central Corridor Vibrancy

The City's downtown area is easy to get to by bike, car, foot, or taxi. The breadth of retail and personal services offer great options for people visiting and living in Sun Prairie. The downtown area, including the Bank of Sun Prairie Stadium 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

MESSAGE FROM THE MAYOR

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, is providing the ability to use tax incremental financing to facilitate redevelopment.

Housing & Neighborhoods

Through the comprehensive planning process, the community has voiced the desire to have housing options in all price ranges for those that desire to rent or own. This affords people who come to our community the ability to put down roots, 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 was completed in 2022. To support affordable housing within our community, I am recommending to provide ongoing annual funding to the affordable housing fund that was created through the one year extension of TID 6. State statute allows municipalities to hold tax increment districts open for one additional year past required closure to benefit affordable housing and improving housing stock. Without ongoing annual funding, the affordable housing fund will only receive revenues in the years that the City keeps tax increment districts open for the allowed additional year.

ECONOMY AND REVENUES

APPROVED PROPERTY TAX LEVY

	2021	2022
General Fund	\$ 19,736,363	\$ 20,948,384
Grants Fund	19,528	20,324
Transportation Fund	350,640	353,400
Debt Service Fund	<u>6,469,805</u>	<u>6,797,536</u>
	\$ 26,576,336	\$ 28,119,644

Valuation

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

The City of Sun Prairie realized net new construction totaling \$138.6 million. The City's equalized value (market value) increased by \$591.4 million in 2022 for a total value of \$4.77 billion.

The 2023 Approved budget includes a modest increase in the tax levy of 6.1% which is a 3.45% tax increase on the average home. This equals a \$78.17 increase on the average home in the City Sun Prairie, compared to 2022's tax increase of \$72 on the average home.

State Shared Revenues and Expenditure Restraint Program

The Expenditure Restraint program is a challenge for the City in that the City's expenditures for the general fund must not increase greater than a maximum of 2% of net new construction plus the CPI. For a growing city, it can be difficult to continue to meet this limit each year.

The 2022 Approved Budget strategically and purposefully did not meet the Expenditure Restraint Limit. 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

MESSAGE FROM THE MAYOR

City directly allocates these resources to the capital projects fund in the years that the City receives the grant dollars. The 2023 Approved Budget does meet the Expenditure Restraint Limit and will receive the grant monies in 2024.

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 2023 Approved Budget includes transportation aids \$66,000 higher than those in 2022.

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. With the implementation of weekly recycling starting in 2023, the recycling fee is increasing by \$15 per residential property to \$63 annually.

Water Pollution Control Fund

The water pollution control facility (plant) completed a facility expansion in 2022 to meet the statutory required reduction of phosphorous and to meet future growth. A rate increase of 3.0% is included in the 2023 Approved Budget to cover the operational needs of the facility. This equates to approximately \$9.50 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 2022. No increase is required to cover the budgetary needs of the fund in 2023.

Sun Prairie Utilities

Sun Prairie Utilities manages the City's Electric and Water System. In 2022, the electric utility will continue with 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. In addition, Sun Prairie Utilities as a whole will finish the design and acquire approval to begin 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 and Benefits

The City has two bargaining units which represents police officers and paramedics. All other employees are non-represented. The two largest monetary challenges the City has are salaries and healthcare. The 2023 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

MESSAGE FROM THE MAYOR

contractual increase has been included in the 2023 Recommended Budget. The union represented paramedics have negotiated a rotational work schedule change over wage increases for their 2022-2024 contract.

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 four years not to exceed 6.9% in 2020, 8.9% in 2021, 7.9% in 2022, and 7.9% in 2023. 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 increased from 6.50% in 2022 to 6.80% for 2023. The city contribution for public safety employees (police and paramedics) will increase to 13.22% in 2023 from 12.04% in 2022. For all other employees, the city is required to pay 6.80% in 2023.

Staffing

The 2023 Approved Budget includes additions to staffing to enhance service to the community as described below:

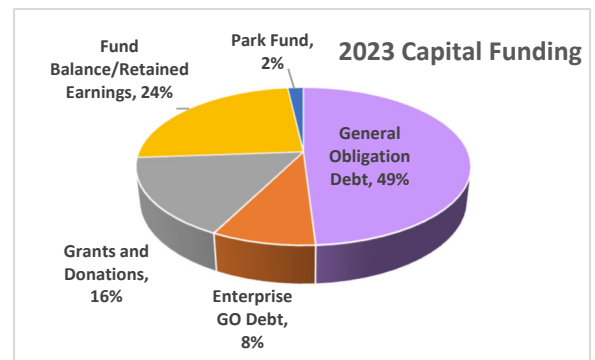
Description	Budgetary Cost w/ Benefits	FTE	Funding Source	Start Date	Description	Budgetary Cost w/ Benefits	FTE	Funding Source	Start Date
Museum Enhancement	78,853	1.00	General Fund	01/01/23	Paramedic	50,092	1.00	General Fund	07/01/23
Events Intern	10,401	0.29	General Fund	01/01/23	Customer Service Specialist	65,550	1.00	General Fund	01/01/23
Police Officer	43,110	1.00	General Fund	08/01/23	GIS Technician	77,451	1.00	Wastewater, Stormwater	01/01/23
PT Building Maintenance Technician	27,023	0.50	General Fund	01/01/23	Public Works Maintenance Worker	26,324	1.00	General Fund	08/01/23
Community Risk Reduction Officer	42,617	1.00	General Fund	07/01/23	Financial Services Technician	30,790	0.52	General Fund	05/01/23
Grants/Contracts Coordinator	87,564	1.00	Cap. Projects, Grants, Media Center, Wastewater, Stormwater	02/01/23	Public Services Business Manager	79,203	1.00	General Fund, Wastewater, Stormwater	3/1/23

CAPITAL IMPROVEMENT PLAN

The City Council approved a Ten-Year Capital Improvement Plan (CIP) for the years 2023-2032. The 2023 CIP projects have been included in the 2023 Recommended Budget. Please see Appendix D for a list of these projects. The CIP includes projects for infrastructure, equipment and vehicles.

Funding Sources

Various funding sources are used for capital projects. The primary funding source is capital borrowing. The City's funding sources include general obligation debt (49%), general obligation debt abated by enterprise funds (8%), grants and donations (16%), park impact fees (2%), fund balance or prior borrowed funds (24%).



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 2023 budget includes \$45,000 for this purpose.

TAX INCREMENT DISTRICTS (TIDS)

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

The City currently has seven active tax increment districts. Four of the seven districts have advances from the general fund. Two 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 \$875,000. The City anticipates that this will be paid back to the general fund in 2024 upon retirement of the majority of the debt in TID8. The project period for TID8 closes in 2024, and the TID is anticipated to close in 2024.

Tax Increment Financing District #9 (TID9) – Currently this district does not receive an advance from the general fund and the project period for TID 9 closed in 2022. The 2023 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. This district continues to see new development and is anticipated to remain open until 2025.

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 2023 budget includes economic incentive payments for six 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 \$767,000. The City approved a development agreement with Argus Properties in 2021, but additional 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 \$590,000 which the City expects will be repaid by 2024. 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 2027.

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. TID 14 has a general fund advance of \$142,000. This advance is expected to grow over the next two years and then the district will start to repay the general fund in 2024. The City expects to be repaid by 2026.

Tax Increment Financing District #15 (TID15) – TID 15 was created in 2022 as a mixed-use district. The district will focus on public and community improvements along W Main St.

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 received \$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. The second tranche of funding was allocated to both community partners and City departments that identified projects to support the public health response, respond to the negative economic impacts of COVID-19, and serve the hardest hit communities. Funding for the awarded projects continue in the 2023 Approved budget.

The City's Financial Management Plan indicates that within the next six to eight 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 2023 Approved Budget maintains investment in our existing infrastructure as well as builds and maintains operational service levels.



Paul T. Esser
Mayor

CITY OF
SUN PRAIRIE
Wisconsin

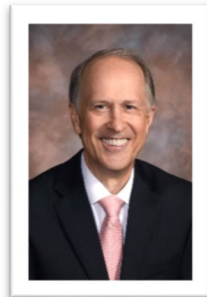
MAYOR & CITY COUNCIL



Paul T. Esser
Mayor



Theresa McIlroy
Aldermanic District 1



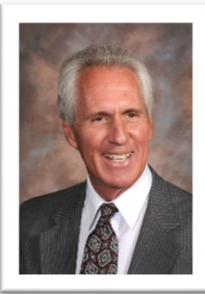
Bob Jokisch
Aldermanic District 2



Maureen Crombie
Aldermanic District 3



Faustina Bohling
Aldermanic District 4



Steve Stocker
Aldermanic District 1



Brent Eisberner
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



David Virgell
Aldermanic District 4

CITY OF
SUN PRAIRIE
Wisconsin

DIRECTORY OF STAFF

Aaron Oppenheimer
City Administrator

Scott Kugler
Director of Community Development

Donald McDermott
Information Technology Director

Caitlin Stene
Director of Administrative
Services

Jeffrey Robbins
Sun Prairie Media Center Director

Kristin Grissom
Director of Parks, Recreation,
and Forestry

Kristin Vander Kooi
Finance Director

Brian Flannery
Building Inspection Director

Svetha Hetzler
Director of Library Services

Ryan Swantz
Controller

Benjamin John
Public Works Operations Manager

Joshua Clements
Planning Director

Peter Krystowiak
City Assessor

Taylor Brown
Economic Development Director

Mike Steffes
Police Chief

Elena Hilby
City Clerk

Christopher Garrison
EMS Chief (interim)

Christopher Garrison
Fire Chief

Adam Schleicher
Director of Public Services

Tom Veith
Engineering Director

Jeremy Cramer
Wastewater Conveyance and
Treatment Director

Kathleen McDaniel
City Attorney

Brenda Sukenik
Human Resources Director

Rick Wicklund
Sun Prairie Utilities Manager

MISSION STATEMENT

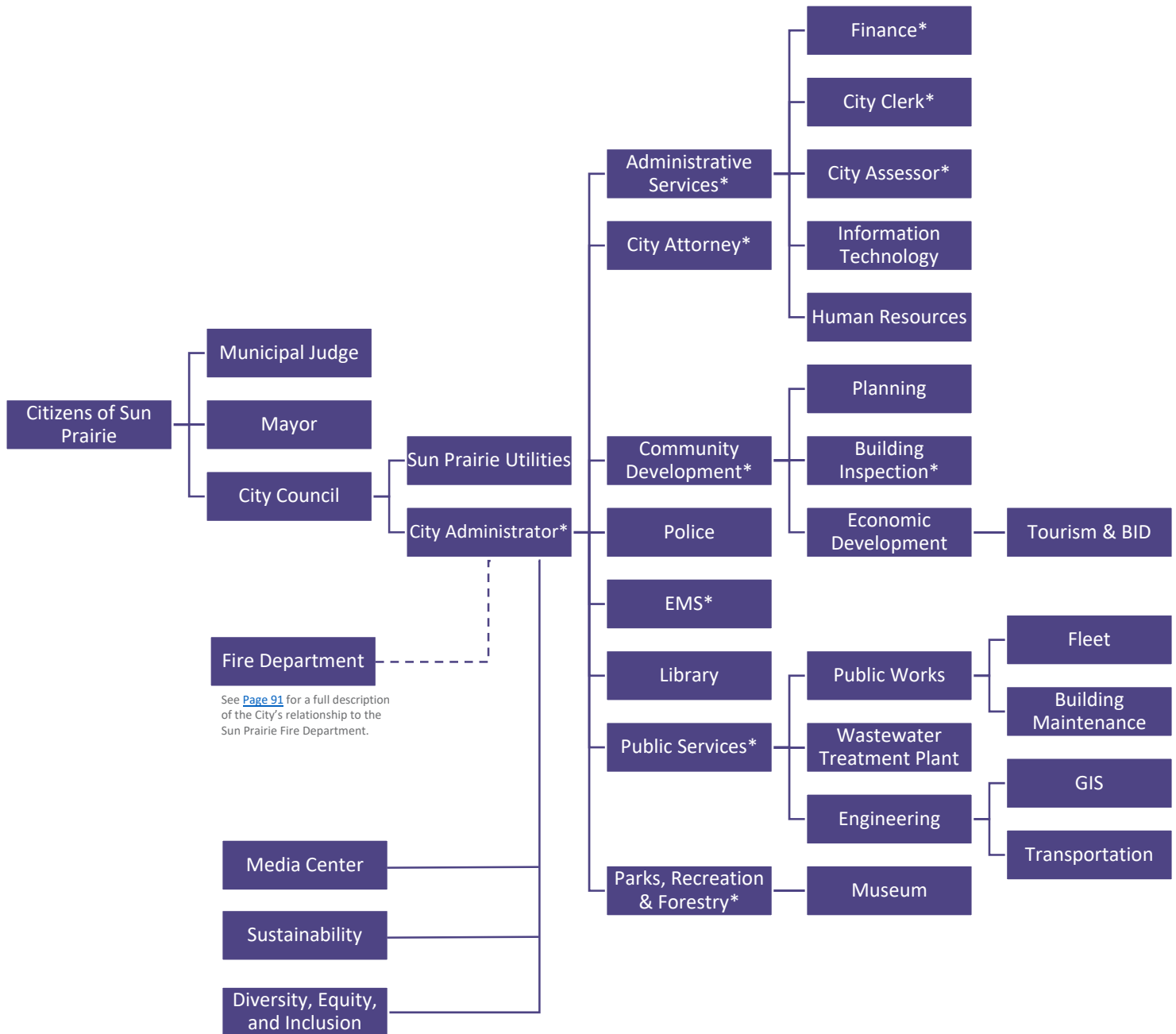
To provide valuable, responsive, and cost-effective services that enable residents to enjoy a high quality of life.

VISION STATEMENT

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

We want to 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

	2020 FTE	2021 FTE	2022 FTE	2023 FTE	2023 to 2023 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	3.00	3.00	0.00
Administration	3.00	3.00	4.00	4.00	0.00
Administrative Services	1.00	1.00	1.00	1.00	0.00
Human Resources	4.00	4.00	4.00	4.00	0.00
Finance	4.63	5.63	6.60	7.60	1.00
Assessing	2.00	4.00	4.00	4.00	0.00
Information Technology	5.00	5.00	6.00	6.00	0.00
Building Maintenance	3.00	3.00	3.00	3.50	0.50
PUBLIC SAFETY					
Police Department ²	76.00	77.00	80.00	81.00	1.00
Emergency Medical Services	14.00	14.00	15.00	24.00	9.00
Building Inspection	6.00	6.00	7.00	8.00	1.00
PUBLIC WORKS					
Public Services	3.00	3.00	3.00	4.00	1.00
Public Works	10.00	10.00	10.00	11.00	1.00
Engineering	6.00	6.00	6.00	6.00	0.00
GIS	2.00	2.00	2.00	3.00	1.00
Transportation	0.00	1.00	1.00	1.00	0.00
Sanitation ²	seasonal	seasonal	seasonal	seasonal	
Wastewater Utility	11.00	12.00	14.00	14.00	0.00
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	2.00	1.00
Recreation Programs	3.70	3.70	4.00	4.81	0.81
Family Aquatic Center ²	seasonal	seasonal	seasonal	seasonal	
Parks Maintenance	8.00	8.00	8.00	8.00	0.00
Sun Prairie Media Center	3.88	3.88	4.00	4.00	0.00
Sun Prairie Public Library	23.50	24.10	23.40	23.40	0.00
COMMUNITY DEVELOPMENT					
Community Development	1.00	1.00	1.00	1.00	0.00
Planning	4.00	4.00	5.00	5.00	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	32.00	34.00	35.00	1.00
Total All Funds	249.17	254.87	266.00	284.31	18.31

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

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

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

ABOUT SUN PRAIRIE

SUN PRAIRIE, WI

POPULATION

36,394

2.0% GROWTH

MEDIAN AGE

36

MEDIAN HOUSEHOLD INCOME

\$82,309

UNEMPLOYMENT RATE

2.52%*

NUMBER OF BUSINESSES

718

MEDIAN HOME VALUE

\$304,100

6.2% INCREASE

* Average unemployment rate through August 2022 (source: Bureau of Labor Statistics)

GROWING COMMUNITY

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

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

Over the last ten years, Sun Prairie's population has increased 21.96 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.

ECONOMY

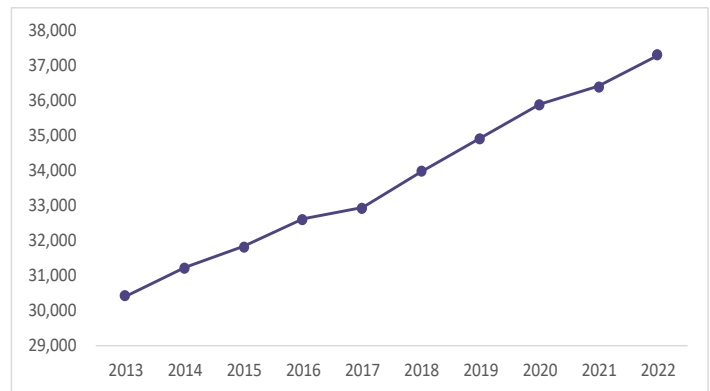
Sun Prairie also benefits from a strong and diverse local economy.

The City's 2022 unemployment rate of 2.52 percent was lower than the State of Wisconsin as a whole (3.1 percent) and significantly lower than that of the United States as a whole (3.7 percent).

Employers within the City represent a variety of different industries with positions of varying skills and education

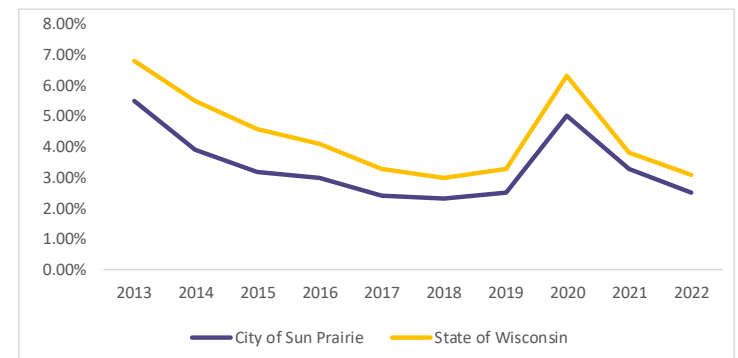
City of Sun Prairie, Population

Source: Wisconsin Department of Administration, Population Estimates



Unemployment Rate

Source: Wisconsin Department of Workforce Development



ABOUT SUN PRAIRIE

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.

Top Ten Employers

Source: City Economic Development Division

Rank	Employer	Employees	Rank	Employer	Employees
1	Sun Prairie School District	1,501	6	Prairie Athletic Club	330
2	City of Sun Prairie	679	7	Royle Printing	313
3	Colony Brands	505	8	Wisconsin Distributors	310
4	QBE Insurance	450	9	Axim Geospatial	285
5	Costco	419	10	Target	274

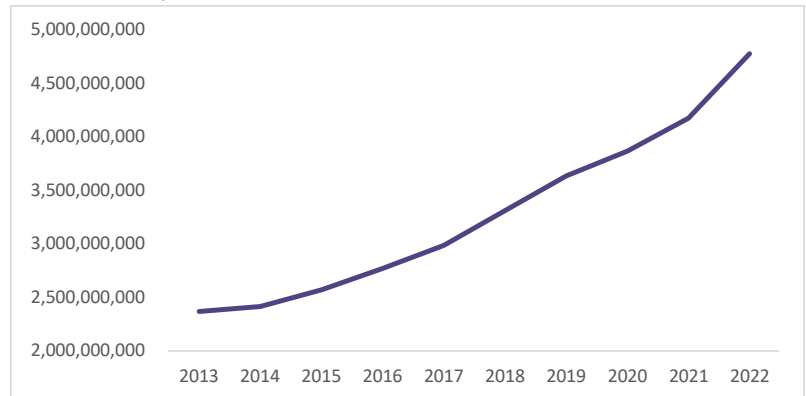
Over the last ten years, the City has seen significant increases in its equalized value. Equalized value increased by 14.16 percent in 2022. This continues the trend since 2013 in which the City's tax base has increased over the previous year. The City has regained the losses sustained during the great 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 2021, the City had net new construction growth of 3.88 percent or \$149.7 million. Through August, the City had net new construction of \$138.6 million for 2022.

Additionally, personal income within the City of Sun Prairie continues to grow. Per capita personal income has risen over \$11,300 since 2009 to \$39,472. This continues to exceed the per capita personal income of the State of Wisconsin as a whole.

City of Sun Prairie's Equalized Value

Source: Wisconsin Department of Revenue



EDUCATION

The majority of Sun Prairie residents are in the Sun Prairie School District, with a small percentage of residents in the DeForest School District. Nearly 47 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, 55 percent have a Bachelor's degree or higher.

GOVERNMENT AND ORGANIZATION

The City operated under a Mayor – Council form of government. The Mayor is elected for two-year terms 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.

ABOUT SUN PRAIRIE

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 capital 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 land that is now Sun Prairie is ancestral land of the Ho-Chunk Nation. The Ho-Chunk, formerly called the Winnebago, are members of a Siouan-speaking tribe who were established in Wisconsin at the time they met French explorer Jean Nicolet

in 1634, although scholars have hypothesized that the tribe migrated from the lower Mississippi River valley and arrived in Wisconsin during the 1500s. During the 1600s and 1700s, the tribe spread west and south and eventually established villages throughout the Fox River valley and Lake Winnebago regions, the Wisconsin River valley below Portage, the upper tributaries of the Rock River valley, and the upper Mississippi River valley. In the 1830s, many Ho-Chunk moved to the region north of the Wisconsin River and ceded more land in southern Wisconsin to the federal government in 1832. By 1837, the Ho-Chunk had made another treaty with the United States that ceded all Ho-Chunk lands in Wisconsin

(source: Milwaukee Public Museum <https://www.mpm.edu/content/wirp/ICW-52#:~:text=The%20Ho%2DChunk%20%2D%20formerly,Red%20Banks%20on%20Green%20Bay.>)



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 245 acres, an aquatic center and ice arena, public library, and growing retail areas.

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 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 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

According to the Wisconsin Department of Public Instruction, school districts in Wisconsin kept their school district tax levies flat, with an overall average increase of 0.35% from the 2020-21 school district tax levy to the 2021-22 levy. Approximately half of the school districts in Dane County followed this trend, with eight districts reporting less than a 1% increase in their school district tax levies. Only four districts – Waunakee (8.04%), Deerfield (6.82%), Wisconsin Heights (6.62%), and Belleville (6.36%) – showed an increase of at least 5%. Madison, by far the largest district in the county, increased its levy by 1.96%, or \$6.8 million, to \$356.9 million.

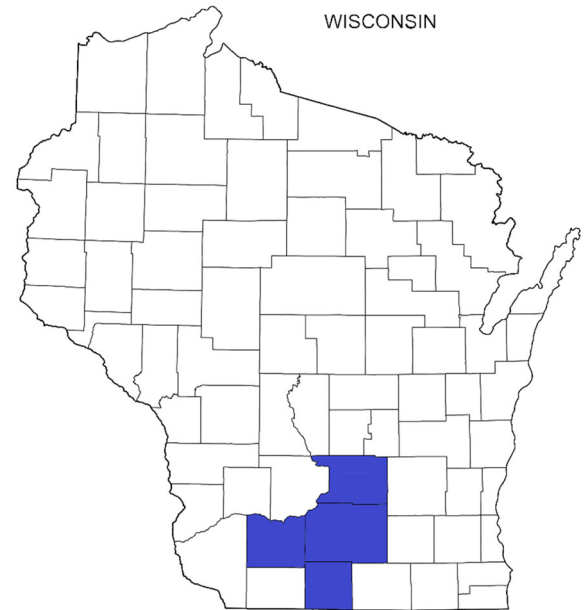
School District Tax Levies

Source: Wisconsin Department of Public Instruction

District Name	21-22 Total Levy	20-21 Total Levy	Change	% Change
Waunakee Community	\$ 37,434,390.00	\$ 34,648,262.00	\$ 2,786,128.00	8.04%
Deerfield Community	\$ 5,449,217.00	\$ 5,101,327.85	\$ 347,889.15	6.82%
Wisconsin Heights	\$ 9,909,560.00	\$ 9,294,391.00	\$ 615,169.00	6.62%
Belleville	\$ 7,266,403.00	\$ 6,831,808.00	\$ 434,595.00	6.36%
Oregon	\$ 31,996,945.00	\$ 31,207,114.00	\$ 789,831.00	2.53%
Mount Horeb Area	\$ 14,300,218.00	\$ 13,996,644.00	\$ 303,574.00	2.17%
Madison Metropolitan	\$ 356,903,095.00	\$ 350,039,592.00	\$ 6,863,503.00	1.96%
McFarland	\$ 18,320,773.00	\$ 18,068,007.00	\$ 252,766.00	1.40%
Cambridge	\$ 7,103,945.00	\$ 7,049,976.00	\$ 53,969.00	0.77%
Middleton-Cross Plains	\$ 79,590,285.00	\$ 79,739,515.00	\$ (149,230.00)	-0.19%
Verona Area	\$ 64,615,973.00	\$ 65,267,459.00	\$ (651,486.00)	-1.00%
DeForest Area	\$ 33,882,597.00	\$ 34,503,905.00	\$ (621,308.00)	-1.80%
Monona Grove	\$ 29,626,156.00	\$ 30,322,170.00	\$ (696,014.00)	-2.30%
Sun Prairie Area	\$ 69,639,228.00	\$ 71,753,551.00	\$ (2,114,323.00)	-2.95%
Stoughton Area	\$ 24,749,781.00	\$ 25,590,898.00	\$ (841,117.00)	-3.29%
Marshall	\$ 4,281,448.00	\$ 5,212,571.00	\$ (931,123.00)	-17.86%

Madison Metropolitan Statistical Area

Source: Wisconsin Department of Workforce Development

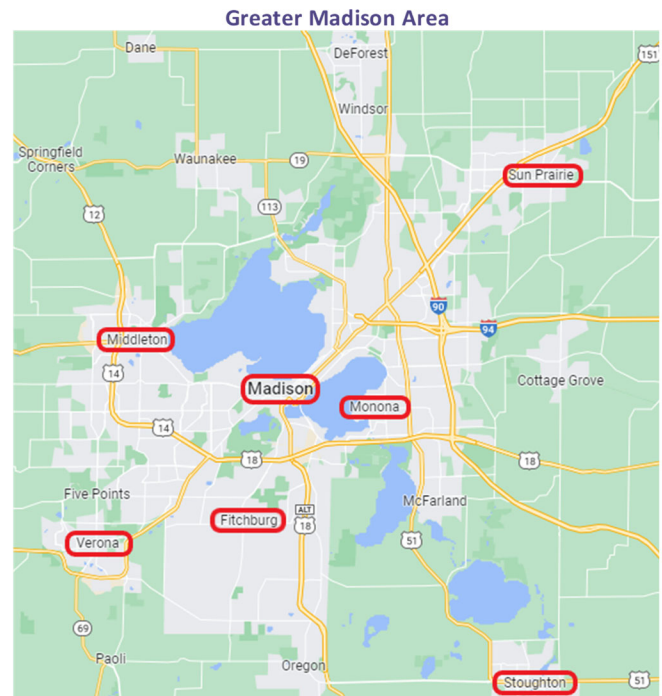


COMMUNITY PROFILE

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	279,102
City of Fitchburg	31,817
City of Sun Prairie	36,394
City of Middleton	23,031
City of Verona	14,889
City of Stoughton	13,204
City of Monona	8,869

City	Square Miles
City of Madison	101.5
City of Fitchburg	34.9
City of Sun Prairie	13.1
City of Middleton	9.07
City of Verona	7.55
City of Stoughton	6.35
City of Monona	3.35

City	Equalized Value \$ in millions
City of Madison	38,606.7
City of Middleton	4,775.0
City of Sun Prairie	4,767.5
City of Fitchburg	4,668.2
City of Verona	3,629.8
City of Monona	1,567.8
City of Stoughton	1,735.4

City	Mill Rate (per \$1,000 assessed)
City of Madison	\$8.32
City of Sun Prairie	7.51
City of Stoughton	7.23
City of Fitchburg	6.72
City of Monona	6.36
City of Middleton	5.37
City of Verona	4.47

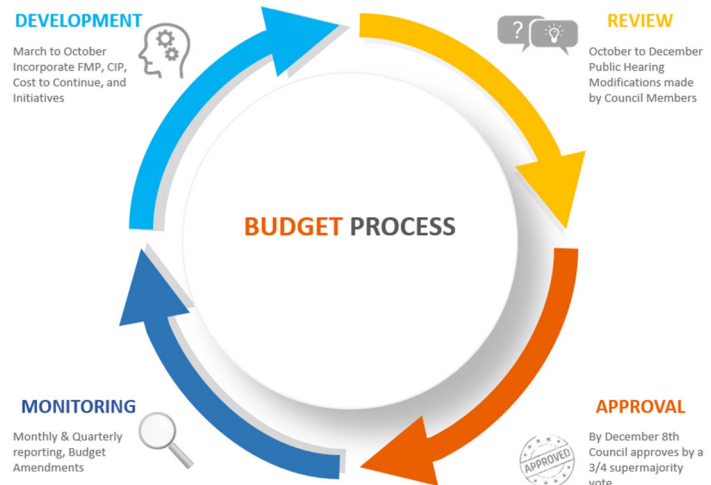
BUDGET PROCESS

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 Committee of the Whole.

Alders adjust the budget during work sessions.

NOVEMBER 9, 2022

Public hearing regarding the budget document.

NOVEMBER 15, 2022

City 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 ranks them according to priorities established by the City Council and defined in the Capital Improvement Policy. In June, the draft CIP is submitted to the Committee of the Whole and published on the City's [website](#) and in hard copy for public review. The Committee of the Whole holds several work sessions and a public hearing for citizens to provide input on the proposed projects. The Committee of the Whole votes for its approval of the CIP and forwards the document to 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.

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.

Tax Increment Financing District Funds

The City has seven 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.

FINANCIAL STRUCTURE & ORGANIZATION

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.

Transportation 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.

Affordable Housing Fund

This funds a variety of affordability initiatives for implementation of the housing recommendations listed in the 2019-2039 Sun Prairie Comprehensive Plan, under the Housing and Neighborhoods focus area in the City's Three-Year Strategic Action Plan, and the Housing for All Report and Recommendations.

CDBG Fund

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

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.

CITY OF
SUN PRAIRIE
Wisconsin

FUNDS & FUNCTIONAL AREAS

Funds and Functional Areas

	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										
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
245	CDBG Fund
250	Park Fund
251	Street Tree Fund
270	Tourism Fund
275	Transportation Fund
290	Affordable Housing 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
515	TIF District No. 15 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

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?

City of Sun Prairie - 2023 Approved Annual Budget

BUDGET INITIATIVES SUMMARY

Description	FTE	Total	Revenues	Other Sources	Tax Levy
Revenue Initiatives					
Work Permits	-	(200)	-	-	(200)
Building Inspection Minimum Fees	-	(86,501)	-	-	(86,501)
Building Inspection Submission Fees	-	(10,000)	-	-	(10,000)
Refuse & Recycling Stickers	-	(6,000)	6,000	-	-
Refuse & Recycling Fee Increase	-	(161,520)	161,520	-	-
Dog Park Fee Increase	-	(4,460)	-	-	(4,460)
Subtotal	-	\$ (268,681)	\$ 167,520	\$ -	\$ (101,161)
Complete Transportation Network					
Vision Zero Action Plan	-	90,000	-	90,000	-
Subtotal	-	\$ 90,000	\$ -	\$ 90,000	\$ -
Downtown & Central Corridor Vibrancy					
Museum Enhancement (Jan 1st start)	1.00	92,343	-	8,343	84,000
Downtown Maintenance	-	35,000	-	35,000	-
Subtotal	1.00	\$ 127,343	\$ -	\$ 43,343	\$ 84,000
Dynamic Economy					
Incubator & Co-Working Feasibility Study	-	30,000	-	30,000	-
Subtotal	-	\$ 30,000	\$ -	\$ 30,000	\$ -
Employer of Choice					
Elected Representatives Stipend Increase	-	977	-	-	977
Wellness Clinic Enhancement	-	24,000	-	24,000	-
Non-Union Pay Increase	-	562,802	-	299,802	263,000
Family Aquatic Center Staff Wage Increase	-	71,659	-	21,659	50,000
Alliance for Community Media Conference	-	1,200	-	1,200	-
City HR Fee for Sun Prairie Utilities	-	32,330	-	32,330	-
City Attorney Fee for Sun Prairie Utilities	-	6,800	-	6,800	-
Subtotal	-	699,768	-	385,791	313,977.00
Housing & Neighborhoods					
Annual Contribution to Affordable Housing Fund	-	10,000	-	-	10,000
Zoning Code Update	-	155,000	-	155,000	-
Subtotal	-	\$ 165,000	\$ -	\$ 155,000	\$ 10,000
Human Services					
Colonial Club Contribution	-	10,000	-	-	10,000
Community Schools Funding	-	30,000	-	-	30,000
Sunshine Place Financial Support	-	10,631	-	-	10,631
Hoopla Digital	-	14,000	-	-	14,000
Community Outreach by Sun Prairie Utilities	-	42,188	-	42,188	-
Subtotal	-	\$ 106,819	\$ -	\$ 42,188	\$ 64,631

BUDGET INITIATIVES SUMMARY

Description	FTE	Total	Revenues	Other Sources	Tax Levy
Quality City Services					
City Branding Study Implementation	-	50,000	-	50,000	-
Equity Audit Implementation	-	90,000	-	90,000	-
Grants/Contract Coordinator (Feb 1st start)	1.00	90,614	-	90,614	-
Part-Time Maintenance Technician (Jan 1st start)	0.50	27,023	-	-	27,023
City Hall Air Filtration	-	189,000	-	189,000	-
Police Officer & Squad Car (Aug 1st start)	1.00	157,845	-	100,310	57,535
Squad Lights/Sirens Update	-	29,319	-	29,319	-
Facility Needs Assessment	-	52,375	-	52,375	-
Fire Community Risk Reduction Officer (Jul 1st start)	1.00	72,617	-	39,248	33,369
Full-Time Paramedic (Jul 1st start)	1.00	51,092	-	12,707	38,385
Building Inspection Customer Service Specialist (Jan 1st start)	1.00	68,025	-	-	68,025
GIS Technician (Jan 1st start)	1.00	82,914	-	82,914	-
Public Services Business Manager (Mar start)	1.00	75,167	-	28,957	46,210
Maintenance Worker (Aug 1st start)	1.00	26,780	-	-	26,780
Snow Showeling Contractual Services	-	50,000	-	50,000	-
Parks Financial Services Technician (May 1st start)	0.52	31,240	-	31,240	-
Parks Events Intern	0.29	11,501	-	11,501	-
Parks Security Cameras and Wi-Fi	-	9,140	-	9,140	-
Increase to Parks Repairs and Maintenance Budget	-	20,000	-	10,000	10,000
Tool Cat Replacement	-	70,000	-	70,000	-
LiveU Production Equipment	-	11,604	-	11,604	-
Spanish Closed Captioning	-	3,125	-	3,125	-
Remote Broadcast Improvements	-	13,104	-	13,104	-
Sun Prairie Utilities Distribution Line Clearance	-	60,000	-	60,000	-
Sun Prairie Utilities Wireless AP Replacements	-	4,500	-	4,500	-
Sun Prairie Utilities Computer Replacements	-	3,192	-	3,192	-
Sun Prairie Utilities Secure File Transfer Platform	-	2,500	-	2,500	-
Sun Prairie Utilities Security Camera Upgrades	-	34,560	-	34,560	-
Sun Prairie Utilities Paving Maintenance	-	15,000	-	15,000	-
Sun Prairie Utilities Battery Tools - Water	-	5,000	-	5,000	-
Sun Prairie Utilities Water Quality Testing	-	3,000	-	3,000	-
Sun Prairie Utilities Water Quality Testing - UCMR5	-	10,410	-	10,410	-
Sun Prairie Utilities Lead and Copper Testing	-	1,500	-	1,500	-
Sun Prairie Utilities Reservoir Inspections	-	44,200	-	44,200	-
Sun Prairie Utilities Well Site Entry Doors	-	11,000	-	11,000	-
Subtotal	9.31	\$ 1,477,347	\$ -	\$ 1,170,020	\$ 307,327
Sustainable Sun Prairie					
Brightly: Asset & Energy Management Software	-	14,382	-	14,382.00	-
Electric Account City Hall Parking Lot	-	45,488	-	45,488	-
Tree Growing Pilot Program	-	5,000	-	-	5,000
Fraud Risk Assessment	-	10,000	-	10,000	-
Subtotal	-	\$ 74,870	\$ -	\$ 69,870	\$ 5,000
GRAND TOTAL - ALL INITIATIVES	10.31	2,502,466	167,520	1,986,212	683,774.00

2023 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 2023 is \$126.6 million of which \$88.3 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; 2023 property taxes will provide \$21.4 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 2022 (budget year 2023) was 3.32%. The city does not expect to maintain historical levels of new growth and is forecasting a five-year average future increase of 1.5%. 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, 2.5% in 2022, 2.7% in 2021, and 17.1% in 2020.

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
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%
2022	138.6	4,176.1	3.32%

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

INTERGOVERNMENTAL REVENUE

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

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

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

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

2023 COMPREHENSIVE FINANCIAL PLAN

STATE SHARED REVENUE					
Dollars in Thousands					
	2023	2022	2021	2020	2019
State Shared Revenue	685.8	655.8	691.0	692.0	695.0
State Aid – Exempt Computers	291.6	291.4	291.0	291.0	291.4
State Aid – Personal Property	106.7	106.7	88.4	103.2	118.0
Total State Shared Revenue	1,084.1	1,053.9	1,070.4	1,086.2	1,104.0
Percent Change	2.9%	-1.5%	-1.5%	-1.2%	12.3%
State Expenditure Restraint	0	494.8	514.3	531.9	0
Percent Change	N/A	-3.8%	-3.3%	N/A	N/A

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 did 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, 2022, and 2023 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 2023, the electric utility will focus on the Business Park Substation Expansion and the continuance of LED lighting 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 2024. The water utility is also replacing aging water main in several areas, and administering grants and loans to customers for replacement of private lead service lines. In addition, both the electric and water utilities will continue implementation of the Honeywell advanced metering system.

2023 FUND BALANCE SUMMARY

FUND TYPE	Projected			Projected		Property Tax Levy Contribution
	2023 Beginning Fund Balance	2023 Approved Budget Revenues	Expenditures	2023 Ending Fund Balance		
GENERAL FUND	\$ 13,162,421	\$ 36,371,558	\$ 36,371,758	\$ 13,162,221		\$ 21,403,208
SPECIAL REVENUE FUNDS						
Park Improvement Fund	2,000,191	394,100	439,775	1,954,516		-
Street Tree Fund	256,860	96,000	105,000	247,860		-
Grants and Donations Fund	2,900,999	312,259	952,377	2,260,881		-
Sun Prairie Media Fund	46,511	459,833	506,344	-		-
Westside Traffic Impact Fee	2,099,118	250,000	-	2,349,118		-
Sanitation Fund	175,259	1,599,309	1,692,262	82,306		-
Community Development Block Grant Fund	-	2,231,821	2,231,821	-		-
Tourism Fund	301,978	234,095	305,852	230,221		-
Transportation Fund	907,092	1,630,759	1,648,759	889,092		-
Housing Fund	163,592	10,000	145,000	28,592		-
Total Special Revenue Funds	8,851,600	7,218,176	8,027,190	8,042,586		-
CAPITAL PROJECTS FUNDS						
Capital Projects	4,468,754	11,955,713	12,008,088	4,416,379		-
TIF No. 8	(711,803)	2,706,055	2,628,940	(634,688)		-
TIF No. 9	(140,165)	2,109,077	1,293,223	675,689		-
TIF No. 11	1,060,242	1,259,624	803,478	1,516,388		-
TIF No. 12	(1,016,081)	317,577	280,511	(979,015)		-
TIF No. 13	(750,539)	705,385	338,867	(384,021)		-
TIF No. 14	(256,023)	591,581	714,054	(378,496)		-
TIF No. 15	(2,775)	-	34,975	(37,750)		-
Development Projects	18,132	500,000	500,000	18,132		-
Total Capital Projects Funds	2,669,742	20,145,012	18,602,136	4,212,618		-
DEBT SERVICE FUNDS						
Debt Service Fund	379,093	6,938,606	7,317,699	-		6,796,436
Total Debt Service Funds	379,093	6,938,606	7,317,699	-		6,796,436
PERMANENT FUNDS						
Ashley Trust Fund	1,000	2	2	1,000		-
Total Permanent Funds	1,000	2	2	1,000		-
ENTERPRISE FUNDS						
Fleet Inservice	957,190	3,251,452	3,359,621	849,021		-
Healthcare Inservice Fund	1,100,100	4,025,393	4,137,443	988,050		-
Water Pollution Control	58,002,476	6,659,371	8,258,971	56,402,876		-
Stormwater Utility	54,900,020	4,337,831	3,489,506	55,748,345		-
Water & Light	92,612,837	41,294,751	38,369,130	95,538,458		-
Total Enterprise Funds	207,572,623	59,568,798	57,614,671	209,526,750		-
AGENCY FUNDS						
MPSISC	409,669	679,260	679,260	409,669		-
Total Agency Funds	409,669	679,260	679,260	409,669		-
COMPONENT UNITS						
Business Improvement District	43,116	167,100	168,556	41,660		-
Community Development Authority	452	69,548	69,548	452		-
Total Component Units	43,568	236,648	238,104	42,112		-
Grand Total	\$ 233,089,716	\$ 131,158,060	\$ 128,850,820	\$ 235,396,956		\$ 28,199,644

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

TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION

\$ 28,199,644

BUDGET COMPARISON

	2021	2022	% vs. '21	2022	% vs. '22	2023	% vs. '22
REVENUE	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	26,454,092	29,480,739	11.4%	29,717,774	0.8%	33,199,165	11.7%
Special Revenue Funds	5,473,226	4,125,044	-24.6%	4,189,468	1.6%	6,799,452	62.3%
Debt Service Funds	8,083,824	6,518,073	-19.4%	6,518,073	0.0%	6,847,976	5.1%
Capital Projects Funds	13,625,666	16,711,475	22.6%	20,141,834	20.5%	19,477,347	-3.3%
Permanent Funds	-	2		2	0.0%	2	0.0%
Enterprise Funds	55,796,982	53,398,660	-4.3%	53,416,660	0.0%	59,369,169	11.1%
Component Units	239,541	236,068	-1.4%	236,068	0.0%	236,648	0.2%
Agency Funds	606,634	661,715	9.1%	661,715	0.0%	679,260	2.7%
Total Revenues/Resources	\$ 110,279,965	\$ 111,131,776	0.8%	\$ 114,881,594	3.4%	\$ 126,609,019	10.2%

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

	2021	2022	% vs. '21	2022	% vs. '22	2023	% vs. '22
EXPENDITURES	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	27,635,739	32,228,865	16.6%	33,051,257	2.6%	35,625,110	7.8%
Special Revenue Funds	6,014,886	4,609,897	-23.4%	5,900,237	28.0%	7,456,219	26.4%
Debt Service Funds	12,917,677	6,826,812	-47.2%	6,826,812	0.0%	7,317,699	7.2%
Capital Projects Funds	13,052,583	18,430,360	41.2%	25,113,178	36.3%	18,016,121	-28.3%
Permanent Funds	-	2		2	0.0%	2	0.0%
Enterprise Funds	46,453,840	53,141,725	14.4%	55,955,110	5.3%	57,609,671	3.0%
Component Units	279,817	258,288	-7.7%	259,479	0.5%	233,104	-10.2%
Agency Funds	544,777	661,715	21.5%	661,715	0.0%	679,260	2.7%
Total Expenditures/Uses	\$ 106,899,320	\$ 116,157,664	8.7%	\$ 127,767,791	10.0%	\$ 126,937,186	-0.7%

Excludes 572000 - Transfer Out

Excludes 572000 - Transfer Out

2023 APPROVED BUDGET SUMMARY

REVENUES	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Enterprise Funds	Component Units	Agency Funds	Total
Taxes	21,413,208	-	6,796,436	6,707,784	-	-	-	-	34,917.4
Special Assessments	500	3,800	-	-	-	500,000	125,000	-	629.3
Intergovernmental Revenues	3,995,372	3,421,375	-	2,509,366	-	59,000	-	-	9,985.1
Licenses and Permits	1,198,885	321,320	-	-	-	970,000	-	-	2,490.2
Fines and Forfeitures	209,900	-	-	-	-	-	-	-	209.9
Charges for Services	3,504,844	2,551,928	-	523,181	-	49,877,993	-	679,260	57,137.2
Investment Income	101,000	5,800	1,600	4,700	-	5,942,191	69,548	-	6,124.8
Interdepartmental Charges	-	-	-	-	-	-	-	-	-
Misc. Revenues	624,281	215,734	49,940	600,100	-	111,300	42,100	-	1,643.5
Other Financing Sources	-	46,000	-	9,132,216	-	1,908,685	-	-	11,086.9
Other	111,152	233,495	-	-	2	-	-	-	344.6
General Obligation Debt	-	-	-	-	-	-	-	-	-
Sub-Total Revenues	31,159,142	6,799,452	6,847,976	19,477,347	2	59,369,169	236,648	679,260	124,568,996
Transfers In	3,172,593	418,724	90,630	167,665	-	199,629	-	-	4,049.2
Fund Balance Applied/Cash Reserves	2,040,023	1,422,339	379,093	209,823	-	2,148,141	1,456	-	6,200.9
Less: Transfers Out	(746,648)	(570,971)	-	(86,015)	-	(5,000)	(5,000)	-	(1,413,634)
Sub-Total Transfers and Applied Balance	4,465,968	1,270,092	469,723	291,473	-	2,342,770	(3,544)	-	8,836,482
Total Funding Sources	\$ 35,625,110	\$ 8,069,544	\$ 7,317,699	\$ 19,768,820	\$ 2	\$ 61,711,939	\$ 233,104	\$ 679,260	\$ 133,405,478
EXPENDITURES									
General Government	6,467,141	18,500	-	-	-	-	-	-	6,485.6
Public Safety	17,412,752	42,000	-	-	-	-	-	673,098	18,127.9
Public Works	3,803,011	1,702,262	-	-	-	-	-	-	5,505.3
Health & Human Services	399,636	-	-	-	-	-	-	-	399.6
Culture, Recreation, and Education	5,624,198	1,233,275	-	-	2	-	-	-	6,857.5
Conservation and Development	1,489,572	4,460,182	-	-	-	-	69,548	-	6,019.3
Water Pollution Control Facility	-	-	-	-	-	8,259,946	-	-	8,259.9
Stormwater Facility	-	-	-	-	-	3,484,506	-	-	3,484.5
Sun Prairie Utilities	-	-	-	-	-	38,369,130	-	-	38,369.1
Fleet In-Service Fund	-	-	-	-	-	3,359,621	-	-	3,359.6
Health In-Service Fund	-	-	-	-	-	4,137,443	-	-	4,137.4
Business Improvement District (BID)	-	-	-	-	-	-	163,556	-	163.6
Capital Outlay	-	-	-	2,197,194	-	-	-	-	2,197.2
Debt Service	-	-	7,317,699	15,818,927	-	-	-	-	23,136.6
Contingency	428,800	-	-	-	-	-	-	6,162	435.0
Total Expenditures	\$ 35,625,110	\$ 7,456,219	\$ 7,317,699	\$ 18,016,121	\$ 2	\$ 57,610,646	\$ 233,104	\$ 679,260	\$ 126,938,161

TRANSFER SCHEDULE

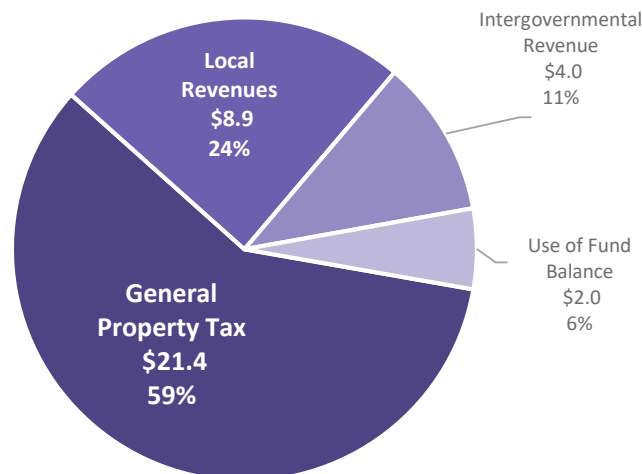
Transfer In		Transfer Out	
General Fund	440,971	Special Revenue Fund	440,971
General Fund	21,015	Capital Projects Fund	21,015
General Fund	2,486,315	Sun Prairie Utilities	2,486,315
Special Revenue Fund	20,324	General Fund	20,324
Special Revenue Fund	25,000	Tax Increment District #8	25,000
Special Revenue Fund	5,000	BID District	5,000
Special Revenue Fund	5,000	Stormwater Fund	5,000
Transportation Fund	353,400	General Fund	353,400
Affordable Housing Fund	10,000	General Fund	10,000
Debt Service Fund	90,630	General Fund	90,630
Capital Projects Fund	72,665	General Fund	72,665
Capital Projects Fund	95,000	Special Revenue Fund	95,000
Fleet Fund	199,629	General Fund	199,629
Total Transfer In	\$ 3,824,949	Total Transfer Out	\$ 3,824,949

REVENUE SUMMARY

General Fund Revenue Summary	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Taxes (excluding Levy)	115,312	130,507	108,703	225,783	80,718	111,152	30,434
Special Assessments	22,914	(60,187)	48,458	18,219	16,900	10,500	(6,400)
Licenses and Permits	972,552	1,035,873	1,032,555	1,073,254	1,025,035	1,198,885	173,850
Fines, Foreits & Penalties	196,678	199,033	172,760	152,271	209,900	209,900	-
Public Charges for Services	1,638,248	2,119,994	2,557,875	2,560,362	2,467,835	3,504,844	1,037,009
Investment Income	148,584	4,928	185,115	81,000	146,000	101,000	(45,000)
Miscellaneous Revenue	362,215	287,851	268,859	(25,359)	375,681	392,781	17,100
Other Financing Sources	3,395,624	2,211,347	2,832,436	3,679,671	3,702,264	3,404,093	(298,171)
Sub-Total Local Revenues	6,852,126	5,929,346	7,206,760	7,765,202	8,024,333	8,933,155	908,822
Intergovernmental Revenue	2,750,288	3,085,685	4,427,535	4,477,373	4,461,871	3,995,372	(466,499)
Total Revenues	9,602,414	9,015,031	11,634,295	12,242,575	12,486,204	12,928,527	442,323
Use of Fund Balance	-	-	-	-	1,320,703	2,040,023	719,320
Total Revenue & Fund Balance	9,602,414	9,015,031	11,634,295	12,242,575	13,806,907	14,968,550	1,161,643
General Property Tax Levy	17,979,980	18,638,111	20,108,463	20,108,463	20,106,531	21,403,208	1,296,677
Total Sources	\$ 27,582,394	\$ 27,653,142	\$ 31,742,758	\$ 32,351,038	\$ 33,913,438	\$ 36,371,758	\$ 2,458,320

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

2023 General Fund Revenues
(in millions)



FUNCTION SUMMARY

FUNCTION SUMMARY							
Function Summary	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
PROPERTY TAXES							
General Property Taxes	17,979,980	18,638,111	20,108,463	20,108,463	20,106,531	21,403,208	1,296,677
Illegal Taxes	(5,102)	(69,098)	(305)	(305)	-	-	-
Omitted Property Taxes	-	4.5	30.3	-	-	-	-
Property Tax Chargebacks	27,857	3,888	18,433	18,424	16,400	10,000	(6,400)
Sub-Total Property Taxes	18,002,734	18,577,394	20,156,921	20,126,582	20,122,931	21,413,208	1,290,277
OTHER TAXES							
Public Accomodation Tax	46,788	91,032	95,141	214,839	70,218	100,070	29,852
Payments In Lieu Of Taxes	67,489	38,025	9,582	9,582	8,700	9,582	882
Interest And Penalty On Taxes	1,035	1,450	3,980	1,363	1,800	1,500	(300)
Sub-Total Other Taxes	115,312	130,507	108,703	225,783	80,718	111,152	30,434
SPECIAL ASSESSMENTS							
Interest Special Assessments	159	115	-	100	500	500	-
Delq Sa Revenue	-	416	-	-	-	-	-
Sub-Total Special Assessments	159	531	-	100	500	500	-
INTERGOVERNMENTAL REVENUE							
State Shared Revenue	693,749	691,379	655,840	688,485	688,485	685,790	(2,695)
State Expenditure Restraint	-	-	494,833	494,833	494,833	-	(494,833)
State Aid - Exempt Computers	291,415	291,415	291,690	291,690	291,415	291,690	275
State Fire Insurance Tax	-	-	167,414	167,414	160,000	170,000	10,000
State Aid- Personal Property	103,223	88,440	106,709	106,709	106,709	106,709	-
State Grants - General	-	-	44,947	70,000	70,000	25,000	(45,000)
State Grants - Police	9,008	9,460	12,960	13,760	13,600	8,160	(5,440)
State Grants - Library	-	-	5,719	(3,885)	2,200	2,200	-
State Aid - Road Allotment	1,564,707	1,777,575	1,745,222	1,745,222	1,750,068	1,815,991	65,923
State Aid - Connecting Streets	54,802	55,040	62,588	62,588	62,588	62,667	79
County Aid - Library	-	-	648,949	648,949	649,625	644,991	(4,634)
School District - Pd Liasion	33,384	156,616	171,404	172,348	172,348	182,174	9,826
Sub-Total Intergovernmental Revenue	2,750,288	3,085,685	4,427,535	4,477,373	4,461,871	3,995,372	(466,499)
LICENSES AND PERMITS							
Liquor & Malt Bev. Licenses	38,831	60,456	74,259	74,000	70,000	70,000	-
Bartender Licenses	12,100	11,820	13,875	13,479	25,500	25,000	(500)
Cigarette Licenses	3,775	2,825	3,600	3,600	3,000	3,500	500
Other Business Licenses	4,738	8,113	10,435	7,000	10,000	10,000	-
Dog Licenses	8,396	8,328	9,412	8,500	21,000	9,000	(12,000)
Chicken Keeping License	-	-	75	45	85	45	(40)
Building Permits	229,507	235,038	247,069	255,000	255,000	309,325	54,325
Occupancy Permits	19,300	30,450	29,050	33,850	25,000	27,000	2,000
Plumbing Permits	216,336	214,972	212,429	215,000	177,414	214,414	37,000
Electrical Permits	148,663	150,410	143,465	150,000	138,000	194,900	56,900
Hvac Permits	178,285	181,894	165,050	185,000	162,336	209,700	47,364
Street Opening Permits	24,251	28,804	33,028	30,000	21,000	21,000	-
Stormwater Erosion Cont Fee	36,170	21,461	23,146	20,000	35,000	25,001	(9,999)
Zoning And Plat Approval Fees	38,445	39,180	33,250	35,000	40,000	40,000	-
Other Permits And Fees	7,677	34,331	24,829	34,500	34,500	36,000	1,500
Weights & Measures	6,080	7,792	9,583	8,280	7,200	4,000	(3,200)
Sub-Total Licenses And Permits	972,552	1,035,873	1,032,555	1,073,254	1,025,035	1,198,885	173,850
FINES, FORFEITS AND PENALTIES							
Court Penalties And Costs	135,110	137,741	126,324	119,329	140,000	140,000	-
Parking Violations	58,567	60,223	35,870	28,042	65,000	65,000	-
Other Violations	485	-	-	-	-	-	-
Library Fines	-	-	7,405	4,900	4,900	4,900	-
Sub-Total Fines, Forfeits And Penalties	196,678	199,033	172,760	152,271	209,900	209,900	-

FUNCTION SUMMARY

Function Summary, continued	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
PUBLIC CHARGES FOR SERVICES							
Clerk Fees	45,100	48,489	37,890	49,007	55,000	55,000	-
Finance Fees	-	-	-	-	-	200	200
Information Technology Fees	-	-	-	-	-	-	-
Police Department Fees	9,389	20,324	30,256	28,264	18,000	18,000	-
Police Animal Pound Fees	90	-	-	-	-	-	-
Ambulance Fees	1,317,576	1,605,170	1,500,143	1,650,000	1,555,000	2,038,999	483,999
Ems Townships Charges	71,915	76,692	104,251	104,251	101,435	425,163	323,728
Building Inspection Charges	(296)	297	-	-	-	10,000	10,000
Sewer Inspection Charges	6,650	4,990	4,470	4,469	7,000	7,000	-
Hvac Plan Review	21,600	20,150	37,110	35,000	20,350	31,675	11,325
Building Plan Review	58,735	77,624	88,225	65,000	71,100	76,100	5,000
Fire Alarm Plan Review	6,620	2,050	17,180	11,000	2,000	7,650	5,650
Fire Supp Plan Review	9,060	1,860	14,820	14,965	7,000	11,500	4,500
Plumbing Plan Reiew	22,410	23,805	40,250	33,000	23,000	28,000	5,000
Public Works Misc Charges	3,805	31,178	48,688	35,000	35,000	35,000	-
Engineering Review Fees	25,564	14,771	40,074	42,000	30,000	45,000	15,000
Parks Miscellaneous Charges	14,395	39,720	45,343	42,425	47,000	53,900	6,900
Library Misc Charges	-	-	8,461	6,370	4,300	7,000	2,700
Winter Program Fees	-	-	-	-	-	-	-
Dog Park Use Fees	22,720	24,329	21,359	20,569	23,000	28,380	5,380
Adult Program Fees	-	-	25,561	33,800	36,500	38,500	2,000
Preschool Program Fees	-	-	41,656	34,406	43,000	69,800	26,800
Youth Program Fees	-	-	195,390	110,624	132,150	217,897	85,747
Teen Program Fees	-	-	9,839	5,000	13,800	16,960	3,160
Family & Misc Program Fees	-	-	33,410	26,243	12,000	13,150	1,150
Special Event Program Fees	-	-	32,636	29,200	40,000	55,310	15,310
Family Aquatic Center Fees	2,917	128,475	180,864	179,769	191,200	214,660	23,460
Sub-Total Public Charges For Services	1,638,248	2,119,994	2,557,875	2,560,362	2,467,835	3,504,844	1,037,009
INVESTMENT INCOME							
General Fund	148,584	4,928	185,115	81,000	146,000	101,000	(45,000)
Sub-Total Investment Income	148,584	4,928	185,115	81,000	146,000	101,000	(45,000)
MISCELLANEOUS REVENUE							
Bid Chargebacks	-	-	-	-	-	-	-
Miscellaneous Rents	4,731	7,374	8,517	8,365	10,400	11,765	1,365
Police Auction	2,151	-	7,684	7,684	-	5,000	5,000
Sale Of Material And Equipment	35,927	25,642	28,299	20,000	52,000	37,000	(15,000)
Insurance Dividend & Recovery	62,244	72,732	56,103	52,535	52,535	59,114	6,579
Miscellaneous Revenues	195,470	127,822	124,357	(159,576)	197,424	222,972	25,548
Ag Use Penalties	28,340	24,669	6,113	8,000	15,000	15,000	-
City Attorney Chargebacks	5,950	2,664	3,041	3,170	6,347	6,800	453
Human Resources Chargebakcs	25,196	25,950	31,675	31,675	31,675	32,330	655
Finance Chargebacks	2,000	-	2,400	2,400	2,400	2,800	400
Insurance Dividend & Recovery	-	-	-	-	-	-	-
Miscellaneous Revenues	206	999	671	388	5,500	-	(5,500)
Sub-Total Miscellaneous Revenue	362,215	287,851	268,859	(25,359)	375,681	392,781	17,100
OTHER FINANCING SOURCES							
Transfer In	1,134,667	31,926	571,145	878,485	1,225,778	456,986	(768,792)
Transfer In - W&L Pilot	2,061,098	2,037,120	1,939,685	2,483,452	2,483,452	2,486,315	2,863
Econ Dev Chargebacks	-	-	161,892	161,734	161,734	229,292	67,558
Engineering Chargebacks	199,859	142,301	159,714	156,000	156,000	231,500	75,500
Fund Balance Applied	-	-	-	-	996,003	2,040,023	1,044,020
Sub-Total Other Financing Sources	3,395,624	2,211,347	2,832,436	3,679,671	5,022,967	5,444,116	421,149
Total Revenues	\$27,582,394	\$27,653,142	\$31,742,758	\$32,351,038	\$33,913,438	\$36,371,758	\$ 2,458,320

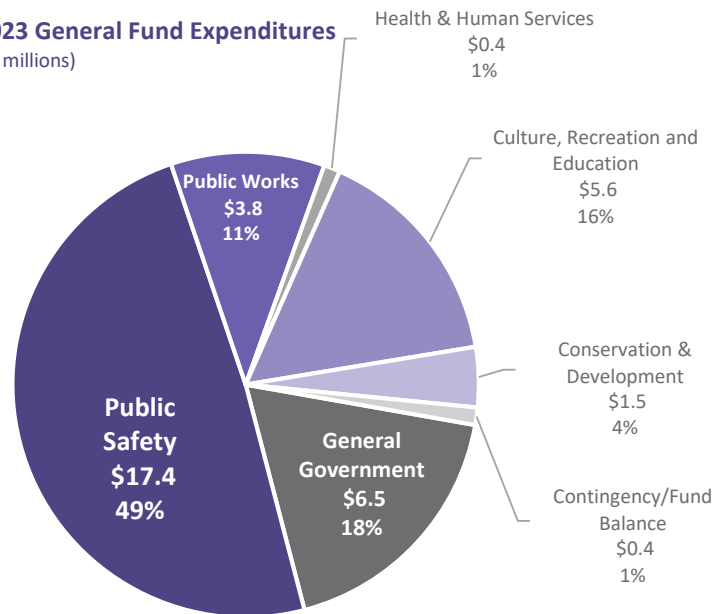
Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, and 280 - Recreation

CITY OF
SUN PRAIRIE
Wisconsin

EXPENDITURE SUMMARY

General Fund Exp. Summary	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
General Government	4,786,941	4,931,979	6,043,645	6,599,534	6,786,229	6,467,141	(319,088)
Public Safety	13,285,026	13,914,025	15,039,781	15,143,809	15,672,976	17,412,752	1,739,776
Public Works	3,043,700	3,400,641	3,533,550	3,523,295	3,666,480	3,803,011	136,531
Health & Human Services	413,468	482,634	359,455	362,516	362,997	399,636	36,639
Culture, Recreation and Education	1,671,283	1,860,308	4,136,215	4,907,759	5,177,821	5,624,198	446,377
Conservation & Development	877,803	830,943	1,238,540	1,193,121	1,327,506	1,489,572	162,066
Sub-Total	24,078,221	25,420,529	30,351,186	31,730,033	32,994,008	35,196,310	2,202,302
Contingency/Fund Balance	-	-	-	-	294,700	428,800	134,100
Transfers	2,147,775	2,081,750	948,081	919,294	943,464	746,648	(196,816)
Sub-Total	2,147,775	2,081,750	948,081	919,294	1,238,164	1,175,448	(62,716)
Total General Expenditures	\$ 26,225,996	\$ 27,502,279	\$ 31,299,267	\$ 32,649,327	\$ 34,232,172	\$ 36,371,758	\$ 2,139,586

2023 General Fund Expenditures
(in millions)



DIVISION SUMMARY

DIVISION SUMMARY							
Division Summary	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
GENERAL GOVERNMENT							
Mayor	41,448	43,074	43,478	44,606	44,475	45,021	546
Council	68,382	68,068	70,131	69,871	72,849	88,293	15,444
Municipal Court	115,267	122,330	123,007	128,398	123,408	126,342	2,934
City Attorney	306,596	414,134	374,899	346,246	368,563	287,493	(81,070)
City Clerk	404,410	402,881	334,253	367,184	378,780	363,684	(15,096)
Elections	211,348	98,840	187,784	180,721	201,288	136,520	(64,768)
Administration	320,845	339,111	627,168	766,619	778,125	634,826	(143,299)
Administrative Services	141,224	113,308	246,158	504,288	509,606	173,162	(336,444)
Human Resources	325,516	389,296	477,443	561,355	567,149	1,005,474	438,325
Finance	493,636	559,224	618,231	610,564	646,785	742,146	95,361
Risk Management	163,048	173,191	161,078	172,635	208,375	222,111	13,736
Assessing	388,179	319,386	463,237	516,455	555,517	525,368	(30,149)
Information Technology	1,207,474	1,272,813	1,486,015	1,432,650	1,495,214	1,400,114	(95,100)
Building Maintenance	599,566	616,324	830,765	897,942	836,095	716,587	(119,508)
Sub-Total General Government	4,786,941	4,931,979	6,043,645	6,599,534	6,786,229	6,467,141	(319,088)
PUBLIC SAFETY							
Police Department	8,898,620	9,051,169	9,657,801	9,823,134	10,113,434	10,433,492	320,058
Fire Protection	1,513,203	1,600,112	1,923,219	1,918,595	2,052,346	2,156,288	103,942
Emergency Medical Service	2,215,991	2,479,702	2,633,150	2,577,919	2,668,917	3,888,256	1,219,339
Building Inspection	656,145	783,041	825,611	819,915	828,279	924,716	96,437
Emergency Management	1,067	0	-	4,246	10,000	10,000	-
Sub-Total Public Safety	13,285,026	13,914,025	15,039,781	15,143,809	15,672,976	17,412,752	1,739,776
PUBLIC WORKS							
Public Services	177,843	200,468	214,452	214,051	212,139	288,618	76,479
Public Works	2,188,195	2,554,293	2,553,125	2,488,347	2,565,436	2,699,913	134,477
Engineering	560,133	496,709	496,066	496,693	522,874	530,557	7,683
GIS	117,529	120,199	127,461	125,398	125,994	145,691	19,697
Transporation	-	28,972	142,448	198,806	240,037	138,232	(101,805)
Sub-Total Public Works	3,043,700	3,400,641	3,533,550	3,523,295	3,666,480	3,803,011	136,531
HEALTH & HUMAN SERVICES							
Colonial Club	210,000	260,000	230,000	230,000	230,000	240,000	10,000
Youth & Families	8,468	7,634	4,455	7,516	7,997	9,005	1,008
YMCA & Community Schools	145,000	115,000	115,000	115,000	115,000	130,000	15,000
Human Services	40,000	90,000	-	-	-	10,631	10,631
Cemetery	10,000	10,000	10,000	10,000	10,000	10,000	-
Sub-Total Health & Human Services	413,468	482,634	359,455	362,516	362,997	399,636	36,639
CULTURE, RECREATION, AND EDUCATION							
Library	-	-	1,827,818	2,547,079	2,722,023	2,796,920	74,897
Historical Museum	87,473	118,188	108,894	107,439	128,596	212,754	84,158
Parks Maintenance	1,106,008	1,036,339	1,129,733	1,106,817	1,167,837	1,271,424	103,587
Recreation	421,317	454,526	694,625	781,110	804,062	954,973	150,911
Family Aquatic Center	56,484	251,255	375,145	365,313	355,303	388,127	32,824
Sub-Total Culture, Recreation, and Education	1,671,283	1,860,308	4,136,215	4,907,759	5,177,821	5,624,198	446,377
CONSERVATION AND DEVELOPMENT							
Community Development	160,464	162,147	175,737	176,633	178,064	186,643	8,579
Planning	363,314	346,537	446,718	418,208	518,089	672,015	153,926
Economic Development	234,049	212,322	382,368	381,261	389,921	357,468	(32,453)
Forestry	119,977	109,937	233,717	217,019	241,432	273,446	32,014
Sub-Total Conservation and Development	877,803	830,943	1,238,540	1,193,121	1,327,506	1,489,572	162,066
Transfers	2,147,775	2,081,750	948,081	919,294	943,464	746,648	(196,816)
General Contingency	-	-	-	-	294,700	428,800	-
Sub-Total Transfers & Contingency	2,147,775	2,081,750	948,081	919,294	1,238,164	1,175,448	(196,816)
Total	\$ 26,225,996	\$ 27,502,279	\$ 31,299,267	\$ 32,649,327	\$ 34,232,172	\$ 36,371,758	\$ 2,139,586

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 260 - Library, and 280 - Recreation

2022 PROPERTY VALUES AND TAX RATE

ASSESSED VALUE BY CLASS	2018	2019	2020	2021	2022	Increase (Decrease)	Percent Change
Residential	\$ 2,168,954,100	\$ 2,237,893,900	\$ 2,643,212,500	\$ 2,708,137,200	\$ 2,786,552,200	\$ 78,415,000	2.9%
Commercial	839,488,600	903,958,600	1,028,578,200	1,064,893,600	1,108,575,900	43,682,300	4.1%
Agricultural	130,000	98,500	131,800	126,300	118,100	(8,200)	-6.5%
Other	381,500	162,900	441,600	441,600	501,400	59,800	13.5%
Personal Property	41,727,000	41,147,700	46,500,600	44,657,300	44,799,400	142,100	0.3%
Manufacturing	55,891,500	57,170,100	74,066,700	71,790,600	69,275,300	(2,515,300)	-3.5%
Total Assessed Value	\$ 3,106,572,700	\$ 3,240,431,700	\$ 3,792,931,400	\$ 3,890,046,600	\$ 4,009,822,300	\$ 119,775,700	3.1%

EQUALIZED VALUE	2018	2019	2020	2021	2022	Increase (Decrease)	Percent Change
Equalized Value - TID Out	3,132,843,000	3,404,540,900	3,610,664,700	3,896,135,200	4,464,398,400	568,263,200	14.6%
Equalized Value - TID In	3,310,111,700	3,634,094,300	3,864,128,900	4,176,130,900	4,767,506,600	591,375,700	14.2%
Difference - Total Increment	\$ 177,268,700	\$ 229,553,400	\$ 253,464,200	\$ 279,995,700	\$ 303,108,200	\$ 23,112,500	8.3%

TAX INCREMENT BY DISTRICT	2018 Increment	2019 Increment	2020 Increment	2021 Increment	2022 Increment	(Decrease)	Net % Change
TIF District No. 6	\$ 5,730,600	\$ 6,891,800	\$ 6,953,700	\$ -	\$ -	\$ -	
TIF District No. 8	84,530,100	92,472,900	88,497,300	112,401,800	107,202,900	(5,198,900)	-4.6%
TIF District No. 9	55,373,700	79,126,900	85,205,100	90,687,300	92,167,300	1,480,000	1.6%
TIF District No. 11	16,331,000	24,352,500	37,114,800	53,661,700	56,185,600	2,523,900	4.7%
TIF District No. 12	12,759,500	9,727,500	9,935,300	12,671,000	14,350,500	1,679,500	13.3%
TIF District No. 13	2,543,800	16,981,800	25,758,000	10,573,900	31,824,900	21,251,000	201.0%
TIF District No. 14	-	-	-	-	1,377,000	1,377,000	
Total Increment	\$ 177,268,700	\$ 229,553,400	\$ 253,464,200	\$ 279,995,700	\$ 303,108,200	\$ 23,112,500	8.3%

CITY TAX RATE	2018	2019	2020	2021	2022	Increase (Decrease)	Percent Change
Operating Levy	16,911,461	17,979,981	18,640,045	20,106,531	21,403,208	1,296,677	6.4%
Debt Service Levy	6,449,889	6,567,043	6,618,831	6,469,805	6,796,436	326,631	5.0%
Total Levy	23,361,350	24,547,024	25,258,876	26,576,336	28,199,644	1,623,308	6.1%
Mill Rate	7.9455	8.0860	7.1248	7.3229	7.5101	0.1872	2.6%
Average Home Value	258,000	260,000	299,400	301,200	304,100	2,900	1.0%
City Tax on Average Home	2,050	2,102	2,134	2,206	2,284	78	3.5%
Median Home Value	244,600	246,500	275,000	286,400	288,900	2,500	0.9%
City Tax on Median Home	1,943	1,993	1,960	2,097	2,170	72	3.5%

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- Increase compensation to both the Mayor and City council members by 3.5%.
- Establish an annual contribution to the Affordable Housing Fund from the City Budget.
- Increase the City's annual support of the Colonial Club Senior Center by \$10,000.
- Increase the City's partner payment to the Community Schools program by \$30,000 annually.

2022 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.

2023 BUDGET HIGHLIGHTS

- Increase compensation to both the Mayor and City council members by 3.5%.
- Increase the City's annual support of the Colonial Senior Center by \$10,000.
- Increase the City's annual support of the Colonial Club Senior Center by \$10,000.
- Increase the City's partner payment to the Community Schools program by \$30,000 annually.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Mayor	39.8	41.4	35.5	44.6	44.3	45.0	0.8
Council	68.4	68.1	46.3	69.9	72.8	88.3	15.4
Total Expenditures	\$ 108.2	\$ 109.5	\$ 81.8	\$ 114.5	\$ 117.1	\$ 133.3	\$ 16.2

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	82.3	86.3	58.0	87.0	87.0	88.0	1.0
Materials & Supplies	0.9	1.0	0.6	2.1	1.8	2.5	0.7
Contractual Services	7.7	4.6	3.5	5.5	7.4	21.5	14.1
Professional Development	17.3	18.0	19.7	19.9	20.9	21.4	0.4
Total Expenditures	\$ 108.2	\$ 109.8	\$ 81.8	\$ 114.5	\$ 117.1	\$ 133.3	\$ 16.2

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	108.2	109.8	81.8	114.5	117.1	133.3	16.2
Net Operating Result	\$ (108.2)	\$ (109.8)	\$ (81.8)	\$ (114.5)	\$ (117.1)	\$ (133.3)	\$ (16.2)

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Adjudicate city ordinance violations.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022(year-end)
Traffic Citations Processed	1,701	1,359	1,075	1,145	865	857	641	1,200
Ordinance Citations	788	561	534	485	424	376	180	400
Court Trials	20	21	17	10	13	6	5	10

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Municipal Court	106.9	115.3	77.3	128.4	137.3	126.3	(10.9)
Total Expenditures	\$ 106.9	\$ 115.3	\$ 77.3	\$ 128.4	\$ 137.3	\$ 126.3	\$ (10.9)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	97.7	106.7	74.9	114.1	127.6	116.7	(10.9)
Contractual Services	7.4	7.4	0.7	12.6	7.7	7.7	-
Professional Development	1.7	1.2	1.7	1.7	1.9	2.0	0.0
Total Expenditures	\$ 106.9	\$ 115.3	\$ 77.3	\$ 128.4	\$ 137.3	\$ 126.3	\$ (10.9)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	198.0	198.0	147.4	205.0	205.0	205.0	-
Total Expenditures	106.9	115.3	77.3	128.4	137.3	126.3	(10.9)
Net Operating Result	\$ 91.1	\$ 82.7	\$ 70.1	\$ 76.6	\$ 67.7	\$ 78.7	\$ 10.9

MISSION

Provide preventative and proactive legal advice to 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 in a practical and efficient matter.

DESCRIPTION

The City Attorney's Office provides legal services to the Common Council and Mayor, City Administrator, and all City departments. The City Attorney is responsible for conducting all the legal business of the City, including managing outside counsel for prosecution and special matters. The City Attorney's office drafts and reviews resolutions, ordinances, contracts, and development agreements. The office is staffed by a full-time City Attorney and Legal Assistant.

2023 BUDGET HIGHLIGHTS

- Transition back to in-house City Attorney after a vacancy should result in savings in outside counsel expenses

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Provide legal analysis and advice to City Departments and Council.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Development Agreements	8	17	13	14	9	6	18	
Ordinance Amendments	18	21	10	15	25	6	2	

Prosecute and collect forfeitures imposed by the court.

Measure	2016	2017	2018	2019	2020	2021*	2022*	2022 (year-end)
OWI	87	106	74	95	96	33	19	
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*	2022*	2022 (year-end)
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*	2022*	2022 (year-end)
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
2022*	0		0		0
2022 (year-end)					
Total	159	\$ 82,547	\$ 465,661	\$ -	\$ 548,208

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
City Attorney	258.5	306.6	244.7	346.2	277.5	287.5	10.0
Total Expenditures	\$ 258.5	\$ 306.6	\$ 244.7	\$ 346.2	\$ 277.5	\$ 287.5	\$ 10.0

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	181.4	197.7	97.6	176.8	201.3	236.2	34.9
Materials & Supplies	1.1	0.2	0.2	0.5	1.6	1.5	(0.1)
Contractual Services	66.4	101.6	135.5	153.1	65.0	39.5	(25.5)
Professional Development	9.6	7.0	4.5	9.0	9.5	10.3	0.7
Total Expenditures	\$ 258.5	\$ 306.6	\$ 244.7	\$ 346.2	\$ 277.5	\$ 287.5	\$ 10.0

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	258.5	306.6	244.7	346.2	277.5	287.5	10.0
Net Operating Result	\$ (258.5)	\$ (306.6)	\$ (244.7)	\$ (346.2)	\$ (277.5)	\$ (287.5)	\$ (10.0)

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

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

DESCRIPTION

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

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

2023 BUDGET HIGHLIGHTS

- Implement the results of the City Branding Study to include the strategic brand platform and the three-year marketing study.
- Invest in the recommended actions of the Equity Audit which will allow for more Diversity, Equity, and Inclusion-centered programming, initiatives, and activities to honor the City's diverse identity and create an inclusive culture.
- Provide annual funding to the Sunshine Place which will support the staff time and resources needed for Sunshine Place to continue their efforts in coordinated emergency response and social service coordination for community needs.
- Implement a Computerized Maintenance Management System to effectively and efficiently modernize asset and energy management performance.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Administration	3.00	3.00	4.00	4.00	4.00	4.00	-
Allocated FTE	(0.23)	(0.18)	(0.51)	(0.51)	(0.51)	(0.77)	(0.26)
Total Personnel	2.77	2.82	3.49	3.49	3.49	3.23	(0.26)

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Administration	285.0	330.9	387.9	778.3	381.5	649.3	267.8
Total Expenditures	\$ 285.0	\$ 330.9	\$ 387.9	\$ 778.3	\$ 381.5	\$ 649.3	\$ 267.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	245.0	300.5	256.3	415.5	309.6	422.6	113.0
Materials & Supplies	3.0	11.1	11.4	11.3	8.1	13.1	5.0
Contractual Services	15.1	5.9	95.2	321.6	30.1	180.1	150.0
Professional Development	19.8	11.0	18.3	19.4	27.3	27.1	(0.2)
Capital Items	2.2	2.4	6.7	10.6	6.5	6.5	-
Total Expenditures	\$ 285.0	\$ 330.9	\$ 387.9	\$ 778.3	\$ 381.5	\$ 649.3	\$ 267.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	285.0	330.9	387.9	778.3	381.5	649.3	267.8
Net Operating Result	\$ (285.0)	\$ (330.9)	\$ (387.9)	\$ (778.3)	\$ (381.5)	\$ (649.3)	\$ (267.8)

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.

2023 BUDGET HIGHLIGHTS

- Hire a full time behavioral & Mental Health Coach to the Employee Wellness Clinic in conjunction with the Sun Prairie Area School District.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Administrative Services	1.00	1.00	1.00	1.00	1.00	1.00	-
Allocated FTE	(0.07)	(0.07)	(0.07)	(0.07)	(0.07)	(0.07)	-
Total Personnel	0.93	0.93	0.93	0.93	0.93	0.93	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Administrative Services	141.2	113.3	826.7	504.3	509.6	173.2	(336.4)
Total Expenditures	\$ 141.2	\$ 113.3	\$ 826.7	\$ 504.3	\$ 509.6	\$ 173.2	\$ (336.4)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	139.1	109.5	96.6	147.6	147.9	156.6	8.7
Materials & Supplies	0.2	0.1	0.5	0.5	0.2	0.2	-
Contractual Services	0.8	2.3	727.3	353.6	358.6	12.6	(346.0)
Professional Development	1.1	1.5	2.4	2.6	2.9	3.8	0.9
Total Expenditures	\$ 141.2	\$ 113.3	\$ 826.7	\$ 504.3	\$ 509.6	\$ 173.2	\$ (336.4)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	141.2	113.3	826.7	504.3	509.6	173.2	(336.4)
Net Operating Result	\$ (141.2)	\$ (113.3)	\$ (826.7)	\$ (504.3)	\$ (509.6)	\$ (173.2)	\$ 336.4

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.

2023 BUDGET HIGHLIGHTS

- Implement a Boards/Committees/Commissions solution.
- Continue efforts to expand our plans to digitize and catalogue all records kept by the City into OnBase.
- Continue to develop the ECM system (OnBase) with IT.
- Continue to develop and expand OpenGov, the cloud-based software for citizen services.

2022 BUDGET OVERVIEW

- ✓ Updated the City's Retention schedule.
- ✓ Implemented transition back to 8 polling places for all elections.
- ✓ Established a successful partnership with CH Coakley to digitize historical paper records for electronic storage and retention.
- ✓ Continued developing OpenGov, our online permitting and licensing program for Alcohol Licenses, Entertainment Devices Licenses, Cigarette and Tobacco Licenses, Nightclub Licenses, Operator Licenses, and all licenses and permits issued by the Clerk's Office

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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

Measure	2018	2019	2020	2021	2022*	2022 (year end)
Council & Special Meetings	26	25	25	28	13	23
Committee of the Whole	23	25	28	27	14	26
Board of Review	4	3	5	6	3	3
Alcohol License Review Board	3	6	4	1	2	2
TOTAL	56	59	34	58	32	54

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

Measure	2018	2019	2020	2021	2022*
Special Event Permit	4	2	0	2	2
Tobacco Retail License	24	25	23	25	27
Liquor Establishment License	56	58	57	56	61
Operator License	471	337	268	311	297
Temporary Nightclub License	0	0	0	0	0
Nightclub License	8	10	9	9	10
Secondhand Dealer License	4	3	3	3	4
Solicitor's Permit	41	45	15	28	32
Temporary Beer/Wine License	16	10	1	11	5
Street Use Permit	23	21	5	13	14
Taxi Cab Driver License	26	22	19	17	13
Amusement Device License	143	131	131	116	132
Blasting Permit	1	0	0	0	3
Chicken License	4	6	3	4	4
Mobile Food Cart	1	0	0	0	0
Mobile Food Vendor	4	0	0	0	0
TOTAL	826	670	534	595	604

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

Measure	2018	2019	2020	2021	2022*	2022 (year end)
Number of Elections	4	1	4	5	1	3
Average Election Officials	68	64	97	45	143	150
Average Voted at the Polls	5,369	6,064	2,351	1,255	2,401	7,900
Average Voted In-Person Absentee	1,623	2,148	1,903	121	429	1,600
Average Voted Absentee by Mail/SVD	452	391	7,087	1,443	1,741	2,550

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
City Clerk	4.56	3.00	3.00	3.00	3.00	3.00	-
Total Personnel	4.56	3.00	3.00	3.00	3.00	3.00	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
City Clerk	317.6	404.4	220.2	367.2	421.5	363.7	(57.8)
Elections	122.4	211.3	106.3	180.7	129.0	136.5	7.5
Total Expenditures	\$ 440.0	\$ 615.8	\$ 326.6	\$ 547.9	\$ 550.5	\$ 500.2	\$ (50.3)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	337.7	499.4	263.3	424.8	456.0	389.9	(66.1)
Materials & Supplies	20.0	33.3	14.4	24.9	29.6	32.3	2.7
Contractual Services	36.9	70.3	41.7	89.7	50.6	62.6	12.0
Professional Development	5.4	2.0	7.1	8.5	6.8	15.4	8.6
Capital Items	40.0	10.8	-	-	7.5	-	(7.5)
Total Expenditures	\$ 440.0	\$ 615.8	\$ 326.6	\$ 547.9	\$ 550.5	\$ 500.2	\$ (50.3)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	120.6	83.2	133.3	154.1	219.1	208.5	(10.5)
Total Expenditures	440.0	615.8	326.6	547.9	550.5	500.2	(50.3)
Net Operating Result	\$ (319.4)	\$ (532.5)	\$ (193.3)	\$ (393.8)	\$ (331.4)	\$ (291.7)	\$ 39.8

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.

2023 BUDGET HIGHLIGHTS

- Development of a new classification plan for 125 non-union positions which will identify areas in which the City is behind the market rate and implement wage adjustments to address the deficiencies in pay.

2022 BUDGET OVERVIEW

- ✓ The department experienced some turnover in staff which increased the need for training costs.
- ✓ The city overall is also experiencing staff turnover which increased advertising expenses, requiring HR staff to become more creative in our recruitment processes.

PERFORMANCE METRICS

Council Strategic Priority: **Employer of Choice**

*2022 data reflects information through July 31, 2022

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Positions filled (PT/FT)	37	45	31	39	30	52	31	50
Average number of days to fill positions	46	42	51	48	32	63	55	55
Applications received	1,548	1,848	2,209	2,049	1,221	1,656	956	1500
% minority new hires (FT)	12%	14%	15%	12%	17%	18%	18%	18%

Promote safety and wellness in the workplace.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Number of workers' compensation claims	26	16	22	39	29	21	11	20
Cost of worker's compensation claims	\$351,540	\$59,450	\$54,750	\$281,990	\$131,100	\$162,390	\$127,470	\$190,000
Lost days due to worker's compensation injuries/illnesses	251	25	34	85	46	85	14	25
Biometric testing participation	91%	85%	94%	95%	89%	96%	No Longer Measured	
Percentage of employees who rate their general health as Good, Very Good, or Excellent	93%	95%	93%	90%	91%	88%	No Longer Measured	

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

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Annual Turnover rate non-seasonal (PT/FT Turnover rate)	14% (14%)	11% (8.6%)	10% (8.4%)	11% (9.6%)	11% (9.4%)	16% (12.5%)	10% (10.6%)	16% (12%)
FMLA Requests (hours used)	47 (4,094)	46 (5,842)	58 (6,933)	48 (6,205)	47 (6,227)	24 (7,332)	27 (3,549)	35 (6,500)
Paid Parent/Caregiver Requests	n/a	n/a	5	5	21	15	25	32
Increase in Health Plan Cost	4%	14%	8.8%	7.9%	6.9%	5.9%	Cap 7.9%	7.9%
Health Plan Medical Loss Ratio (MLR)	--	158%	132%	147%	106%	122%	105%	115%
Authorized FT positions	180	185	190	196	202	209	218	218
Authorized PT positions	37	31	33	38	33	34	36	36

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Human Resources	3.50	4.00	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	3.60	3.60	3.60	3.60	3.55	(0.05)

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Human Resources	319.8	389.3	309.1	561.4	476.6	1,005.5	528.9
Total Expenditures	\$ 319.8	\$ 389.3	\$ 309.1	\$ 561.4	\$ 476.6	\$ 1,005.5	\$ 528.9

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	266.3	320.2	234.4	415.8	381.6	922.6	541.0
Materials & Supplies	1.6	1.4	0.6	0.9	1.4	1.3	(0.1)
Contractual Services	46.2	43.6	52.9	121.3	56.8	57.0	0.2
Professional Development	5.7	24.0	21.2	23.4	36.8	24.6	(12.2)
Total Expenditures	\$ 319.8	\$ 389.3	\$ 309.1	\$ 561.4	\$ 476.6	\$ 1,005.5	\$ 528.9

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	26.0	26.0	-	31.7	31.7	32.3	0.7
Total Expenditures	319.8	389.3	309.1	561.4	476.6	1,005.5	528.9
Net Operating Result	\$ (293.9)	\$ (363.3)	\$ (309.1)	\$ (529.7)	\$ (444.9)	\$ (973.1)	\$ (528.2)

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

2023 BUDGET HIGHLIGHTS

- Hire a Grants and Contracts Coordinator position to secure and manage grants for the City as well as centralizing the contracting/procurement process into one position.

2022 BUDGET OVERVIEW

- ✓ Elevated front counter staff from Receptionists to Financial Service Technicians
- ✓ Implemented a new Capital Improvement Plan software called ClearGov
- ✓ Increased a part time Financial Services Technician to full time

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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	2022*	2022 (year-end)
Payments by ETF	2,876,627	4,507,406	18,556,766	18,156,564	18,396,271	30,692,496	7,805,188	20,000,000
Payments by procurement card	4,106,642	2,499,935	3,784,384	4,599,448	3,977,362	3,855,138	2,590,426	4,440,000
Collections by credit card/e-check	239,111	156,165	142,512	126,747	649,184	1,038,497	779,618	1,200,000
Tax collections by credit card/e-check	925,584	995,113	1,094,498	1,783,305	3,529,642	4,451,172	1,499,031	4,500,000

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	6	5,240	29,332	4,356	33,688
2022*	4	-	15,754	7,706	23,460
2022 (year-end)	5	-	17,000	7,706	24,706

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Finance	4.63	5.63	6.60	6.60	6.60	7.60	1.00
Allocated FTE	(0.64)	(0.64)	(0.79)	(0.79)	(0.79)	(1.02)	(0.23)
Total Personnel	3.99	4.99	5.81	5.81	5.81	6.58	0.77

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Finance	529.2	493.6	433.5	610.6	809.6	1,170.9	361.3
Risk Management	129.5	163.0	161.0	172.6	190.3	222.1	31.9
Total Expenditures	\$ 658.7	\$ 656.7	\$ 594.5	\$ 783.2	\$ 999.9	\$ 1,393.1	\$ 393.2

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	381.0	356.3	286.5	459.8	400.2	584.6	184.3
Materials & Supplies	75.7	78.7	77.1	77.3	84.1	85.4	1.3
Contractual Services	65.0	63.7	61.8	69.7	65.5	77.2	11.7
Insurance	129.2	114.7	126.6	132.6	140.9	172.7	31.9
Professional Development	4.7	2.2	1.5	2.5	6.7	7.6	0.9
Transfers/Bad Debt	2.5	41.1	41.0	41.0	34.4	34.4	-
Contingency	-	-	-	-	264.7	428.8	164.2
Capital Items	0.5	-	-	0.3	3.5	2.4	(1.1)
Total Expenditures	\$ 658.7	\$ 656.7	\$ 594.5	\$ 783.2	\$ 999.9	\$ 1,393.1	\$ 393.2

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	2.4	56.8	-	2.4	2.4	3.0	0.6
Total Expenditures	658.7	656.7	594.5	783.2	999.9	1,393.1	393.2
Net Operating Result	\$ (656.3)	\$ (599.9)	\$ (594.5)	\$ (780.8)	\$ (997.5)	\$ (1,390.1)	\$ (392.6)

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.

2023 BUDGET HIGHLIGHTS

- Assessors Office will be performing an interim market update (revaluation) for 2023.
- Similar to a full revaluation, all values (residential and commercial) will be updated to reflect market value as of January 1, 2023
- Unlike a full revaluation, all properties will not be visited with an exterior and/or interior inspection. Only those properties that staff deems necessary will be inspected to verify property attributes.
- All 2022 Sale and maintenance properties will be reviewed either in office or with an exterior or interior inspection.
- Additional drive by inspections will be performed to assist with the market update.

2022 BUDGET OVERVIEW

- ✓ Transitioned from a hybrid Assessment Office (contract assessment service and city staff) to an office that is staffed entirely by city employees.
- ✓ Fully staffed office with a City Assessor and three Property Appraisers
- ✓ Started preparatory work for 2023 revaluation/market update

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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

Measure	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022* Non-reval	2022 (year-end) Non-reval
Level of Assessment	92.40%	100.00%	94.28%	89.33%	96.06%	93.82%	85%	80%

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

Measure	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022* Non-reval	2022 (year-end) Non-reval
Total Real Estate Parcels	11,422	11,452	11,764	11,797	12,137	12,272	12,359	12,500
Total Personal Property Accounts	1,201	1,108	999	982	887	950	961	961

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

Measure	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022* Non-reval	2022 (year-end) Non-reval
Interior Inspections		636	651	465	437	221	82	95
Exterior Inspections		522	396	290	283	97	103	87
Other On-site Visits		557	18	9	0	1	0	0
Drive-by Reviews		162	1,885	1,430	1,322	679	320	216
Ag Reviews		433	648	553	448	392	381	302
Office Reviews		784	1,235	306	165	492	619	659
Real Estate Transfers Reviewed		1,156	1,417	1,235	1,436	1,211	1,399	757
Permits Reviewed		1,445	1,412	1,789	1,929	1,945	2,564	1,250
Personal Property Accounts Assessed		1,113	1,027	1,000	982	805	950	961

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

Measure	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022* Non-reval	2022 (year-end) Non-reval
Parcels Reviewed	22	262	113	65	626	25	10	10
Number of Adjustments	20	162	111	64	510	10	10	10
Net \$ Adjustments (-) or (+)	-\$313,700	-\$6,458,000	-\$5,725,700	-\$14,438,700	-\$22,904,300	\$-160,900	\$-1,879,300	\$-1,879,300

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

Measure	2016 Non-Reval	2017 Reval	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022* Non-Reval	2022 (year end) Non-Reval
Parcels Reviewed	9	29	1	2	13	5	1	1
Number of Adjustments	7	14	1	1	9	5	0	0
Net \$ Adjustments (-) or (+)	-\$1,428,610	-\$4,303,200	-\$1,003,100	-\$591,900	-\$1,653,850	-\$8,941,200	0	0

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Assessing	2.00	4.00	4.00	4.00	4.00	4.00	-
Allocated FTE	(0.25)	-	-	-	-	-	-
Total Personnel	1.75	4.00	4.00	4.00	4.00	4.00	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Assessing	435.4	388.2	297.9	516.5	354.3	525.4	171.1
Total Expenditures	\$ 435.4	\$ 388.2	\$ 297.9	\$ 516.5	\$ 354.3	\$ 525.4	\$ 171.1

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	407.8	201.1	255.8	412.5	245.6	478.8	233.2
Materials & Supplies	10.3	9.9	11.9	12.6	2.7	17.3	14.6
Contractual Services	10.9	173.9	19.1	81.4	102.6	18.8	(83.8)
Professional Development	6.4	3.3	4.2	3.1	3.4	10.5	7.1
Capital Items	-	-	6.9	6.9	-	-	-
Total Expenditures	\$ 435.4	\$ 388.2	\$ 297.9	\$ 516.5	\$ 354.3	\$ 525.4	\$ 171.1

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	435.4	388.2	297.9	516.5	354.3	525.4	171.1
Net Operating Result	\$ (435.4)	\$ (388.2)	\$ (297.9)	\$ (516.5)	\$ (354.3)	\$ (525.4)	\$ (171.1)

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.

DESCRIPTION

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

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Ticket Volume: 2018 – 601 Tickets 2019 – 1776 Tickets 2020 – 2560 Tickets 2021 – 2375 Tickets 2022 – 1412 Tickets YTD (2200 proj)

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	2022*	2022 (year-end)
Issues Resolved On-time	66%	68%	78%	80%	86%	80%	85%	88%
Issues Resolved On First Contact	66%	61%	52%	64%	71%	68%	69%	73%
Issues Resolved to Satisfaction*	-	97%	97%	99%	100%	100%	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	2022*	2022 (year-end)
Average Time to First Response	18:30	24:30	13:14	5:46	4:58	3:20	2:37	2:10
Average Time to Resolution	47:50	46:30	41:00	33:24	26:00	31:00	22:24	20:00

The time format above is hours:minutes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Information Technology	5.00	5.00	6.00	6.00	6.00	6.00	-
Allocated FTE	(0.23)	(0.56)	(0.36)	(0.36)	(0.36)	(0.38)	(0.02)
Total Personnel	4.77	4.44	5.64	5.64	5.64	5.62	(0.02)

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

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Information Technology	927.9	1,207.5	1,149.1	1,432.7	1,198.4	1,400.1	201.8
Total Expenditures	\$ 927.9	\$ 1,207.5	\$ 1,149.1	\$ 1,432.7	\$ 1,198.4	\$ 1,400.1	\$ 201.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	412.3	497.2	428.1	666.3	522.8	694.2	171.4
Materials & Supplies	235.2	377.4	586.7	617.0	432.9	618.6	185.8
Contractual Services	111.7	57.3	56.7	68.0	57.9	73.0	15.1
Professional Development	10.0	11.7	6.3	6.4	15.0	7.9	(7.1)
Capital Items	158.7	263.9	71.3	75.0	169.9	6.5	(163.4)
Total Expenditures	\$ 927.9	\$ 1,207.5	\$ 1,149.1	\$ 1,432.7	\$ 1,198.4	\$ 1,400.1	\$ 201.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	927.9	1,207.5	1,149.1	1,432.7	1,198.4	1,400.1	201.8
Net Operating Result	\$ (927.9)	\$ (1,207.5)	\$ (1,149.1)	\$ (1,432.7)	\$ (1,198.4)	\$ (1,400.1)	\$ (201.8)

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.

2023 BUDGET HIGHLIGHTS

- Convert an LTE position into a permanent Part-Time Maintenance Technician position to address the backlog of deferred maintenance at all 15 City facilities.
- Use ARPA funds to increase air filtration at City buildings.

2022 BUDGET OVERVIEW

- ✓ Brought pest control services in-house and eliminated contract cost.
- ✓ Hired a part-time technician to assist on special projects.
- ✓ Managed multiple building remodel projects.
- ✓ Purchased new equipment to make snow removal safety and more efficient for City staff.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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

Measure	2017	2018	2019	2020	2021	2022*	2022 (year –end)
Number of tickets received	527	662	357	407	410	447	766
Average response time (hours)	9:16	10:28	11:30	17:12	17:44	29:55	28:00
Average resolution time (hours)	23:26	29:27	30:46	29:16	64:04	39:37	38:00

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	2022*	2022 (year –end)
No. of urgent and high priority tickets	73	84	4	3	21	15	25
Average response time (hours)	6:41	9:39	1:33	5:15	11:49	4:22	4:22
Average resolution time (hours)	17:47	20:36	5:19	11:19	50:35	17:53	17:53

Maintenance tickets submitted.

Department	2020	2021	2022*	2022 (year –end)
Finance	34	23	15	25
Library	86	86	67	114
Fire	94	65	36	61
EMS	45	44	42	72
Building Maintenance	3	25	32	54
Police	73	72	56	96
City Clerk	16	20	17	29
Others	54	78	166	220
Recreation	2	10	10	17

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Building Maintenance	2.00	3.00	3.00	3.00	3.00	3.50	0.50
Total Personnel	2.00	3.00	3.00	3.00	3.00	3.50	0.50

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Building Maintenance	703.1	630.8	549.4	927.8	746.7	720.6	(26.1)
Total Expenditures	\$ 703.1	\$ 630.8	\$ 549.4	\$ 927.8	\$ 746.7	\$ 720.6	\$ (26.1)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	186.4	244.9	181.8	279.1	265.8	288.6	22.8
Materials & Supplies	264.6	213.9	216.6	282.2	238.6	241.8	3.1
Contractual Services	185.8	132.1	104.0	182.7	158.5	143.2	(15.3)
Professional Development	0.2	0.2	2.1	2.2	1.3	2.0	0.8
Capital Items	66.0	39.7	44.9	181.7	82.5	45.0	(37.5)
Total Expenditures	\$ 703.1	\$ 630.8	\$ 549.4	\$ 927.8	\$ 746.7	\$ 720.6	\$ (26.1)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	703.1	630.8	549.4	927.8	746.7	720.6	(26.1)
Net Operating Result	\$ (703.1)	\$ (630.8)	\$ (549.4)	\$ (927.8)	\$ (746.7)	\$ (720.6)	\$ 26.1

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
HealthCare InService	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Health Ins Internal Svc Fund	2,724.0	2,973.2	2,187.1	3,592.9	3,592.9	4,137.4	544.6
Total Expenditures	\$ 2,724.0	\$ 2,973.2	\$ 2,187.1	\$ 3,592.9	\$ 3,592.9	\$ 4,137.4	\$ 544.6

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Health Insurance	2,524.4	2,768.3	2,045.4	3,354.8	3,354.8	3,882.4	527.6
Dental Insurance	199.6	204.9	141.8	238.1	238.1	255.0	16.9
Total Expenditures	\$ 2,724.0	\$ 2,973.2	\$ 2,187.1	\$ 3,592.9	\$ 3,592.9	\$ 4,137.4	\$ 544.6

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	2,854.6	3,163.2	2,329.5	3,411.1	3,411.1	4,025.4	614.3
Total Expenditures	2,724.0	2,973.2	2,187.1	3,592.9	3,592.9	4,137.4	544.6
Net Operating Result	\$ 130.6	\$ 189.9	\$ 142.3	\$ (181.8)	\$ (181.8)	\$ (112.1)	\$ 69.8

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Increase/(Decrease)	130.6	189.9	142.3	(181.8)	(181.8)	(112.1)
Fund Balance Applied	-	-	-	-	80.3	112.1
Beginning Fund Balance	367.2	497.8	687.8	687.8	687.8	506.0
Ending Fund Balance	\$ 497.8	\$ 687.8	\$ 830.1	\$ 506.0	\$ 425.7	\$ 281.9

MISSION

We will build relationships and solve problems.

DESCRIPTION

Administration

There are six members within the Administration Division.

- Five command-level sworn officers provide overall organizational leadership
- The Chief of Police is responsible for broad vision and direction for the operations of the organization with assistance from the Assistant Chief of Police
- One Lieutenant provides leadership and management for the patrol division
- A second Lieutenant provides leadership and management for the support services division
- A third Lieutenant provides leadership and management for the special operations division
- A Business Manager provides executive-level support to the administrative team

Patrol Division

The Patrol Division consists of sworn field officers who provide district policing efforts throughout the community. There are seven sergeants, 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 provided 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 Central Heights Middle School. Time is spent at the alternative school and lower level schools respectively. These officers provide proactive problem solving and relationship building in the schools. The Support Services Lieutenant provides oversight.

Dispatch Services

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

Records Division

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

Community Policing Services

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

Crossing Guards Services

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

2023 BUDGET HIGHLIGHTS

- Ongoing commitment to community engagement and policing philosophy, as well as 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 and Electronic Control Device costs.
- Increase in overall Multijurisdictional Public Safety Information System (MPSIS) expense due to contribution expenses; includes cost to continue with our professional standards early warning system requested in the interest of community for transparency, accountability, and professional integrity.
- Increase in general contract expenses.
- Add one new Police Officer position.
- Purchase and outfit a new police squad car.
- Update the lights and sirens on all squad cars to increase safety and guarantee all officers are providing the same visual and audio protection.
- To perform an assessment of the Police Department's facility needs for future growth.

2022 BUDGET OVERVIEW

- ✓ Two police officers and a squad car were approved with an implementation date of May 2022
- ✓ The addition of a Coordinated Response Specialist (CRS), to be utilized as a supplement to and follow-up for calls for service involving mental health customers. The CRS was hired in September 2022
- ✓ Pole cameras offering a dual-purpose surveillance system were purchased and put into service in October 2022

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Through our mission of building relationships and solving problems, we will reduce crime.

Measure	2017	2018	2019	2020	2021	2022
Crime Rate per 1,000 Residents						
Violent Crime	2.67	2.47	2.32	2.37	5.36	3.68
Property Crime	17.85	26.03	18.41	18.16	16.05	11.02

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Police Administration	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Police Patrol	40.00	41.00	43.00	43.00	43.00	44.00	1.00
Police Investigation	6.00	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	8.00	8.00	8.00	8.00	8.00	8.00	0.00
District Liaison Officers	5.00	5.00	6.00	6.00	6.00	6.00	0.00
Police Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Community Policing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Crossing Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police School Liaison	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Total Personnel	76.00	77.00	80.00	80.00	80.00	81.00	1.00
Sworn Personnel*		55.0	56.00	56.00	56.00	57.00	
Civilian Personnel		21.0	21.00	21.00	21.00	22.00	

*One FTE is 1,950 hours for patrol officers

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Police Administration	1,197.7	1,197.8	908.2	1,275.2	1,238.1	1,303.8	65.7
Police Patrol	4,405.6	4,456.2	1,251.9	4,886.4	5,065.1	5,222.5	157.5
Police Investigation	940.4	820.0	487.1	753.4	794.5	830.8	36.2
Police Communications	750.5	738.5	497.2	839.5	811.6	830.0	18.4
Police Records	518.0	539.1	371.1	556.0	570.9	621.1	50.2
District Liaison Officers	310.0	511.9	407.4	664.3	745.3	757.7	12.4
Police Vehicles	505.1	451.5	307.1	460.7	460.7	432.2	(28.5)
Police Community Policing	3.5	5.0	3.4	5.0	7.0	5.5	(1.5)
Police Crossing Guards	52.2	122.3	77.6	147.6	183.8	180.3	(3.5)
Police School Liaison	215.8	208.8	153.7	235.0	236.5	249.8	13.2
Grants & Donations	-	22.8	43.6	45.0	12.2	37.0	24.8
Total Expenditures	\$ 9,623.5	\$ 9,074.0	\$ 4,508.3	\$ 9,868.1	\$ 10,058.9	\$ 10,470.5	\$ 411.6

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	8,411.4	7,912.2	3,544.6	8,434.1	8,684.1	9,126.5	442.4
Materials & Supplies	626.7	582.0	468.6	700.3	664.7	624.5	(40.2)
Contractual Services	450.9	509.1	437.5	634.8	569.1	584.9	15.8
Professional Development	53.6	49.2	53.0	82.4	119.7	121.3	1.6
Capital Items	81.0	21.6	4.7	16.5	21.3	13.3	(8.1)
Total Expenditures	\$ 9,623.5	\$ 9,074.0	\$ 4,508.3	\$ 9,868.1	\$ 10,058.9	\$ 10,470.5	\$ 411.6

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	69.5	298.6	91.8	119.5	210.9	210.9	-
Total Expenditures	9,623.5	9,074.0	4,508.3	9,868.1	10,058.9	10,470.5	411.6
Net Operating Result	\$ (9,554.0)	\$ (8,775.4)	\$ (4,416.6)	\$ (9,748.7)	\$ (9,848.0)	\$ (10,259.5)	\$ (411.6)

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- Hire a Community Risk Reduction Officer to help prevent fire and injuries before they happen, thereby reducing calls to 911.

2022 BUDGET OVERVIEW

- ✓ The addition of a utility task vehicle—or utility terrain vehicles—more commonly called UTVs, have revolutionized emergency response with a functional apparatus that can traverse areas too small for larger apparatus, providing quick access to remote patients on bike trails, walking paths, and rural areas. This vehicle purchased with 2021 rollover monies will also assist Police & EMS.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Respond to citizens' call for service.

Measure	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Calls for Service	1,020	1,120	1,699	1,917	1,970	1964	2139	1285	Est-2425

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Fire Protection	1,437.6	1,670.9	1,310.3	1,918.6	1,602.5	2,156.3	553.8
Total Expenditures	\$ 1,437.6	\$ 1,670.9	\$ 1,310.3	\$ 1,918.6	\$ 1,602.5	\$ 2,156.3	\$ 553.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Materials & Supplies	22.4	29.1	17.5	26.2	25.6	96.4	70.8
Contractual Services	1,415.2	1,641.7	1,292.8	1,892.4	1,576.9	2,059.9	483.0
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 1,437.6	\$ 1,670.9	\$ 1,310.3	\$ 1,918.6	\$ 1,602.5	\$ 2,156.3	\$ 553.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	7.5	3.9	22.4	193.4	169.0	189.2	20.2
Total Expenditures	1,437.6	1,670.9	1,310.3	1,918.6	1,602.5	2,156.3	553.8
Net Operating Result	\$ (1,430.1)	\$ (1,666.9)	\$ (1,287.9)	\$ (1,725.2)	\$ (1,433.5)	\$ (1,967.1)	\$ (533.6)

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. Sun Prairie provides service to the City of Sun Prairie and the Town of Bristol. Beginning in 2023, SPEMS will also be providing service to the Village of Marshall, and the Towns of Sun Prairie, York & Medina.

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. This staffing standard is consistent across much of the region. As such, Sun Prairie EMS offers its services in the setting of ALS intercepts to regional partners, and as such 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 many 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.

2023 BUDGET HIGHLIGHTS

- Hiring of seven personnel to staff an additional ambulance that will provide service to the Villages of Marshall, York, & Medina, and the Town of Sun Prairie. In addition, this ambulance would respond to City of Sun Prairie when ambulance 71 & 72 are on calls which is occurring at a more frequent rate with the growth of our community.
- Add a full-time Paramedic position to meet the staffing needs caused by the expanded services to the Villages of Marshall, York, & Medina, and the Town of Sun Prairie.

2022 BUDGET OVERVIEW

- ✓ The hiring of an additional Paramedic eased some of the force-back issues plaguing the department during the Pandemic, an injury to an FTE, and get us through the prime vacation months. This additional hire was necessary to accommodate the new work schedule agreed upon by the City and Local 311.
- ✓ The departure of the former EMS Chief and the Operations Chief will present a significant savings regarding SPEMS payroll for the 2022 fiscal year.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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

Measure	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Call volume	2,828	2,839	3,165	3,213	3,380	1,803	3,700
Response time: En-route	1:45	1:52	1:47	1:50	1:39	1:46	1:40
Response time: To scene	4:33	4:36	4:42	4:46	4:56	4:59	4:57
Response time: To hospital	19:03	18:33	18:06	17:43	17:31	16:30	16:00

**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	2022*	2022 (year-end)
IV success rate	70%	72%	73%	71%	67%	68%	70%
First-pass intubation success rate	87%	90%	92%	91%	93%	89%	90%

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	2022*	2022 (year-end)
Ambulance service users	58%	48%	63%	57%	54%		
Taxpayers	42%	52%	37%	43%	46%		

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Emergency Medical Service	14.00	14.00	15.00	15.00	15.00	24.00	9.00
Total Personnel	14.00	14.00	15.00	15.00	15.00	24.00	9.00

* 1FTE is 2,080 hours for paramedics.

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Emergency Medical Service	2,099.2	2,264.4	1,840.1	2,729.7	2,464.4	3,912.2	1,447.8
Total Expenditures	\$ 2,099.2	\$ 2,264.4	\$ 1,840.1	\$ 2,729.7	\$ 2,464.4	\$ 3,912.2	\$ 1,447.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	1,568.6	1,750.0	1,442.7	2,110.4	1,895.6	3,103.1	1,207.5
Materials & Supplies	446.8	386.9	322.4	475.2	436.8	543.4	106.6
Contractual Services	78.3	119.1	71.0	139.3	106.4	122.5	16.1
Professional Development	5.5	3.3	3.9	4.8	15.3	23.2	7.9
Total Expenditures	\$ 2,099.2	\$ 2,264.4	\$ 1,840.1	\$ 2,729.7	\$ 2,464.4	\$ 3,912.2	\$ 1,447.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	1,426.7	1,711.6	1,356.7	1,906.0	1,661.4	2,469.2	807.7
Total Expenditures	2,099.2	2,264.4	1,840.1	2,729.7	2,464.4	3,912.2	1,447.8
Net Operating Result	\$ (672.5)	\$ (552.8)	\$ (483.4)	\$ (823.7)	\$ (803.0)	\$ (1,443.0)	\$ (640.1)

CITY OF
SUN PRAIRIE
Wisconsin

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, and Fire/EMS 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.

2023 BUDGET HIGHLIGHTS

- Training funds will be used to enhance disaster preparedness through practical exercise and classroom instruction.
- Repairs and maintenance funding will be used for emergency sirens as needed.
- The Emergency Management Team will work with city departments to further emergency management principles and preparedness.

2022 BUDGET OVERVIEW

- ✓ There were no reported malfunctions with the emergency sirens requiring any repairs or need for funding.
- ✓ The Emergency Management Team worked with city administration, Dane County Emergency Management, State of Wisconsin Emergency Management, and Dane County Public Health to monitor the national pandemic and coordinate the city's response.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Emergency Management	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Emergency Management	1.1	0.0	-	4.2	10.0	10.0	-
Total Expenditures	\$ 1.1	\$ 0.0	-	\$ 4.2	\$ 10.0	\$ 10.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Materials & Supplies	-	1.1	-	1.7	5.0	5.0	-
Professional Development	-	-	-	2.5	5.0	5.0	-
Total Expenditures	-	\$ 1.1	-	\$ 4.2	\$ 10.0	\$ 10.0	-

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	-	1.1	-	4.2	10.0	10.0	-
Net Operating Result	-	\$ (1.1)	-	\$ (4.2)	\$ (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.

2023 BUDGET HIGHLIGHTS

- The Division will continue the implementation of OpenGov in 2023, continuing to expand online customer services.
- Addition of a Customer Service Specialist position to address customer contacts by phone, email, website, and social media as well as development of a Division newsletter.

2022 BUDGET OVERVIEW

- ✓ The Division completed initial development of the new permitting and inspection software and finished transitioning to OpenGov in August. There has already been noticeable increases in staff efficiency and mobile inspection and reporting capabilities, as well as customer access and transparency in the permitting and inspection process. Most notable is
- ✓ Continued the virtual inspection program initiated in 2020 due to the COVID-19 pandemic 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.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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

Measure	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Total inspections	6,754	6,777	8,909	10,093	9,347	9,142	5,699	5,911	10,133
Completed same day	86%	92%	78%	90%	92%	86%	89%	94%	94%
Completed within 1 day	7%	5%	13%	6%	4%	7%	5%	3%	3%
Completed in 2+ days	7%	3%	9%	4%	4%	7%	6%	3%	3%

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	2022*	2022 (year-end)
Total applications	2,391	2,400	2,384	2,552	1,560	2,674
1-5 days	34%	36%	32%	28%	87%	87%
6-10 days	31%	31%	26%	26%	6%	6%
11-15 days	15%	15%	18%	16%	3%	3%
16+ days	18%	18%	24%	16%	4%	4%

Inspections per staff member.

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

Measure	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Field inspections	6,754	6,779	8,909	10,093	9,347	9,142	5,699	6,534	11,201
Inspection staff	3	3.5	3.5	3.5	3.5	3.5	3.5	4.5	4.5
Annual inspections per staff	2,251	1,937	2,546	2,884	2,671	2,612	1,629	1,452	2,489
Inspections per day per staff	9.8	8.4	11.1	12.85	10.9	11.4	11.3	10.1	10.1

Permit Applications per staff member.

Measure	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Permit applications	1,823	1,750	2,264	2,391	2,400	2,384	2,552	1,560	2,674
Inspection staff	3	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Annual permits per staff	608	500	647	683	686	681	729	446	764
Permits per day per staff	2.67	2.17	2.81	2.97	2.98	2.96	2.94	3.1	3.1

Total calls for service.

Measure	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Permit applications	1,823	1,750	2,264	2,391	2,400	2,384	1,623	1,560	2,674
Code enforcement cases	396	468	378	252	464	222	88	526	902
Field inspections	6,754	6,779	8,909	10,093	9,347	9,142	5,699	6,534	11,201

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Building Inspection	6.00	6.00	7.00	7.00	7.00	8.00	1.00
Total Personnel	6.00	6.00	7.00	7.00	7.00	8.00	1.00

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Building Inspection	642.5	656.1	553.5	819.9	748.3	924.7	176.5
Total Expenditures	\$ 642.5	\$ 656.1	\$ 553.5	\$ 819.9	\$ 748.3	\$ 924.7	\$ 176.5

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	577.3	615.7	496.0	746.8	675.5	857.9	182.4
Materials & Supplies	38.7	29.7	27.6	37.1	35.3	37.6	2.2
Contractual Services	20.8	7.9	25.6	31.3	33.1	20.5	(12.7)
Professional Development	5.2	2.9	4.3	4.7	4.3	6.8	2.5
Capital Items	0.5	-	-	-	-	2.0	2.0
Total Expenditures	\$ 642.5	\$ 656.1	\$ 553.5	\$ 819.9	\$ 748.3	\$ 924.7	\$ 176.5

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	907.3	981.8	899.1	984.6	886.4	1,112.1	225.7
Total Expenditures	642.5	656.1	553.5	819.9	748.3	924.7	176.5
Net Operating Result	\$ 264.8	\$ 325.6	\$ 345.6	\$ 164.7	\$ 138.1	\$ 187.4	\$ 49.3

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; Fleet Maintenance; Wastewater Treatment; Stormwater Utility; Transportation; and GIS.

2023 BUDGET HIGHLIGHTS

- Public services will initiate their Vision Zero Action Plan to help keep our cities' roads and pedestrians safe.
- Hire a GIS Technician to keep the infrastructure systems of Wastewater and Stormwater well maintained.
- Hire a Business Manager to provide administrative support of the Public Services divisions as well as provide analytical capacity to the annual budget preparation.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Public Services	3.00	3.00	3.00	3.00	3.00	4.00	1.00
Allocated (Decrease)	(0.80)	(0.80)	(0.80)	(0.80)	(0.80)	(0.80)	-
Total Personnel	2.20	2.20	2.20	2.20	2.20	3.20	1.00

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Public Services	177.8	200.5	139.5	214.1	205.2	288.6	83.4
Total Expenditures	\$ 177.8	\$ 200.5	\$ 139.5	\$ 214.1	\$ 205.2	\$ 288.6	\$ 83.4

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	171.8	197.1	136.2	208.9	199.0	278.6	79.6
Materials & Supplies	3.6	1.4	0.1	0.6	3.2	1.4	(1.8)
Contractual Services	0.2	0.4	0.5	0.6	0.6	0.7	0.2
Professional Development	2.3	1.6	2.7	4.0	2.5	5.9	3.4
Total Expenditures	\$ 177.8	\$ 200.5	\$ 139.5	\$ 214.1	\$ 205.2	\$ 288.6	\$ 83.4

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	177.8	200.5	139.5	214.1	205.2	288.6	83.4
Net Operating Result	\$ (177.8)	\$ (200.5)	\$ (139.5)	\$ (214.1)	\$ (205.2)	\$ (288.6)	\$ (83.4)

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.

2023 BUDGET HIGHLIGHTS

- Addition of a full-time Maintenance Worker position.
- Contract with an outside vendor to clear City sidewalks and ramps of snow within 24 hours of the end of a snowfall which will allow City staff to focus on snow removal from City streets.
- Install two Electric Vehicle (EV) charging stations at the City Hall parking lot which will allow for the charging of four EVs at one time.

2022 BUDGET OVERVIEW

- ✓ Issued a new Request for Bids for mowing services.
- ✓ Worked with stormwater consultant to develop vegetation management plans for stormwater facilities.
- ✓ Installed new native plantings at Carriage Hills stormwater facility.
- ✓ Developed Request for Bids for improvements at Weybridge stormwater facility.
- ✓ Extended contract with snow removal contractor to assist with snow removal on a portion of city streets and parking lots.
- ✓ Staff attended training for street sweeper operation and maintenance, snow plowing, and High Performance Organizations.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Preserve the life of asphalt streets by chip sealing 10% (7.6 miles) of 6, 7, or 8 WISLR rated streets each year.

Measure	2018	2019	2020	2021	2022*	2022 (year-end)
Miles of Road Chip Sealed	6.61	7.84	0	6.34	4.07	4.07
Percent of Roads Chip Sealed Rated 6, 7, or 8	8.8%	10.3%	0%	8.3%	5.3%	5.3%

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).

Reduce amount of salt used in snow and ice removal operations to 200 pounds per mile or less.

Measure	2019	2020	2021	2022*	2022 (year-end)
Miles of Street Salted	9,486	5,400	6,019	2,906	5,000
Pounds of Salt Used	2,823,941	1,388,332	1,419,680	591,347	1,000,000
Pounds of Salt per Mile	298	257	236	203	200

Plow snow routes (priority one streets) in 6 hours or less and plow the entire city in 12 hours or less.

Measure	2020	2021	2022*	2022 (year-end)
Average Time to Plow Snow Routes (Hours)	6.6	3.6	5.5	5
Average Time to Complete Full Plow (Hours)	10.5	9.1	10.9	11

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Public Works Administration	2.00	2.00	2.00	2.00	2.00	2.00	-
Public Works Operations	8.00	8.00	8.00	8.00	8.00	9.00	1.00
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	10.45	1.00

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Public Works Administration	176.8	180.4	111.9	166.9	173.7	173.9	0.3
Public Works Operations	960.7	970.4	697.8	1,069.9	1,065.4	1,165.8	100.4
Public Works Snow/Ice Control	427.7	394.6	287.6	375.9	462.8	485.4	22.7
Public Works Traffic Control	115.9	108.3	50.5	99.1	89.7	94.8	5.1
Public Works Streets Maint	507.1	900.5	558.3	776.6	774.0	780.0	6.0
Grants & Donations	-	4.6	-	-	-	-	-
Total Expenditures	\$ 2,756.4	\$ 2,558.9	\$ 1,706.1	\$ 2,488.3	\$ 2,565.4	\$ 2,699.9	\$ 134.5

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	983.2	836.1	566.2	882.2	937.6	964.1	26.5
Materials & Supplies	1,048.5	658.3	495.6	669.6	719.3	773.3	54.1
Contractual Services	706.9	1,055.6	633.2	920.1	854.7	939.3	84.6
Professional Development	2.8	3.8	6.0	7.5	9.8	9.7	(0.1)
Capital Items	15.1	5.1	5.1	9.0	21.3	13.5	(7.8)
Total Expenditures	\$ 2,756.4	\$ 2,558.9	\$ 1,706.1	\$ 2,488.3	\$ 2,542.6	\$ 2,699.9	\$ 157.3

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	2,756.4	2,558.9	1,706.1	2,488.3	2,542.6	2,699.9	157.3
Net Operating Result	\$ (1,268.3)	\$ (894.9)	\$ 201.3	\$ (574.2)	\$ (626.4)	\$ (789.4)	\$ (163.0)

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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	2022*	2022 (year-end)
City's Capital Improvement Projects	13	10	9	8	9	7	7	7
CIP Projects size (millions)	\$7.0	\$6.5	\$11.4	\$10.6	\$6.7	\$8.2	\$9.3	\$9.3
New Private Development Projects	6	12	8	10	4	7	4	4
Private Development Size (millions)	\$4.0	\$10.0	\$4.1	\$8.3	\$6.0	\$5.8	\$8.1	\$8.1

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	2022*	2022 (year-end)
Total Contracts	13	10	11	8	5	7	7	7
Contracts advertised before March 31	12	10	9	8	4	6	7	7
Total Contracts/Contracts Inspected by Engineering Dept.	13/13	10/9	11/9	8/8	4	6	6	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	2022 Miles*	2022 (year-end)
Street Projects with 3 Rating or less	0.65	0.66	2.60	2.28	0.58	1.32	1.17	1.17
Street Projects with 4 Rating	0.93	2.45	1.91	1.02	0.94	1.83	0.39	0.39
Street Projects with 5 Rating	0.25	0.63	0.21	0.49	0.91	0.05	0.60	0.60
Street Projects with 6 Rating	0.00	0.06	0.15	0.25	0.20	0.00	0.00	0.00

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

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Street Projects with component requested by a Utility Owner	2	3	8	6	4	4	5	5
Street Projects with Pedestrian component	9	5	6	7	4	5	7	7

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 %	0.06%	11.74%	49.33%	33.89%	4.98%

*Based on 142.29 miles of rated roadways. As of August 5, 2022.

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).

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Engineering	6.00	6.00	6.00	6.00	6.00	6.00	-
Allocated (Decrease)	(1.71)	(1.71)	(1.58)	(1.58)	(1.58)	(1.58)	-
Total Personnel	4.29	4.29	4.42	4.42	4.42	4.42	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Engineering	653.7	560.1	328.5	496.7	519.8	530.6	10.8
Total Expenditures	\$ 653.7	\$ 560.1	\$ 328.5	\$ 496.7	\$ 519.8	\$ 530.6	\$ 10.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	588.2	471.6	292.4	446.4	452.7	485.3	32.5
Materials & Supplies	25.5	31.3	23.4	32.6	39.6	31.9	(7.7)
Contractual Services	34.7	54.7	7.3	10.5	17.3	6.5	(10.8)
Professional Development	3.4	2.6	5.4	7.2	10.0	6.8	(3.2)
Capital Items	1.9	-	-	-	0.1	0.1	-
Total Expenditures	\$ 653.7	\$ 560.1	\$ 328.5	\$ 496.7	\$ 519.8	\$ 530.6	\$ 10.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	285.8	207.3	88.2	242.0	242.0	322.5	80.5
Total Expenditures	653.7	560.1	328.5	496.7	519.8	530.6	10.8
Net Operating Result	\$ (367.9)	\$ (352.8)	\$ (240.3)	\$ (254.7)	\$ (277.8)	\$ (208.1)	\$ 69.7

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.

2023 BUDGET HIGHLIGHTS

- Establishing a EOC Enterprise Site
- Implementing a GIS document management system related to our wastewater and stormwater operations
- Deploying ESRI Workforce with Public Works for work order processing
- Deploy AGOL tools related to public collaboration predominantly with/for Economic Development, Planning, and Administration departments
- Ensure data integrity is established for both wastewater and stormwater infrastructures

2022 BUDGET OVERVIEW

- ✓ Implemented a GIS asset management web GIS model for Forestry - Trees
- ✓ Implemented a GIS asset management web GIS model for Public Works – Signs
- ✓ Implemented multiple GIS asset management web GIS applications for Stormwater
- ✓ Implemented WinCan and related GIS efforts with Wastewater
- ✓ Continue to conduct GIS department Check-ins with nine departments (Public Works, Stormwater, Wastewater, Engineering, Parks & Rec, Planning, Clerk, EMS/Fire, Building Inspection)
- ✓ Educate, review, and develop mobile GIS applications key in data driven decision making

PERFORMANCE METRICS

GIS Department Collaboration

*2022 data reflects information through July 31, 2022

Internal Application Development	2020	2021	2022*	2022 (year-end)	External Application Development	2020	2021	2022*	2022 (year-end)
Public Works	8	14	16	18	Public Works	2	3	3	3
Engineering	4	7	10	10	Engineering	2	3	6	6
Parks & Rec	0	3	10	12	Parks & Rec	1	1	1	1
EMS, Fire & Police	0	1	2	4	EMS, Fire & Police	0	1	1	1
Wastewater	0	6	11	12	Wastewater	0	0	0	0
Stormwater	1	2	6	7	Stormwater	0	0	0	0
Clerk	0	2	2	2	Clerk	2	2	4	5
Finance	0	1	1	1	Administration	0	2	6	6
Administration	0	0	0	0	Finance	2	2	2	2
Planning	0	0	2	4	Planning	0	0	2	2
Assessor	0	0	0	1					

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
GIS	2.00	2.00	2.00	2.00	2.00	3.00	1.00
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	2.04	1.00

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
GIS	117.5	120.2	92.3	125.4	126.0	145.7	19.7
Total Expenditures	\$ 117.5	\$ 120.2	\$ 92.3	\$ 125.4	\$ 126.0	\$ 145.7	\$ 19.7

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	81.2	96.6	67.5	100.0	96.7	109.2	12.6
Materials & Supplies	23.0	22.6	22.7	22.7	23.8	25.6	1.9
Contractual Services	0.1	0.5	0.8	1.2	0.2	1.0	0.7
Professional Development	2.0	0.5	1.3	1.4	6.1	9.9	3.8
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 106.3	\$ 120.2	\$ 92.3	\$ 125.4	\$ 126.8	\$ 145.7	\$ 18.9

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	106.3	120.2	92.3	125.4	126.8	145.7	18.9
Net Operating Result	\$ (106.3)	\$ (120.2)	\$ (92.3)	\$ (125.4)	\$ (126.8)	\$ (145.7)	\$ (18.9)

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- While the overall budget figure for public transit remains relatively unchanged from 2022, more money is allocated to Metro Transit from Shared-Ride Taxi to anticipate all-day, 7-day a week service beginning in Summer 2023.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

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

*2022 data reflects information through July 31, 2022

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

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Trips/Capita	1.93	1.96	2.13	2.01	1.48	1.57	0.62	0.87
Hours/Capita	.819	.804	.855	.861	.801	.597	.211	0.295
Trips/Hour	2.354	2.441	2.460	2.604	1.840	2.631	2.958	2.958
Fares/Expense	27.9%	27.0%	26.7%	27.6%	20.8%	28.8%	34.1%	33.9%
Expenses/Hour	\$30.57	\$30.91	\$31.50	\$32.35	\$32.35	\$32.35	\$34.06	\$34.06

Increase Shared-Ride Taxi service provision

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Ridership	62,433	64,557	72,032	70,155	51,522	57,118	22,719	31,807
Fare Revenues	\$207,679	\$220,564	\$246,673	\$268,243	\$187,960	\$202,357	\$89,275	\$124,084
Reduced Fare Applications	127	133	128	179	86	113	41	57

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Transporation	-	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	-	1.00	1.00	1.00	1.00	1.00	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Transporation	-	29.0	9.7	198.8	240.0	138.2	(101.8)
Total Expenditures	-	\$ 29.0	\$ 9.7	\$ 198.8	\$ 240.0	\$ 138.2	\$ (101.8)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	-	17.0	67.2	102.4	-	89.7	89.7
Materials & Supplies	-	39.2	26.8	40.1	40.0	-	(40.0)
Contractual Services	1,472.1	1,366.9	283.0	1,063.8	1,572.3	1,694.8	122.5
Professional Development	-	-	0.5	2.0	-	2.5	2.5
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 1,472.1	\$ 1,423.1	\$ 377.5	\$ 1,208.3	\$ 1,612.3	\$ 1,787.0	\$ 174.7

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	1,433.8	1,595.0	1,329.3	1,498.6	1,583.3	1,648.8	65.4
Total Expenditures	1,472.1	1,423.1	377.5	1,208.3	1,612.3	1,787.0	174.7
Net Operating Result	\$ (38.3)	\$ 171.9	\$ 951.8	\$ 290.3	\$ (29.0)	\$ (138.3)	\$ (109.3)

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ Hosted an Electronics Recycling Collection Event
- ✓ Hosted a Hazardous Materials Collection Event
- ✓ Delivered 63 sets of new carts, replaced 97 refuse carts and 19 recycle carts

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Measure	2014	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Number of Refuse Accounts	9,519	9,627	9,820	9,917	10,192	10,247	10,440	10,654	10,707	10,730
Contractor Monthly Cost per Account	\$11.19	\$11.45	\$8.90	\$9.20	\$9.50	\$9.80	\$10.10	\$9.25	\$9.50	\$9.50
Recycling Collection (tons)	2,758	2,763	2,584	2,578	2,726	2,815	3,172	2,785	1,339	2,800
Refuse Collection (tons)	6,736	7,250	7,185	7,494	7,549	7,749	8,621	8,293	4,056	8,000
Yard Waste Processed (Cu. Yards)	7,544	7,423	5,010	7,494	7,549	7,689	10,956	10,368	3,012	9,000
Waste Oil (Gallons)	3,992	507	3,615	2,815		6,250	2,850	1,125	1,100	1,600

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Refuse & Recycling	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Allocated In	0.2	0.2	0.2	0.2	0.2	0.1	(0.10)
Total Personnel	0.2	0.2	0.2	0.2	0.2	0.1	(0.10)

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Refuse & Recycling	1,477.0	1,439.3	829.4	1,461.0	1,479.2	1,692.3	213.1
Total Expenditures	\$ 1,477.0	\$ 1,439.3	\$ 829.4	\$ 1,461.0	\$ 1,479.2	\$ 1,692.3	\$ 213.1

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	24.5	28.2	18.0	31.1	29.5	23.7	(5.9)
Materials & Supplies	76.9	70.8	47.0	73.7	74.7	95.2	20.6
Contractual Services	1,348.6	1,306.3	764.4	1,319.2	1,329.9	1,536.4	206.4
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	27.1	34.0	-	37.0	45.0	37.0	(8.0)
Total Expenditures	\$ 1,477.0	\$ 1,439.3	\$ 829.4	\$ 1,461.0	\$ 1,479.2	\$ 1,692.3	\$ 213.1

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	1,365.4	1,409.2	1,382.3	1,397.1	1,405.4	1,599.3	193.9
Total Expenditures	1,477.0	1,439.3	829.4	1,461.0	1,479.2	1,692.3	213.1
Net Operating Result	\$ (111.6)	\$ (30.2)	\$ 552.8	\$ (63.9)	\$ (73.8)	\$ (93.0)	\$ (19.2)

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	(111.6)	(30.2)	552.8	(63.9)	(73.8)	(93.0)
Fund Balance - Beginning of Year	381.0	269.3	239.2	239.2	239.2	175.3
Fund Balance - End of Year	\$ 269.3	\$ 239.2	\$ 792.0	\$ 175.3	\$ 165.4	\$ 82.3

MISSION

Provide high quality and cost-effective wastewater treatment and collection system services to all of our customers while protecting public safety and enhancing 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 135 miles of sewer mains ranging in size from 8 inches to 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, thus protecting public health.

The treatment plant division is responsible for operating and maintaining an advanced activated sludge treatment facility. The facility has a designed capacity of 4.62 million gallons/day (MGD) with screening removal, grit removal, primary and secondary clarification, biological activated sludge treatment, biological phosphorus removal, biological ammonia nitrogen removal, tertiary filtration, ultraviolet light (UV) disinfection, and anaerobic digestion of organic solids. The goal is to continually meet the strict 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 a substantial equipment maintenance schedule. Sun Prairie must meet the most stringent permit limits in the state for biochemical oxygen demand (BOD), total suspended solids (TSS), Ammonia, and total phosphorus. In the process of doing our job day in and day out, we are enhancing the water quality in our watershed and in the state of Wisconsin.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ The addition of two full time Collection System Operators
- ✓ An increase in the budgeted amount of Ferric Sulfate (\$180,000.00) to meet the strict WDNR effluent phosphorus permit limit of 0.075 mg/L

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

Meet strict total phosphorus effluent requirements of the WPDES permit. Maintain meeting the current limit of 1.0 mg/L and by October 1, 2022, be discharging under the strict permit limit of 0.075 mg/L.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
WPDES Monthly Milligram/Liter (mg/L)	1.4	1.4	1.0	1.0	1.0	1.0	1.0	0.075
Permit Requirement for Phosphorus								
Actual Monthly Average (mg/L)	0.50	0.45	0.41	0.32	0.56	0.56	0.25	0.070

Engage in energy conservation measures and practices reducing electric usage and costs associated with wastewater treatment and conveyance. Operate efficiently and cost effectively while meeting the strictest permit limits in the state of Wisconsin. Maintain electricity usage under a best practices benchmark of 1000 kilowatt hours (kWh) per 1000 pounds of Biochemical Oxygen Demand (BOD) treated indefinitely.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Kilowatt hour per 1,000 lb of BOD Treated (kWh/1000 lb/yr) Benchmark	1000	1000	1000	1000	1000	1000	1000	1000
Current Annual Average of Kilowatt Hour per 1,000 lb of BOD treated	1279	1184	1229	1110	1065	929	941	925

Performing collection system cleaning/maintenance. Utilizing the vacuum/jetter (VAC) truck to jet and clean 25 percent of the 135 miles of sanitary sewer mains annually to discourage and eliminate sewage backups in homes.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Collection System cleaned and maintained (percent) goal	25	25	25	25	25	25	25	25
Collection System cleaned and maintained (percent)	34	34	34	19	29	37	24	39

Removal of Phosphorus, Ammonia Nitrogen, Biochemical Oxygen Demand (BOD), and TSS from the wastewater. Combined facility removal rates for all four WPDES permitted parameters of 99% or greater by year 2023.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Percent Removal Goal (%)	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0
Monthly Percent Removal Average (%)	95.5	96.3	95.5	97.0	96.7	97.4	98.6	99.0

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	4.00	5.00	5.00	5.00	6.00	1.00
Allocated FTE	2.28	2.28	4.44	4.44	4.44	5.02	0.58
Total Personnel	12.28	14.28	18.44	18.44	18.44	20.02	1.58

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Administration	770.3	728.1	643.3	1,122.3	1,193.7	1,324.5	130.7
Plant Operations	2,381.7	2,782.5	953.9	1,455.8	1,708.2	1,849.5	141.2
Collection System	622.2	752.5	277.1	462.6	718.3	739.1	20.8
Debt Service	243.9	464.9	2,387.9	2,581.4	2,616.4	2,603.1	(13.3)
Replacement Account	13.3	-	-	398.0	734.6	587.8	(146.9)
Plant Expansion	3.3	-	-	-	-	-	-
Capital Projects	0.6	83.0	1,415.6	454.7	3,756.0	1,155.0	(2,601.0)
Total Expenditures	\$ 4,035.3	\$ 4,811.1	\$ 5,677.9	\$ 6,474.8	\$ 10,727.3	\$ 8,259.0	\$ (2,468.3)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	1,170.1	1,254.8	916.3	1,161.9	1,626.7	1,770.9	144.1
Materials & Supplies	283.6	269.6	331.7	587.9	638.9	695.2	56.3
Contractual Services	835.3	820.4	781.4	1,097.4	1,587.9	1,276.2	(311.6)
Insurance	27.2	44.2	64.8	64.8	57.5	54.6	(2.8)
Professional Development	7.9	7.0	5.5	54.6	24.6	38.8	14.2
Debt Service	243.9	464.9	2,387.9	2,581.4	2,616.4	2,603.1	(13.3)
Depreciation	1,452.0	1,835.7	-	-	-	-	-
Capital Items	15.4	114.5	1,190.1	926.7	4,175.3	1,820.1	(2,355.3)
Total Expenditures	\$ 4,035.3	\$ 4,811.1	\$ 5,677.9	\$ 6,474.8	\$ 10,727.3	\$ 8,259.0	\$ (2,468.3)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	7,580.9	7,659.2	4,734.5	5,300.9	6,491.2	6,659.4	168.2
Total Expenditures	4,035.3	4,811.1	5,677.9	6,474.8	10,727.3	8,259.0	(2,468.3)
Net Operating Result	\$ 3,545.6	\$ 2,848.1	\$ (943.3)	\$ (1,173.9)	\$ (4,236.2)	\$ (1,599.6)	\$ 2,636.6

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Increase/(Decrease)	3,545.6	2,848.1	(943.3)	(1,173.9)	(4,236.2)	(1,599.6)
Long Term Financing	18.4	35.2	-	-	-	15.0
Fund Balance Applied	-	-	-	-	2,664.2	1,599.6
Beginning Fund Balance	26,371.3	29,935.3	32,818.7	32,818.7	32,818.7	31,644.8
Ending Fund Balance	\$ 29,935.3	\$ 32,818.7	\$ 31,875.3	\$ 31,644.8	\$ 25,918.3	\$ 28,460.6

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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 Maunesha 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 Maunesha watersheds.

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 Suspended Solids (TSS)

	2021	2022*	Required
Watershed	Reduction	Reduction	Reduction
Maunesha 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.

TMDL COMPLIANCE - Reduction of Total Phosphorus (TP)

	2021	2022*	Required
Watershed	Reduction	Reduction	Reduction
Maunesha 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%

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	4.44	4.44	4.44	5.02	0.58
Total Personnel	8.53	9.02	9.44	9.44	9.44	10.02	0.58

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Administration	506.5	485.8	363.7	485.0	606.8	723.7	116.9
Maintenance Operations	1,632.6	1,788.6	371.0	534.8	713.4	665.7	(47.7)
Street Cleaning	38.2	39.7	29.8	48.5	64.5	49.5	(15.0)
Erosion Control	-	-	-	-	-	-	-
Debt Service	435.2	475.2	1,172.8	1,380.9	1,380.9	1,375.8	(5.1)
Capital Projects	41.1	307.6	874.7	705.9	1,721.1	674.9	(1,046.3)
Total Expenditures	\$ 2,653.6	\$ 3,097.0	\$ 2,812.0	\$ 3,155.0	\$ 4,486.7	\$ 3,489.5	\$ (997.2)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	809.4	778.3	572.5	714.4	930.6	1,057.3	126.7
Materials & Supplies	46.7	107.8	64.0	114.4	177.4	133.4	(44.0)
Contractual Services	197.0	235.5	141.8	260.5	279.1	263.0	(16.2)
Insurance	1.2	1.3	1.5	1.5	1.5	1.7	0.2
Professional Development	0.5	1.0	2.6	4.4	6.9	9.3	2.4
Transfer Out	-	-	-	-	-	5.0	5.0
Depreciation	1,153.8	1,208.2	-	-	-	-	-
Debt Service	435.2	475.2	1,172.8	1,380.9	1,380.9	1,375.8	(5.1)
Capital Items	9.8	289.7	856.8	679.0	1,710.3	644.0	(1,066.2)
Total Expenditures	\$ 2,653.6	\$ 3,097.0	\$ 2,812.0	\$ 3,155.0	\$ 4,486.7	\$ 3,489.5	\$ (997.2)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	6,392.3	5,364.0	2,080.1	2,813.4	3,442.2	4,337.8	895.7
Total Expenditures	2,653.6	3,097.0	2,812.0	3,155.0	4,486.7	3,489.5	(997.2)
Net Operating Result	\$ 3,738.8	\$ 2,267.0	\$ (731.9)	\$ (341.7)	\$ (1,044.5)	\$ 848.3	\$ 1,892.9

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Increase/(Decrease)	3,738.8	2,267.0	(731.9)	(341.7)	(1,044.5)	848.3
Long Term Financing	203.9	257.3	-	-	-	730.0
Fund Balance Applied	-	-	-	-	1,386.8	102.7
Beginning Fund Balance	11,465.0	15,407.6	17,932.0	17,932.0	17,932.0	17,590.3
Ending Fund Balance	\$ 15,407.6	\$ 17,932.0	\$ 17,200.1	\$ 17,590.3	\$ 15,500.7	\$ 19,065.9

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.

The department has implemented a green/sustainable approach to all future replacements and additions to the City Fleet. With a goal of having all cars and light trucks be EV or Hybrid by 2035 and large vehicles and equipment by 2040, it is to show we are leader in the green/sustainability platform and have established a goal to be reached.

2023 BUDGET HIGHLIGHTS

- Fleet will be working with acquiring 4 EV pickups and 4 more Hybrid squad car which follows the green energy directive and sustainability goals of the city. All other vehicle and equipment replacements will be looked at for green/sustainability options and those options will be implemented if available and feasible. Hopefully the supply problems and availability of parts and vehicles will improve in 2023 but early signs do not show much of an improvement in the supply chain system.

2022 BUDGET OVERVIEW

- ✓ 6 Hybrid squads, 1 EV pickup and 1 EV van were purchased as part of the sustainability goal of the city. The availability of vehicles and equipment has been a struggle this year with long delays and or cancelations of orders which resulted in having to reorder under new pricing and keeping things past their lifecycle dates. As of August, it appears it will carry over into 2023 with many of the same supply problems.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Work Orders	933	1,171	860	900	926	876	562	963
Preventive Maintenance %	73%	75%	74%	68%	65%	68%	62%	70%
Outside Repair Costs	\$27,295	\$22,010	\$44,119	\$55,066	\$49,065	\$21,838.37	\$19,354	\$33,178
Total Repair Costs	\$380,994	\$423,038	\$776,763	\$867,585	\$772,756	\$776,731	\$518,264	\$888,452

Average monthly fuel costs by department.

Department	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Police	\$4,687.38	\$4,799.49	\$5,983.65	\$5,427.18	\$4,108.82	\$5,461.59	\$6,585.51	\$6,500.00
EMS	\$882.02	\$1,284.31	\$1,620.52	\$1,760.69	\$1,310.96	\$1,861.42	\$2,517.42	\$2,500.00
Public Works	\$1,434.24	\$2,485.95	\$3,006.84	\$3,555.89	\$2,717.61	\$3,923.18	\$4,734.84	\$4,700.00
Parks	\$1,721.71	\$1,790.08	\$1,764.09	\$1,201.48	\$1,302.86	\$1,832.32	\$3,269.27	\$3,200.00
Administration	\$2,175.56	\$4,436.62	\$2,232.25	\$73.99	\$24.02	\$25.94	\$100.01	\$100.00
Building Inspection	\$106.08	\$90.18	\$61.32	\$279.45	\$128.61	\$205.73	\$411.62	\$400.00
Engineering	\$213.20	\$256.06	\$309.40	\$229.91	\$176.76	\$246.88	\$230.57	\$210.00
Media Center		\$42.85	\$30.79	\$30.08	\$9.60	\$17.07	\$14.62	\$14.00
Wastewater	\$627.14	\$752.87	\$819.52	\$647.89	\$382.27	\$449.33	\$890.55	\$850.00
Stormwater	\$1,177.24	\$1,287.91	\$1,603.62	\$1,673.78	\$1,480.28	\$1,639.90	\$1,385.10	\$1,350.00

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Administration	27.9	33.2	35.2	35.2	34.1	40.0	5.9
Fleet Operations	1,423.0	1,693.4	555.8	813.6	867.8	946.1	78.3
Debt Service	72.1	71.4	428.6	456.1	444.6	623.2	178.6
Capital Projects	5.5	0.3	954.7	1,004.2	2,510.9	1,750.3	(760.7)
Total Expenditures	\$ 1,528.6	\$ 1,798.4	\$ 1,974.3	\$ 2,309.1	\$ 3,857.5	\$ 3,359.6	\$ (497.9)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	335.6	324.3	231.0	287.2	345.4	378.2	32.8
Materials & Supplies	340.0	541.2	295.7	483.6	479.5	521.6	42.1
Contractual Services	20.4	34.7	26.9	40.7	40.7	44.1	3.4
Insurance	27.9	33.2	35.2	35.2	34.1	40.0	5.9
Professional Development	0.6	-	2.1	2.1	2.2	2.2	-
Depreciation	726.5	793.3	-	-	-	-	-
Debt Service	72.1	71.4	428.6	456.1	444.6	623.2	178.6
Capital Items	5.5	0.3	954.7	1,004.2	2,510.9	1,750.3	(760.7)
Total Expenditures	\$ 1,528.6	\$ 1,798.4	\$ 1,974.3	\$ 2,309.1	\$ 3,857.5	\$ 3,359.6	\$ (497.9)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	1,673.1	1,651.9	1,164.9	1,730.1	1,036.6	1,888.1	851.5
Total Expenditures	1,528.6	1,798.4	1,974.3	2,309.1	3,857.5	3,359.6	(497.9)
Net Operating Result	\$ 144.5	\$ (146.5)	\$ (809.4)	\$ (579.0)	\$ (2,820.9)	\$ (1,471.5)	\$ 1,349.3

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Increase/(Decrease)	144.5	(146.5)	(809.4)	(579.0)	(2,820.9)	(1,471.5)
Long Term Financing	198.2	131.1	65.9	93.8	1,369.9	1,363.4
Fund Balance Applied	-	-	-	-	759.2	333.8
Beginning Fund Balance	1,115.1	1,457.7	1,442.3	1,442.3	1,442.3	957.2
Ending Fund Balance	\$ 1,457.7	\$ 1,442.3	\$ 698.8	\$ 957.2	\$ (767.8)	\$ 515.3

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 17,189 customers and water to 11,781 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.

2023 BUDGET HIGHLIGHTS

- In 2023, the utility will embark on its long term future, as it finishes the design, acquires approval, and begins the construction phase of its new Operations Facility. Keuny Architects is overseeing the project and collaborating with SPU staff.
- Another area of focus continues to be Advanced Metering, with electric reading nearing completion and water passing the halfway point in deployment.
- Both electric and water systems will continue to work on Long-Range Planning initiatives.

Electric Operations

- Long-Range Planning Initiatives - 2022 Rollovers:
 - Egge Road Circuit Tie (\$50,000)
- Long-Range Planning Initiatives
 - Business Park Substation Expansion (\$352,000 in 2022 with remaining \$3,300,000 in 2023)
 - LED lighting upgrades continued on City's street construction projects (\$10,000)

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 completing well drilling and starting well-house/pavilion construction in 2023 (\$1,220,000), with project completion in 2024 (\$1,355,000).
- For the safety and security of water operations, SPU plans for the continued expansion of security cameras at water assets (\$34,560).

- Water main replacements in conjunction with Street Reconstruction initiatives:
 - \$425,520 Commercial Avenue; 65 years old; 1,925 feet; 6" replaced with 8"; 13 breaks
 - \$367,200 North Thompson Road; 55 years old; 1,100 feet; 10" replaced with 10"; 2 breaks
 - \$209,520 North Bird Street; 58 years old; 1,100 feet; 10" replaced with 10"

2022 BUDGET OVERVIEW

Albeit affected by inflation, material shortages, and extraordinary lead times, Sun Prairie continued to experience relatively large growth and development. The major focus for 2022 was working with Kueny Architects on the design of the new Operations Facility. Additionally, the utility migrated its accounting software to Caselle Civic Systems and launched its new OpenPoint Outage Management System. Additionally, the significant accomplishments specifically for the Electric and Water operations sections are listed below.

Financially, the utility remains in a healthy cash position, meeting its cash reserve policy goal of between 150-200 days cash on hand. During 2022, the utility has stayed in a range between 154-185 days. Also, the utility continues to benefit from the American Transmission Company dividends (\$775,000), from which \$375,000 is used to reduce the burden of the Electric System Additions (\$1,280,000 annually).

On the personnel side, SPU hired a Communications Coordinator, two Apprentice Lineworkers, and two LTE Meter Readers.

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, and billing with the electric system's detailed mapping connectivity.
- ✓ 88 new electric services and associated subdivision infrastructure were installed through August 2022.
- ✓ For overhead distribution electric reliability, SPU continued its annual \$60,000 distribution line clearance.

Water Operations

- ✓ Long-Range Planning Initiative – Pressure Regulating Valve Station was placed in service in the second quarter of 2022.
- ✓ For handling safety, new chemical scales were placed at Wells 8 and 9.
- ✓ Replaced \$1,170,000 in aging water main as part of the City's Road Reconstruction projects.
- ✓ Worked on finalizing the Well #10/Outdoor Classroom Pavilion Agreement with the Sun Prairie High School, along with applying for Public Service Commission Construction Authorization approval. The Final Well will be constructed in 2023, with the well house completing in 2024.
- ✓ Lead Service Replacement Program for customer-owned laterals which started in 2020, continued by contracting the replacement of the final 60 services, utilizing the \$572,000 Safe Drinking Water Loan Program award from the Wisconsin Department of Natural Resources.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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	2022*
System Avg. Interruption Duration Index	60.00	18.11	17.63	13.01	14.12	10.41	4.33	4.01
System Avg. Interruption Frequency Index	1.00	.57	.55	.317	.47	.43	.08	.0784
Customer Avg. Interruption Duration Index	60.00	31.95	32.04	40.99	29.81	24.18	55.04	51.57

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Water Utility	11.82	11.99	13.30	14.25	13.20	14.25	1.05
Total Personnel	11.82	11.99	13.30	14.25	13.20	14.25	1.05

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Water Pumping	311.8	371.7	262.7	374.6	345.3	411.1	65.8
Water Treatment	84.8	104.2	71.4	94.6	89.4	73.6	(15.8)
Water Transmission and Distr	557.0	504.0	261.3	493.4	588.1	600.3	12.2
Customer Accounts	165.4	173.3	232.7	191.4	185.1	216.5	31.4
Administrative & General	715.6	777.0	525.8	891.0	905.4	962.8	57.4
Depreciation	665.2	600.4	516.6	692.9	711.6	735.4	23.8
Taxes	1,086.8	1,081.6	888.3	1,131.4	1,325.2	1,347.4	22.2
Non Operating Expenses	819.1	1,205.1	405.1	1,496.4	920.3	1,362.2	441.9
Total Expenditures	\$ 4,405.7	\$ 4,817.3	\$ 3,163.9	\$ 5,365.6	\$ 5,070.4	\$ 5,709.2	\$ 638.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	994.4	1,098.1	741.2	1,167.3	1,194.6	1,330.9	136.2
Operating Expenses	840.2	832.1	612.7	877.7	918.7	933.4	14.7
Interest Expense	363.4	541.4	276.7	412.0	412.0	811.9	399.9
Depreciation	665.2	600.4	516.6	692.9	711.6	735.4	23.8
Taxes	31.8	36.5	35.7	36.2	27.9	32.8	4.9
Transfers - PILOT	1,055.0	1,045.1	852.6	1,095.3	1,297.3	1,314.5	17.3
Other Expenses	455.8	663.8	128.4	1,084.4	508.3	550.3	42.0
Total Expenditures	\$ 4,405.7	\$ 4,817.3	\$ 3,163.9	\$ 5,365.6	\$ 5,070.4	\$ 5,709.2	\$ 638.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	5,432.5	6,777.2	3,558.5	7,449.4	6,473.3	7,003.6	530.3
Total Expenditures	4,405.7	4,817.3	3,163.9	5,365.6	5,070.4	5,709.2	638.8
Net Operating Result	\$ 1,026.8	\$ 1,959.9	\$ 394.6	\$ 2,083.7	\$ 1,402.9	\$ 1,294.4	\$ (108.5)

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Electric Utility	21.08	20.01	19.70	20.75	20.80	20.75	(0.05)
Total Personnel	21.08	20.01	19.70	20.75	20.80	20.75	(0.05)

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Distribution	22,474.8	24,668.7	18,411.1	25,781.0	23,613.3	27,012.9	3,399.6
Customer Accounts	349.9	358.7	231.7	390.3	399.8	433.1	33.3
Sales	58.5	48.9	34.8	58.3	58.3	83.6	25.3
Administrative & General	905.5	990.5	702.1	1,064.9	1,103.5	1,163.2	59.6
Depreciation	1,521.2	1,602.0	1,111.7	1,659.4	1,649.4	1,767.1	117.7
Taxes	1,142.9	1,134.9	856.3	1,144.9	1,314.7	1,324.0	9.3
Non Operating Expenses	412.7	460.8	111.2	419.4	420.0	875.9	456.0
Total Expenditures	\$ 26,865.4	\$ 29,264.4	\$ 21,458.9	\$ 30,518.2	\$ 28,559.1	\$ 32,659.9	\$ 4,100.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	1,545.5	1,606.7	1,141.4	1,659.7	1,747.9	1,779.4	31.5
Operating Expenses	22,243.2	24,460.0	18,238.3	25,634.8	23,427.1	26,913.5	3,486.4
Interest Expense	169.8	217.9	115.9	172.4	172.4	624.6	452.2
Depreciation	1,521.2	1,602.0	1,111.7	1,659.4	1,649.4	1,767.1	117.7
Taxes	136.7	142.9	78.7	146.0	142.6	152.2	9.6
Transfers - PILOT	1,006.1	992.0	777.6	998.9	1,172.1	1,171.8	(0.3)
Other Expenses	242.9	242.9	(4.7)	247.1	247.6	251.3	3.8
Total Expenditures	\$ 26,865.4	\$ 29,264.4	\$ 21,458.9	\$ 30,518.2	\$ 28,559.1	\$ 32,659.9	\$ 4,100.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	29,091.7	31,286.4	22,131.1	32,814.1	30,587.5	34,291.1	3,703.6
Total Expenditures	26,865.4	29,264.4	21,458.9	30,518.2	28,559.1	32,659.9	4,100.8
Net Operating Result	\$ 2,226.2	\$ 2,022.0	\$ 672.2	\$ 2,295.9	\$ 2,028.4	\$ 1,631.2	\$ (397.2)

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

For the City of Sun Prairie, in 2020 we provided services to 331 individuals and in 2021 that went up to 365.

Programs, Services, and Activities utilized by 365 City of Sun Prairie residents in 2021:

*2022 data reflects information through June 30, 2022

	2017	2018	2019	2020	2021	2022*	2022 (year end)
Benefits received in hours							
Case Management	1,370	1373	1,409	1,879	1,787	952	1,800
Adult Day Center	6,437	8937	7,152	5,431	6,565	3,375	6,750
Supportive Home/Respite Care	4,861	3171	2939	2,299	2,233	930	1,860
Benefits received in numbers							
Meals at Colonial Club	8,913	9,707	9,209	5,938	3,900	3,359	6,720
Meals Delivered	7,518	6,391	9,900	14,345	32,388	11,895	23,800
Transportation	8,605	12,273	9,799	4,491	4,106	1,526	3,050

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Colonial Club	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Colonial Club	210.0	260.0	153.3	230.0	230.0	240.0	10.0
Total Expenditures	\$ 210.0	\$ 260.0	\$ 153.3	\$ 230.0	\$ 230.0	\$ 240.0	\$ 10.0

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Contractual Services	210.0	260.0	153.3	230.0	230.0	240.0	10.0
Total Expenditures	\$ 210.0	\$ 260.0	\$ 153.3	\$ 230.0	\$ 230.0	\$ 240.0	\$ 10.0

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	210.0	260.0	153.3	230.0	230.0	240.0	10.0
Net Operating Result	\$ (210.0)	\$ (260.0)	\$ (153.3)	\$ (230.0)	\$ (230.0)	\$ (240.0)	\$ (10.0)

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Youth & Families	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Youth & Families	14.1	7.6	3.8	7.5	8.4	9.0	0.6
Total Expenditures	\$ 14.1	\$ 7.6	\$ 3.8	\$ 7.5	\$ 8.4	\$ 9.0	\$ 0.6

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	3.9	3.1	1.6	3.2	2.2	3.2	1.0
Materials & Supplies	0.5	0.9	1.1	2.5	0.8	2.5	1.8
Contractual Services	9.1	3.1	1.0	1.5	5.1	3.0	(2.1)
Professional Development	0.5	0.5	0.2	0.3	0.3	0.3	-
Total Expenditures	\$ 14.1	\$ 7.6	\$ 3.8	\$ 7.5	\$ 8.4	\$ 9.0	\$ 0.6

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	14.1	7.6	3.8	7.5	8.4	9.0	0.6
Net Operating Result	\$ (14.1)	\$ (7.6)	\$ (3.8)	\$ (7.5)	\$ (8.4)	\$ (9.0)	\$ (0.6)

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 operates the Sun 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.

Following a strategic planning process of the YMCA of Dane County and following the creation of Central Heights and move of Prairie Phoenix Academy in 2022, it was mutually determined by the YMCA and Community Schools to dissolve the Youth Center at the end of the 2021-2022 school year.

2020 – 2022 achievements highlighted:

- YMCA staff provided essential services such as: emergency childcare and food delivery/distribution
- Virtual programming beginning in November of 2020 focused on healthy living, social responsibility, and youth development. Students also participated in volunteerism – volunteering at food pantries and meal delivery sites.
- In-person programming at the Youth Center resumed in June of 2021 with an emphasis on recreation and healthy living with 15 hours of active programming every week. 12 students regularly participated during the quarter. In the Fall of 2021, 19 students regularly participated in the basketball league. In early 2022, 24 students regularly participated in the basketball league.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

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 six schools in Sun Prairie – Creekside Elementary, Westside Elementary, CH Bird Elementary, Northside Elementary, Patrick Marsh Middle School, and Prairie Phoenix Academy. Creekside Elementary is starting their first year as a Community School site in the 2022-23 school year. 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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

In alignment with the four pillars of Community Schools and the Sun Prairie Area School District's strategic plan, the following measurements 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.
- In 2020-21, our school-based pantries were able to support just under 200 families, and our goal was to increase the number of families served by our school-based pantries by 25%. In 2021-22, we increased the number served by over 300%, serving 971. Our goal for 2022-23 is to maintain this level of support for the 2022-23 school year.

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.

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 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).

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.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Youth Programs	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Youth Programs	145.0	115.0	15.0	115.0	115.0	130.0	15.0
Total Expenditures	\$ 145.0	\$ 115.0	\$ 15.0	\$ 115.0	\$ 115.0	\$ 130.0	\$ 15.0

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Contractual Services	145.0	115.0	15.0	115.0	115.0	130.0	15.0
Total Expenditures	\$ 145.0	\$ 115.0	\$ 15.0	\$ 115.0	\$ 115.0	\$ 130.0	\$ 15.0

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	145.0	115.0	15.0	115.0	115.0	130.0	15.0
Net Operating Result	\$ (145.0)	\$ (115.0)	\$ (15.0)	\$ (115.0)	\$ (115.0)	\$ (130.0)	\$ (15.0)

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Human Services	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Human Services	40.0	90.0	-	-	-	10.6	10.6
Total Expenditures	\$ 40.0	\$ 90.0	-	-	-	\$ 10.6	\$ 10.6

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Contractual Services	40.0	90.0	-	-	-	10.6	10.6
Total Expenditures	\$ 40.0	\$ 90.0	-	-	-	\$ 10.6	\$ 10.6

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	40.0	90.0	-	-	-	10.6	10.6
Net Operating Result	\$ (40.0)	\$ (90.0)	-	-	-	\$ (10.6)	\$ (10.6)

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Cemetery	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Cemetery	10.0	10.0	10.0	10.0	10.0	10.0	-
Total Expenditures	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Contractual Services	10.0	10.0	10.0	10.0	10.0	10.0	-
Total Expenditures	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	-

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	10.0	10.0	10.0	10.0	10.0	10.0	-
Net Operating Result	\$ (10.0)	\$ (10.0)	\$ (10.0)	\$ (10.0)	\$ (10.0)	\$ (10.0)	-

MISSION

The Sun Prairie Public Library serves the City of Sun Prairie as an activity center to support lifelong learning by providing educational, cultural, and recreational opportunities for all people.

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, a representative from the Sun Prairie Area School District, and a City Council Alder. In 2022, the Library Board added two non-voting Student Trustee positions to the Board to gain and include perspectives from the youth in our community. Student Trustees are approved and appointed by the Library Board.

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, Access & 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

2023 BUDGET HIGHLIGHTS

- Utilize \$200,000 from the Library's fund balance for Capital Campaign expenses. The Library will move into the public phase of the Capital Campaign in 2023. There is no effect on the tax levy.
- Utilize \$100,000 from the Library's Fund Balance for an Owner's Representative for the Expansion and Renovation project. The Owner's Representative will work with the Library during the full design and construction phase. There is no effect on the tax levy.
- Increase funding for Hoopla Digital to provide the same access to digital materials each month for library patrons.

2022 BUDGET OVERVIEW

- ✓ \$100,000 from the Library's Fund Balance provided funds for Capital Campaign expenses, including:
 - Fundraising Feasibility Study
 - Campaign Consultant Fees
 - SPPL Foundation Fees
 - Campaign Event fees

- ✓ \$8,000 for Dream Bus Bookmobile. This contractual service with the Dane County Library Service brings public library services to underserved residents throughout the city, by meeting residents where they are. In partnership with Community Schools and the Neighborhood Navigators, the Dream Bus Bookmobile makes weekly stops to Vandenburg Heights Park, The Element, and Rolling Prairie Apartments. The Dream Bus also makes regular monthly stops at the Downtown Farmers' Market May-August, and attends special events throughout the city, including Community Schools and YMCA events, the Juneteenth Celebration, Streets of Sun Prairie, Concerts in the Park and Prairie Lakes events. In 2022, the Dream Bus Bookmobile had 1,543 visitors January-July, and we estimate there will be over 2,000 visitors by the end of the 2022.

- ✓ The Library also received approximately \$50,000 in gifts and grants for the following projects:
 - UW-South Asia (Book Club Kits and Programming): \$1,000
 - SCLS Grants & Scholarship
 - Continuing education through SCLS/LSTA (Public Library Association Conference & Association for Library Service to Children Institute): \$2,400
 - Covid-19 related service (Book lockers – anticipated installation Fall 2022).
ARPA grant submitted and received by SCLS for a collaborative project to serve five SCLS member libraries.
Approximate value per library: \$23,000
 - Friends of the Sun Prairie Public Library (Youth and Adult programming, Spanish Language Materials, and Book Club Kits): \$8,000
 - Sun Prairie Public Library Foundation
 - Story Walk (Project in progress): \$3525
 - Kanopy Digital Services (added March 2022): \$5,500
 - Urban SUN: Black Voices Book Club: \$4,000
 - Summer Library Program promotional materials: \$800
 - Indigenous Cultural programming: \$1000
 - Additional Dream Bus Bookmobile Visits with materials to support outreach: \$2,000

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

*2022 data reflects information through July 31, 2022

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 at least 75% of their physical collection needs from their home library
- Maintain at least 3% 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 growing diversity
- Maintain at least 3% growth per year in annual library visits by providing spaces and resources that meet residents' needs
- Maintain 5% growth per year in digital collection size to meet demands with new and emerging platforms

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 and abilities. The library anticipates meeting circulation, library visit, and collection size goals after the expansion and renovation project is complete in 2025. The library's initial growth in digital collection size due to Covid-19 has now stabilized but demand, need, and usage for digital resources continues to increase steadily.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Physical Collection Size	133,955	134,401	138,464	141,255	144,785	146,665	147,604	148,865
	2.8%	0.3%	3.0%	2.0%	2.4%	1.2%	.6%	1.5%
% circulation from home library's collection for Sun Prairie	76%	76%	73%	76%	57%	62%	75%	75%
% circulation from home library's collection for all SCLS/LINK libraries	69%	67%	66%	69%	63%	57%	67%	67%
Library Visitors	236,526	231,554	232,931	225,600	77,107	90,348	98,588	158,999
.vs Prior Year	7.6%	-2.1%	0.6%	-3.1%	-66%	17%	9.1%	76%
Digital Collection Size	189,145	213,611	205,652	213,547	229,293	253,553	258,634	261,159
		12%	-3.7%	3.8%	7.4%	10.5%	2%	3%

From March 16, 2020 to May 10, 2021, the inability to browse the physical 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 in 2020 and 2021. In 2022, in-person borrowing and in-person programming increased library visitors and consequently, increasing the circulation and usage of the library's physical collection.

Need and demand of the library's digital collection has kept a steady pace since 2020 as residents continue to discover and access the library's digital resources. In 2022, the usage of digital collection needs outpaced the library's allocated budget which resulted in imposing borrowing limits for Hoopla in order to stay within the annual operating budget.

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	2022*	2022 (year-end)
Public Internet & Wi-Fi	261,504	265,294	309,746	316,679	148,408	239,543	237,298	300,000
Registered Library Users	23,455	23,820	23,156	23,616	22,450	23,618	24,422	25,422
.vs Prior Year	2.3%	1.6%	-2.7%	1.9%				
Total Circulation	679,586	690,057	690,532	684,407	385,825	418,635	382,018	642,000
Digital Circulation	36,163	41,885	55,164	66,017	102,487	104,397	67,250	113,000

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 to address accessibility. With a return to more in-person services at the library as well as in-person outreach services, the Sun Prairie Public Library is working to ensure more residents throughout the

community are aware of library services and resources, which includes information and applications for library cards. The return to in-person browsing in May 2021 significantly increased our physical circulation. The demand for digital items has remained steady even with full access to the library's physical collection.

After resuming full hours and access, the library continues to offer online readers' advisory services 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 the Dream Bus Bookmobile into the community, making 84 stops and serving 1,543 residents through July 31, 2021. Approximately 60 additional stops are scheduled into 2022 as we strive to make public library services accessible throughout the community.

The library strives to engage with community and support lifelong learning opportunities for all residents.

- Increase lifelong learning opportunities by 2% each year, including collaboration with partners for trusted information.
- Increase program attendance by 5% in 2025, after the completion of the expansion and renovation when the library has the ability to offer more indoor and outdoor programming opportunities.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
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%	3,545 78%	3,565 78%
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%	12,174* -41%	13,994 15%	18,200 49%
Reference Transactions	46,410 1.2%	45,370 -2.2%	39,388 -13.2%	47,528 20.7%	28,626 -39.8%	33,182 15.9%	27,342 -17%	46,874 41%
Digital Resources (Databases)	3,360	3,452	10,625	12,112	23,173	39,690	14,158	24,000

*In 2021, with the exception of a few small adult book clubs, the library only offered virtual programming. The attendance only reflects live virtual and in-person program attendance, as defined by the Department of Public Instruction. However, total views of asynchronous viewing was 48,840 and total views of pre-recorded programs was 5,885. Neither are included in the program attendance but these views extend the reach of library programs.

Promoting literacy in all forms is fundamental to public library services. The Children's and Teen Summer Library Program remains vital in ensuring our youths' reading achievement levels remain on track for academic and future lifelong success. Storytimes and preschool programs are essential early literacy experiences and programs for adults include financial, health, and digital literacy as life-long learning skills necessary for overall well-being.

As part of our commitment in advancing, honoring, and celebrating diversity, equity and inclusion, the Sun Prairie Public Library's Racial Literacy Plan (adopted in August 2020) includes a variety of programs such as book clubs, lectures, film discussions, live music, art, and theater to gain a deeper understanding of cultures, ethnicity, race, racism, and anti-racism.

The library has resumed most in-person programming and continues to offer virtual options for those that are not ready to meet in person. The virtual options also expand the library's ability to bring in international and national presenters. In addition, the library continues to offer no-contact AND low or no-tech options with "Program 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, financial information, foreign language skills, and crafting.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Library	2,052.1	2,276.8	1,601.8	2,565.2	2,721.9	2,796.9	75.0
Total Expenditures	\$ 2,052.1	\$ 2,276.8	\$ 1,601.8	\$ 2,565.2	\$ 2,721.9	\$ 2,796.9	\$ 75.0

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	1,546.1	1,593.4	1,087.8	1,716.3	1,716.1	1,794.1	78.0
Materials & Supplies	254.4	377.4	256.5	384.7	395.5	413.4	17.9
Contractual Services	219.2	279.8	244.4	424.2	524.2	528.0	3.8
Professional Development	5.2	5.1	8.0	9.1	8.6	8.6	-
Capital Items	27.1	21.0	5.2	31.0	77.5	52.8	(24.7)
Total Expenditures	\$ 2,052.1	\$ 2,276.8	\$ 1,601.8	\$ 2,565.2	\$ 2,721.9	\$ 2,796.9	\$ 75.0

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	614.2	673.7	666.9	791.8	992.7	966.1	(26.6)
Transfer In	1,636.4	1,669.2	-	-	-	-	-
Total Expenditures	2,052.1	2,276.8	1,601.8	2,565.2	2,721.9	2,796.9	75.0
Net Operating Result	\$ 198.5	\$ 66.2	\$ (934.9)	\$ (1,773.5)	\$ (1,729.1)	\$ (1,830.8)	\$ (101.7)

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.

2023 BUDGET HIGHLIGHTS

- Continue to build the Museum's volunteer base and tap into unique talents and skill sets of volunteers to accomplish projects and tasks
- Partner with the Sun Prairie Historical Society, Inc. to expand programming and events
- As of Jan 1st 2023 the museum will be hiring a second full time staff member to help the museum meet the board's long-term vision of it.

2022 BUDGET OVERVIEW

- ✓ Museum Board completed an update to its strategic plan, resulting in an updated vision, goals, and objectives
- ✓ Museum Board developed key performance indicators to define museum success
- ✓ Museum underwent a staffing transition with the resignation of a fulltime Museum Director. The position was filled temporarily with a Limited Term Interim Museum Administrator.

PERFORMANCE METRICS

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

*2022 data reflects information through July 31, 2022

Museum Goal: Build the foundation for long-term success

Objective: Identify what we have in the collection and where it is located

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
% of collection inventoried	N/A	N/A	N/A	N/A	N/A	N/A	14%	22%
% of data meets lexicon standards	N/A	N/A	N/A	N/A	N/A	N/A	65%	90%

Museum Goal: Build Capacity and Community Support

Objective: Utilize volunteers to support museum

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Total Number of Volunteers	N/A	N/A	15	25	18	16	16	20
Total Volunteer Hours**	N/A	N/A	N/A	126	298	472	430	600

Council Strategic Priority: **Quality City Services**

Museum Goal: Create long-term sustainability and support

Objective: Position Museum as a tourist destination and a local attraction

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Total Number of Visitors	2,886	3,642	350	200	321	936	300	500

Council Strategic Priority: **Quality City Services**

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Historical Museum	1.00	1.00	1.00	1.00	1.00	2.00	1.00
Total Personnel	1.00	1.00	1.00	1.00	1.00	2.00	1.00

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Historical Museum	107.9	118.2	107.6	112.6	129.6	213.8	84.2
Total Expenditures	\$ 107.9	\$ 118.2	\$ 107.6	\$ 112.6	\$ 129.6	\$ 213.8	\$ 84.2

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	66.4	89.0	89.8	83.0	96.7	173.1	76.4
Materials & Supplies	6.6	9.2	8.9	11.7	11.9	17.1	5.2
Contractual Services	15.9	8.8	4.4	17.3	20.0	20.9	0.9
Professional Development	1.5	3.8	4.5	0.5	1.0	2.7	1.7
Capital Items	17.6	7.4	-	-	-	-	-
Total Expenditures	\$ 107.9	\$ 118.2	\$ 107.6	\$ 112.6	\$ 129.6	\$ 213.8	\$ 84.2

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	0.8	1.8	-	0.4	4.0	0.5	(3.5)
Total Expenditures	107.9	118.2	107.6	112.6	129.6	213.8	84.2
Net Operating Result	\$ (107.1)	\$ (116.4)	\$ (107.6)	\$ (112.1)	\$ (125.6)	\$ (213.3)	\$ (87.7)

CITY OF
SUN PRAIRIE
Wisconsin

MISSION

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- 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.

2023 BUDGET HIGHLIGHTS

- Increase reach and impact of Frozen Fest by expanding community partnerships
- Expand on partnership/vendor programs to increase specialized program offerings, such as Music Together
- Expand Thursday afterschool program in partnership with the Sun Prairie Area School District to all nine elementary schools
- Raise the pay of Family Aquatic Center staff to increase retention, and prevent closures due to staff shortages
- Hire a Full-Time Financial Services Technician to provide administrative staff coverage for the department
- Hire an Events Intern to support community events and provide support to the Community Events and Sponsorship Coordinator

2022 BUDGET OVERVIEW

- ✓ Grew concerts in the park programming by changing policy to allow food carts in the parks and building community partnerships with local breweries. Expanded financial support for the concerts by building relationships with existing and new sponsors.
- ✓ Saw a large increase in youth sports registration, exceeding 2022 projections halfway through the year
- ✓ Registration and program offerings exceeded pre-pandemic figures, and brought back pre-pandemic programs, including bus trips
- ✓ Executed an MOU with the Sun Prairie Area School District to increase part-time School Based Program Specialist to full-time at no additional expense to the City

PERFORMANCE METRICS

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

*2022 data reflects information through July 31, 2022

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	2022*	2022 (year-end)
Number of Evaluations Distributed	2,953	2,893	4,606	901*	398*	884	1,245	1,800
Number of Evaluations Returned	585	493	432	287	116	277	288	450
Return Rate	20%	17%	9%	32%	29%	31%	23%	25%
Percentage of Evaluations reporting "Good" or "Very Good" Overall Satisfaction	94%	96%	91%	81%	91%	95%	98%	95%

*In 2019 & 2020 the total number of evaluations distributed were being calculated based on the number of programs not the number of participants. Adjusting this back to number of participants evaluations are distributed to for 2021 and beyond.

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	2022*	2022 (year-end)
Total Number of Enrollments	4,986	4,983	4,661	3,946	1,925	2,791	3145	4,200
Total Number of Programs Offered	629	642	523	659	654	449	414	470
Total Number of Programs Cancelled due to low or no enrollment	85	118	116	148	442	104	58	75
Program Success Rate	86%	82%	78%	78%	32%	77%	88%	84%

Maintain a fiscally responsible Parks, Recreation & Forestry Department

The Parks, Recreation and Forestry Commission has set cost recovery goals that are aligned with national standards and best practices. All programs and services are categorized and then assigned cost recovery goals based on the level of community benefit. The overarching goal is to obtain a departmental cost recovery goal of 125% across all programs for direct costs. All surplus revenues are redirected to cover indirect costs, lessening the impact of Parks, Recreation and Forestry services on the general fund.

2022 Cost Recovery Goals:

- Inclusion Services and Open Access = 0%
- Community Services & Outreach = 30%
- Community Events = 10 – 50%
- Drop-in Activities = 20 – 60%
- School-based/Community Education = 40-75%
- Special Events = 50 – 85%
- Non Skill-based/Skill-based Beginner Activities = 75-100%
- Skill-based activities = 85-110%
- Competitive/Specialized = 90 -115%
- Private/Semi-private Instruction = 100-120%
- Rentals = 110-130%
- Resale items = 125-200%

Cost Recovery Level	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Rec Program Direct Cost Recovery*	n/a	n/a	n/a	128%	117%	131%	140%	125%
Total surplus to cover indirect costs	n/a	n/a	n/a	\$10,264	\$8,678	\$31,739	\$37,387	\$40,000

*Excludes Community Events budget

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

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

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Collaborative Partnerships	21	21	34	41	55	55	40	59

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Park & Rec Administration	3.70	3.70	4.00	4.00	4.00	4.81	0.81
Adult Programs	-	-	-	-	-	-	-
Preschool Programs	-	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-	-
Teen Programs	-	-	-	-	-	-	-
Concerts & Special Events	-	-	-	-	-	-	-
Family & Misc Programs	-	-	-	-	-	-	-
Total Personnel	3.70	3.70	4.00	4.00	4.00	4.81	0.81

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Park & Rec Administration	420.5	463.4	334.5	496.6	513.1	549.2	36.1
Adult Programs	9.3	22.6	18.5	24.0	30.7	33.3	2.6
Preschool Programs	15.5	23.7	14.1	31.3	35.9	50.6	14.7
Youth Programs	18.3	38.9	42.0	101.5	77.7	171.0	93.3
Teen Programs	4.2	4.3	3.7	8.2	10.5	14.8	4.3
Concerts & Special Events	41.7	77.2	71.2	96.3	112.5	132.5	20.0
Family & Misc Programs	3.9	11.1	21.9	23.2	23.7	3.6	(20.1)
Total Expenditures	\$ 513.5	\$ 634.4	\$ 505.8	\$ 781.2	\$ 774.7	\$ 952.9	\$ 178.2

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	418.8	512.1	382.4	591.5	625.0	717.3	92.3
Materials & Supplies	26.8	31.3	47.2	61.5	59.3	70.5	11.1
Contractual Services	64.7	86.9	70.6	120.7	83.4	156.6	73.2
Professional Development	3.0	4.1	5.5	7.5	6.9	8.5	1.6
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 513.4	\$ 634.4	\$ 505.8	\$ 781.2	\$ 774.7	\$ 952.9	\$ 178.2

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	174.4	194.7	180.4	287.0	299.2	757.8	458.6
Total Expenditures	513.4	634.4	505.8	781.2	774.7	952.9	178.2
Net Operating Result	\$ (339.0)	\$ (439.7)	\$ (325.4)	\$ (494.2)	\$ (475.4)	\$ (195.1)	\$ 280.4

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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 Division Manager 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.

2023 BUDGET HIGHLIGHTS

- Expansion of special event offerings to augment movie nights and slide-a-mile challenge.
- Develop year-round aqua cycling program to include outdoor group classes and training opportunities at the Family Aquatic Center as well as indoor group classes in partnership with the YMCA.
- Implement a staff wage increase to promote recruitment and retention.

2022 BUDGET OVERVIEW

- ✓ The national lifeguard shortage impacted the Family Aquatic Center, forcing several closures throughout the summer due to lack of staff
- ✓ Lifeguards, Swim Instructors, and Management staff received a \$2.00/hour increase mid-season to assist with retention
- ✓ Waterslide and stair tower was fully refurbished, with a new gel coat and color, making it look and function as brand new!
- ✓ Record year in season pass sales

PERFORMANCE METRICS

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

*2022 data reflects information through July 31, 2022

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	2022*	2022 (year-end)
Number of lessons offered	174	174	118	174	91	204	118	148
Number of available spots	1,822	1,735	1,187	1,172	1,234	1,618	985	985
Swim Lessons Enrollment	1,234	1,320	981	925	0	832	616	715
Percentage to full program capacity	68%	76%	75%	79%	0	51%	63%	73%

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	2022*	2022 (year-end)
Total Family Season Passes	153	145	168	126	0	107	208	210
Total Individual Season Passes	21	18	22	18	0	21	26	28
Cumulative Season Passes	174	163	190	144	0	128	240	244

Tokens & Discount Punch Card Sales	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Total Number of Discount Punch Cards Sold	n/a	n/a	n/a	34	0	9	4	7
Total number of group entries	n/a	n/a	n/a	1,953	0	550	2,212	3,450
Cumulative Discount Entry Sales	3,760	3,756	3,486	2,494	0	557	2,252	3,520

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	2022*	2022 (year-end)
June	7,204	5,948	3,909	0	828	6,673	6,673
July	11,984	10,104	10,409	0	8,769	8,309	8,309
August	7,165	6,401	4,533	0	6,440	n/a	8,500
Total	26,353	22,453	18,840	0	16,037	14,982	23,482

Number of Closures	2017	2018	2019	2020	2021	2022*	2022 (year-end)
June	1	2	5	0	2	3	3
July	1	2	2	0	1	10	10
August	2	3	9	0	4	n/a	4
Total	4	7	16	0	7	13	15

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	2022*	2022 (year-end)
FAC Revenues	\$210,241	\$200,815	\$188,041	\$177,534	\$2,917	\$128,475	\$115,500	\$170,000
FAC Expenses	\$273,910	\$278,068	\$314,477	\$327,823	\$56,484	\$251,255	\$209,252	\$315,000
Recovery Percentage	77%	72%	60%	54%	5%	51%	55%	54%
Community Investment	\$63,669	\$77,253	\$126,436	\$150,289	\$53,567	\$122,780	\$93,752	\$145,000

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Family Aquatic Center	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Family Aquatic Center	56.5	251.3	304.4	365.3	355.3	388.1	32.8
Total Expenditures	\$ 56.5	\$ 251.3	\$ 304.4	\$ 365.3	\$ 355.3	\$ 388.1	\$ 32.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	5.6	149.8	158.1	188.1	187.7	304.8	117.1
Materials & Supplies	18.8	58.7	51.5	63.6	74.5	51.7	(22.8)
Contractual Services	24.0	33.6	30.7	55.3	28.9	29.2	0.4
Professional Development	0.6	2.6	8.1	2.4	2.3	2.5	0.2
Capital Items	1.5	6.5	55.9	55.9	62.0	-	(62.0)
Transfer Out	6.0	-	-	-	-	-	-
Total Expenditures	\$ 56.5	\$ 251.3	\$ 304.4	\$ 365.3	\$ 355.3	\$ 388.1	\$ 32.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	2.9	129.5	180.2	180.2	196.7	214.7	18.0
Transfer In	-	-	-	-	-	-	-
Total Expenditures	56.5	251.3	304.4	365.3	355.3	388.1	32.8
Net Operating Result	\$ (53.6)	\$ (121.8)	\$ (124.3)	\$ (185.2)	\$ (158.6)	\$ (173.5)	\$ (14.9)

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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.

2023 BUDGET HIGHLIGHTS

- Transfer funds from parks into forestry as the Forestry Division grows and becomes more independent
- Continue to address growing deferred maintenance needs at many city parks
- Continue to increase and maintain recreational amenities in parks, including winter recreation activities such as ice skating, cross-country skiing, and snowshoeing
- Purchase and install wireless security cameras at parks with shelter/restroom facilities, which will also allow for public Wi-Fi at those sites
- Increase the funding for the repair and maintenance of parks by \$20,000 in 2023 and an additional \$5,000 per year for the next 3 years

2022 BUDGET OVERVIEW

- ✓ Invasive species removal at Sheehan Park
- ✓ Property markers at select parks (end of year)
- ✓ Two new parks to maintain, West Prairie Village and Sunset
- ✓ Added 2nd ice rink liner
- ✓ Four new playgrounds and expanded Pickleball courts

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects projections on July 31, 2022

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

Measure	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Total acres of parkland	402.7	402.7	402.7	402.7	434.7	436.1	453.3	453.3	460.0
Shelter and gazebo rentals	N/A	N/A	308	338	302	76	313	208	320
Soccer and Softball field rentals	N/A	N/A	523	591	426	963	1,581	775	1,550
Remove or repair graffiti or damage to structures	42	68	37	17	8	35	24	18	30

**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	2022*	2022 (year-end)
Percentage of playgrounds with PIP surfacing	2%	2%	2%	2%	2%	5%	5%	24%	29%
Percentage of playgrounds that are ADA accessible	61%	61%	61%	61%	61%	67%	82%	87%	92%

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

Measure	2015	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Number of parks in Sun Prairie	40	40	40	40	40	41	43	43	43
Number of shelters and gazebos	18	18	18	18	19	20	21	21	21
Number of fulltime and seasonal park staff to maintain and manage all facilities	13	13	13	13	13	13	13	13	13

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Parks Maintenance	8.00	8.00	8.00	8.00	8.00	8.00	-
Allocated (Decrease)	(1.50)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	-
Total Personnel	6.50	7.00	7.00	7.00	7.00	7.00	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Parks Maintenance	1,106.0	1,036.3	723.6	1,106.8	1,157.7	1,271.4	113.7
Total Expenditures	\$ 1,106.0	\$ 1,036.3	\$ 723.6	\$ 1,106.8	\$ 1,157.7	\$ 1,271.4	\$ 113.7

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	589.5	614.8	442.4	648.3	684.8	728.1	43.3
Materials & Supplies	396.2	365.0	235.6	377.1	393.6	465.2	71.6
Contractual Services	43.3	46.9	42.3	77.7	74.4	67.2	(7.2)
Professional Development	2.7	2.7	3.3	3.7	4.9	5.7	0.8
Capital Items	74.3	7.0	-	-	-	5.3	5.3
Total Expenditures	\$ 1,106.0	\$ 1,036.3	\$ 723.6	\$ 1,106.8	\$ 1,157.7	\$ 1,271.4	\$ 113.7

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	37.1	64.1	51.2	59.2	70.0	80.4	10.4
Total Expenditures	1,106.0	1,036.3	723.6	1,106.8	1,157.7	1,271.4	113.7
Net Operating Result	\$ (1,068.9)	\$ (972.3)	\$ (672.4)	\$ (1,047.7)	\$ (1,087.7)	\$ (1,191.1)	\$ (103.4)

CITY OF
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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 2022 count indicated 189 members, including the roughly 60 participants in the KIDS-4 media production and literacy program.

Working with four full-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.

In 2022, the Wisconsin Broadcasters Association named 103.5 FM (WLSP) the Station of the Year in the Large Market-Music category.

2023 BUDGET HIGHLIGHTS

- Increased percentage of live productions in Media Center programming, largely in part to the new Sun Prairie West High School.
- Continue to evolve the Friends of the Sun Prairie Media Center 501(c)(3) group, including a clarification of membership rights and involvement that transitioned membership fees to the FSPMC.
- Improved public image of Sun Prairie Media Center by upgraded event appearance and functionality with personalized canopy and improved sound system.
- Premiered SPMC documentary on 2018 gas explosion.
- Improved SPMC long-term outlook, relevancy, and survival by implementing SPMC strategic plan.
- Update LiveU Production Equipment to allow for live sports broadcasts from both high schools.
- Provide Spanish closed captioning for 1,625 hours of programming.
- Update our Remote Broadcasting system to allow the SPMC to put forth a more professional image.
- Provide funding for staff to attend the Alliance for Community Media annual conference.

2022 BUDGET OVERVIEW

- ✓ Expanded SPMC entities to three TV channels in response to the growing need for live programming based on the addition of Sun Prairie West high school. Involved collaboration with video service providers, city council, Media Center Commission, staff, and broadcast automation equipment vendor.

- ✓ Upgraded to new automated playout system that could sustain live programming for a third channel as well as increased and improved streams for all three video channels.
- ✓ Collaborated with Bank of Sun Prairie on sponsorship arrangement, bringing an important revenue source to SPMC.
- ✓ Continued to grow SPMC summer workshops and KIDS-4 enrollment post-COVID and implemented first rate increase since the pandemic.
- ✓ Continued SPMC emphasis on learning and collaborating with trade groups by attending and presenting at conferences such as Wisconsin Broadcasters Association, Alliance for Community Media, and Wisconsin Community Media.
- ✓ Continued improvement of city meeting coverage by partnering with IT department on purchase and installation of new video switcher at City Hall.
- ✓ Began collaboration with outside consultant on Media Center's first-ever strategic plan.
- ✓ Implemented new and much-improved radio automation software, resulting in far fewer recording, playback, and broadcasting issues with radio station.
- ✓ Expanded reach of video programming to include Amazon Fire TV, the second-most used (after Roku) streaming video player.
- ✓ Improved functionality of mobile app by utilizing partnership with broadcast automation vendor; resulted in less "buggy" app while highly improved accessibility to SPMC podcasts.
- ✓ Improved staff, volunteer, and guest comfort by installing kitchenette unit in SPMC lobby.
- ✓ Won Station of the Year (WLSP) at 2022 Wisconsin Broadcasters Association Awards Gala (Large Market, Music Format)

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects information through July 31, 2022

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	2022*	2022 (year-end)
Volunteer Hours	6,017	6,665	6,303	6,573	5,854	8,120	4,460	7,650
YoY %	44%	11%	-5.4%	4.3%	-10.9%	38.7		
Programs Produced	3,508	4,308	4,033	4,222	3,714	2,631	2,144	3,675

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	2022*	2022 (year-end)
Additional Revenue	\$26,873	\$35,355	\$36,215	\$36,614	\$39,126	\$100,562.87	\$39,117.62	\$67,050.00
YoY %	15%	32%	2%	1.1%	6.7%	157%		

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Sun Prairie Media Center	3.88	3.88	4.00	4.00	4.00	4.00	0.00
Allocated	0.38	0.21	0.44	0.44	0.44	0.44	0.00
Total Personnel	3.88	3.88	4.00	4.00	4.00	4.00	0.00

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Sun Prairie Media Center	488.9	427.7	324.3	502.4	518.4	506.3	(12.1)
Total Expenditures	\$ 488.9	\$ 427.7	\$ 324.3	\$ 502.4	\$ 518.4	\$ 506.3	\$ (12.1)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	368.0	361.6	249.2	405.8	388.3	425.8	37.6
Materials & Supplies	35.6	19.1	24.8	33.8	27.1	31.0	3.9
Contractual Services	28.0	22.9	21.0	30.9	25.2	23.8	(1.4)
Insurance	3.4	3.5	3.8	3.8	3.9	3.7	(0.2)
Professional Development	1.8	1.5	5.3	5.4	1.1	2.3	1.2
Capital Items	52.1	19.2	20.1	22.6	72.9	19.7	(53.2)
Total Expenditures	\$ 488.9	\$ 427.7	\$ 324.3	\$ 502.4	\$ 518.4	\$ 506.3	\$ (12.1)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	367.3	499.2	241.0	500.0	518.4	506.3	(12.1)
Total Expenditures	488.9	427.7	324.3	502.4	518.4	506.3	(12.1)
Net Operating Result	\$ (121.5)	\$ 71.6	\$ (83.3)	\$ (2.4)	-	-	-

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	(121.5)	71.6	(83.3)	(2.4)	-	-
Fund Balance Applied	-	-	-	-	68.6	46.5
Fund Balance - Beginning of Year	242.9	121.4	193.0	193.0	193.0	190.6
Fund Balance - End of Year	\$ 121.4	\$ 193.0	\$ 109.7	\$ 190.6	\$ 124.4	\$ 144.1

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.
- 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.

2023 BUDGET HIGHLIGHTS

- Construction of a restroom and shelter facility at Smith's Crossing Community Park
- Design and installation of professional lighting at the Wyndham Hills Pickleball Complex
- Start design services for future phases of Sunset Park, specifically, design for trails and an overlook area of Token Creek.

2022 BUDGET OVERVIEW

- ✓ Completed construction of a four-court expansion to the Wyndham Hills Pickleball Complex
- ✓ Began the design phase of the following projects: FAC Scoping Study, Wetmore Park Shelter Reconstruction, West Prairie Village Park Master Plan and Town Hall Crossing Park Master Plan
- ✓ Veridian Homes constructed a two pickleball courts in the McCoy subdivision on Outlot 89, and turned it over to the City

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Park Impact Fee Fund	0	0	0	0	0	0	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Park Impact Fee Fund	99.1	1,620.8	184.0	184.1	448.0	439.8	(8.2)
Total Expenditures	\$ 99.1	\$ 1,620.8	\$ 184.0	\$ 184.1	\$ 448.0	\$ 439.8	\$ (8.2)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Materials & Supplies	6.0	-	-	-	-	-	-
Contractual Services	29.8	15.4	-	-	56.6	25.0	(31.6)
Capital Items	63.3	1,605.4	184.0	184.1	391.4	414.8	23.4
Transfers/Bad Debt	-	-	-	-	-	-	-
Total Expenditures	\$ 99.1	\$ 1,620.8	\$ 184.0	\$ 184.1	\$ 448.0	\$ 439.8	\$ (8.2)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	355.7	1,076.9	677.3	762.7	458.0	394.1	(63.9)
Transfer In	-	-	-	-	-	-	-
Total Expenditures	99.1	1,620.8	184.0	184.1	448.0	439.8	(8.2)
Net Operating Result	\$ 256.6	\$ (543.9)	\$ 493.3	\$ 578.6	\$ 9.9	\$ (45.7)	\$ (55.6)

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	256.6	(543.9)	493.3	578.6	9.9	(45.7)
Fund Balance Applied	-	-	-	-	379.6	409.0
Fund Balance - Beginning of Year	1,708.9	1,965.5	1,421.6	1,421.6	1,421.6	2,000.2
Fund Balance - End of Year	\$ 1,965.5	\$ 1,421.6	\$ 1,914.9	\$ 2,000.2	\$ 1,051.9	\$ 1,545.5

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.

2023 BUDGET HIGHLIGHTS

- The 2023 budget includes \$50,000 to support the launch of the new Visit and City of Sun Prairie brand.

2022 BUDGET OVERVIEW

- ✓ The City of Sun Prairie's Tourism Commission entered into a professional agreement with North Star Place Branding + Marketing to conduct research inside and outside the community to uncover perceptions, attitudes, and to identify what makes Sun Prairie unique for those who live, work, visit, and do business here. The focus of the brand initiative is comprised of three major components:
 - Research, Insights, and Strategy – Qualitative and quantitative studies have been and are in process to provide community and competitive perception information that will lead to Sun Prairie's positioning statement and strategic brand platform.
 - Creative – Insights and strategy that are transformed into tangible creative products that embody Sun Prairie and that will support wayfinding and outdoor signage, visitor and economic development marketing.
 - Action and Implementation – Community communication and rollout guidance, brand action ideas, and a comprehensive 3-Year marketing strategy.
- The Brand will launch in early 2023.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2022 data reflects information through July 31, 2022

Grants issues to events, organizations, and/or businesses that support overnight stays in Sun Prairie.

Measure	2018	2019	2020	2021	2022*	2022 (year-end)
Number of Grants Funded	4	8	10	4	10	12

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Tourism Commission Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Tourism Commission Fund	229.0	133.0	183.9	322.2	203.6	305.9	102.2
Total Expenditures	\$ 229.0	\$ 133.0	\$ 183.9	\$ 322.2	\$ 203.6	\$ 305.9	\$ 102.2

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Contractual Services	229.0	133.0	183.9	322.2	203.6	305.9	102.2
Total Expenditures	\$ 229.0	\$ 133.0	\$ 183.9	\$ 322.2	\$ 203.6	\$ 305.9	\$ 102.2

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	118.3	237.9	126.2	164.8	203.6	234.1	-
Transfer In	-	-	-	-	-	-	-
Total Expenditures	229.0	133.0	183.9	322.2	203.6	305.9	102.2
Net Operating Result	\$ (110.7)	\$ 104.9	\$ (57.6)	\$ (157.4)	-	\$ (71.8)	\$ (71.8)

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	(110.7)	104.9	(57.6)	(157.4)	-	(71.8)
Fund Balance Applied	-	-	-	-	39.3	71.8
Fund Balance - Beginning of Year	465.1	354.4	459.3	459.3	459.3	302.0
Fund Balance - End of Year	\$ 354.4	\$ 459.3	\$ 401.7	\$ 302.0	\$ 420.0	\$ 158.5

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 and performance metrics. The operating budget for the Community Development Department consists of wages, benefits, and a small operating budget for the Department Director only.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Community Development	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Total Personnel	1.0	1.0	1.0	1.0	1.0	1.0	0.0

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Community Development	160.5	160.5	110.8	176.6	165.4	186.6	21.3
Total Expenditures	\$ 160.5	\$ 160.5	\$ 110.8	\$ 176.6	\$ 165.4	\$ 186.6	\$ 21.3

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	157.9	157.9	107.1	164.1	159.3	172.9	13.6
Contractual Services	1.6	1.6	0.3	4.4	4.5	4.5	-
Professional Development	0.9	0.9	3.4	3.7	1.6	4.2	2.7
Total Expenditures	\$ 160.5	\$ 160.5	\$ 110.8	\$ 176.6	\$ 165.4	\$ 186.6	\$ 21.3

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	160.5	160.5	110.8	176.6	165.4	186.6	21.3
Net Operating Result	\$ (160.5)	\$ (160.5)	\$ (110.8)	\$ (176.6)	\$ (165.4)	\$ (186.6)	\$ (21.3)

MISSION

Enhance the community's quality of life by facilitating efficient land use, accessible housing options, quality development, environmental stewardship, and equitable economic development.

DESCRIPTION

The Planning Division is responsible for the long-range planning of activities of the City and 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. The Division provides information, mapping, applied research, and other assistance to other City departments as needed.

2023 BUDGET HIGHLIGHTS

- Update the City's Zoning Code which was originally adopted in 1989.

2022 BUDGET OVERVIEW

- ✓ Added a Planner in Fall 2022, with interim funding from ARPA, TIDs, and the Affordable Housing Fund.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 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	2022*	2022 (year-end)
Avg. Work Days for Full Approval of Staff Review Items	6.2	11.2	14.0	9.6	10.8	16.5	12.1	12.1

Review and Issue zoning permits in 3 days or less

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Avg. Days for Zoning Permit Review	2.6	2.2	2.7	2.7	2.6	3.4	1.2	1.2

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	2022*	2022 (year-end)
Total Submissions	46	53	67	68	69	63	26	44
Upheld	37	44	53	59	55	60	25	40
Modified	7	9	7	8	5	2	0	2
Rejected	2	0	2	1	5	0	1	1
Neutral	0	0	2	0	4	1	0	1

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Planning	4.00	4.00	5.00	5.00	5.00	5.00	-
Allocated	(0.25)	-	-	-	-	-	-
Total Personnel	3.75	4.00	5.00	5.00	5.00	5.00	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Planning	526.4	346.5	280.1	418.2	416.8	672.0	255.2
Total Expenditures	\$ 526.4	\$ 346.5	\$ 280.1	\$ 418.2	\$ 416.8	\$ 672.0	\$ 255.2

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	464.7	317.0	271.5	346.5	383.8	529.7	145.9
Materials & Supplies	0.4	0.6	0.3	0.6	1.6	0.5	(1.1)
Contractual Services	54.7	25.3	1.3	61.8	23.5	125.5	102.0
Professional Development	5.7	2.8	6.1	6.7	7.0	15.4	8.4
Capital Items	1.0	0.9	0.9	2.6	1.0	1.0	-
Total Expenditures	\$ 526.4	\$ 346.5	\$ 280.1	\$ 418.2	\$ 416.8	\$ 672.0	\$ 255.2

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	39.2	39.2	30.5	40.0	40.0	40.0	-
Total Expenditures	526.4	346.5	280.1	418.2	416.8	672.0	255.2
Net Operating Result	\$ (487.2)	\$ (307.3)	\$ (249.6)	\$ (378.2)	\$ (376.8)	\$ (632.0)	\$ (255.2)

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, two LTEs, 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), Sun Prairie Tourism Commission, and the Saturday Farmers Market. In addition, staff coordinate efforts with workforce development resources from local, regional, and State agencies.

2023 BUDGET HIGHLIGHTS

- Staff prioritizing professional development trainings.
- Additional partnerships with the Sun Prairie Chamber of Commerce on business retention, workforce development, and networking events.
- Facilitating an Economic Development 101 session.
- To hire more staff to cover minor tasks in Cannery Square. This then allows Public Works staff to do more important work around the city.
- A study will be hosted to provide direction and recommendations for entrepreneurs and business's coming to Sun Prairie.
- Creation of a Downtown Maintenance Fund which will allow the City to fund larger one-time expenses.
- Development of an Incubator and Co-Working Feasibility Study to provide direction and recommendations for potential opportunities for the entrepreneur and business community to grow their businesses, promote workforce development, and develop co-working space within the community.

2022 BUDGET OVERVIEW

- ✓ Completed the Housing Needs Assessment.
- ✓ MacDon receives final training reimbursement grant.
- ✓ Staff attended a variety of professional development trainings.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2022 data reflects information through July 31, 2022

Workforce Development

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Workforce Development Efforts	11	15	11	4	2	3	1	1

Retain and expand business in Sun Prairie.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Formal Retention Contacts (Surveys, Meetings, etc.)	109	115	223	85	551	54	67	87
Major Projects	11	16	18	11	16	11	10	15
Targeted Marketing Efforts & Presentations	13	9	6	11	14	7	7	11
Contacts with Potential Start-Ups	3	2	6	2	2	1	2	5
Lot Sales/Acres Sold	2/15.9	2/1.65	1/3.9	1/2.12	0	1/.45	0	2/61

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Economic Development	2.00	2.00	3.00	3.00	3.00	3.00	-
Allocation	1.00	1.00	-	-	-	-	-
Total Personnel	3.00	3.00	3.00	3.00	3.00	3.00	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Economic Development	309.5	309.5	250.2	381.3	389.9	416.2	26.3
Total Expenditures	\$ 309.5	\$ 309.5	\$ 250.2	\$ 381.3	\$ 389.9	\$ 416.2	\$ 26.3

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	252.6	252.6	213.9	327.0	328.2	335.9	7.7
Materials & Supplies	3.4	3.4	2.4	2.6	3.6	5.0	1.5
Contractual Services	49.5	49.5	29.9	45.4	46.7	65.0	18.3
Professional Development	4.0	4.0	3.8	6.3	11.5	10.4	(1.1)
Total Expenditures	\$ 309.5	\$ 309.5	\$ 250.2	\$ 381.3	\$ 389.9	\$ 416.2	\$ 26.3

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	416.8	91.0	53.7	376.6	232.0	329.4	97.4
Total Expenditures	309.5	309.5	250.2	381.3	389.9	416.2	26.3
Net Operating Result	\$ 107.3	\$ (218.5)	\$ (196.5)	\$ (4.7)	\$ (158.0)	\$ (86.9)	\$ 71.1

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.

2023 BUDGET HIGHLIGHTS

- Transfer funds from parks into forestry as the Forestry Division grows and becomes more independent
- Increased contracted services due to 2022 public tree inventory work backlog and more skilled contractors
- Increased small tools budget to address lack of dedicated small tools in Forestry Division
- Purchase a Tool Cat to assist with tree removal, tree planting, stump removal, dirt work, and snow removal

2022 BUDGET OVERVIEW

- ✓ Awarded a WDNR Urban Forestry Grant for \$25,000 to hire two LTE forestry technicians to update the public tree inventory
- ✓ Elevated the Arborist position to a Forestry Crew Leader/City Forester position
- ✓ Continued treatment and removal of Ash trees infested with Emerald Ash Borer

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022 data reflects projections on July 31, 2022

Take appropriate action to respond to Emerald Ash Borer.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Ash Tree Treatment	480	60	599	0	471	141	219	219
Ash Tree Replacement	800	0	42	0	55	30	15	30

Plant new trees and maintain existing trees within the City.

Measure	2016	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Tree Removals and Stump Grinding	820	54	9	68	75	100	150	300
New Resident Tree Planting	90	120	278	0	425	458	150	300
Tree Review for Residents	n/a	196	258	318	350	375	170	380
Tree Pruning Streets & Parks	220	418	680	1,800	2,300	200	20	50

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 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	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Forestry	120.0	78.0	143.8	217.0	241.4	273.4	32.0
Total Expenditures	\$ 120.0	\$ 78.0	\$ 143.8	\$ 217.0	\$ 241.4	\$ 273.4	\$ 32.0

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	85.0	57.1	120.0	188.6	196.7	199.7	3.0
Materials & Supplies	6.6	3.3	5.9	7.2	8.5	14.0	5.5
Contractual Services	27.5	14.2	16.3	18.6	31.9	54.5	22.7
Professional Development	0.9	3.4	1.6	2.5	4.4	5.3	0.9
Total Expenditures	\$ 120.0	\$ 78.0	\$ 143.8	\$ 217.0	\$ 241.4	\$ 273.4	\$ 32.0

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	120.0	78.0	143.8	217.0	241.4	273.4	32.0
Net Operating Result	\$ (120.0)	\$ (78.0)	\$ (143.8)	\$ (217.0)	\$ (241.4)	\$ (273.4)	\$ (32.0)

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 Title 18 of the Sun Prairie Municipal Code and 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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Westside Traffic Impact Fee	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Westside Traffic Impact Fee	-	588.5	-	-	803.0	-	(803.0)
Total Expenditures	-	\$ 588.5	-	-	\$ 803.0	-	\$ (803.0)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Contractual Services	-	-	-	-	-	-	-
Transfers/Bad Debt	-	588.5	-	-	803.0	-	(803.0)
Total Expenditures	-	\$ 588.5	-	-	\$ 803.0	-	\$ (803.0)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	485.9	423.6	386.1	389.1	1,203.0	250.0	(953.0)
Total Expenditures	-	588.5	-	-	803.0	-	(803.0)
Net Operating Result	\$ 485.9	\$ (164.9)	\$ 386.1	\$ 389.1	\$ 400.0	\$ 250.0	\$ (150.0)

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	485.9	(164.9)	386.1	389.1	400.0	250.0
Fund Balance Applied	-	-	-	-	803.0	-
Fund Balance - Beginning of Year	1,389.0	1,874.9	1,710.0	1,710.0	1,710.0	2,099.1
Fund Balance - End of Year	\$ 1,874.9	\$ 1,710.0	\$ 2,096.1	\$ 2,099.1	\$ 1,307.0	\$ 2,349.1

MISSION

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

DESCRIPTION

On January 27, 2020, the US Department of Housing and Urban Development published notice that the State of Wisconsin was to receive Federal Community Development Block Grant (CDBG) – Disaster Recovery assistance in the amount of \$15,355,000. Of that total 80% of the funds would be allocated to projects in Dane and Vernon County. In the initial round of offering, not all of the funds were expended, so a second round with 100% of the remaining funds allocated to Dane and Vernon County was opened.

In this second round, the City was able to access a grant for projects that meet the national objective of Low-and-Moderate Income benefit or the prevention and elimination of slum and blight.

The City determined in 2022 that the best use of the funding would be in the form of a pass-through grant with Habitat for Humanity. Habitat for Humanity of Dane County will construct six single family residences in the Town Hall Crossing Development to create housing opportunities for low-to –moderate income families to address the housing need due to the floods of 2018. The development will be set up to provide affordable housing options while maintaining high quality building materials, ample landscaping, and a connections with the natural features of the development.

The CDBG-DR funds will pay for up to 50% of the housing construction and Habitat for Humanity will fund the other 50%. The project budget is estimated at \$4,500,000.

2023 BUDGET HIGHLIGHTS

- Continued development of the project, scheduled to be completed in December 2024

2022 BUDGET OVERVIEW

- ✓ Applied for a grant in the amount of \$2,231,821

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
CDBG Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
CDBG Fund	163.9	-	-	-	-	2,231.8	2,231.8
Total Expenditures	\$ 163.9	-	-	-	-	\$ 2,231.8	\$ 2,231.8

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	2,231.8	2,231.8
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	163.9	(8.4)	-	-	-	-	-
Total Expenditures	\$ 163.9	\$ (8.4)	-	-	-	\$ 2,231.8	\$ 2,231.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	155.5	-	-	-	2,231.8	2,231.8
Total Expenditures	163.9	(8.4)	-	-	-	2,231.8	2,231.8
Net Operating Result	\$ (163.9)	\$ 163.9	-	-	-	-	-

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	(163.9)	163.9	-	-	-	-
Fund Balance - Beginning of Year	-	(163.9)	-	-	-	-
Fund Balance - End of Year	\$ (163.9)	-	-	-	-	-

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.

2023 BUDGET HIGHLIGHTS

- Planting of street trees for new construction homes will take place in spring of 2023
- Continued treatment for Emerald Ash Borer to viable street Ash trees
- Utilize the tree inventory to make data-driven decisions for street tree maintenance and plantings

2022 BUDGET OVERVIEW

- ✓ Planted approximately 200 street trees in the spring and fall tree plantings
- ✓ Utilized DNR Urban Forestry Grant to fund two forestry technicians that performed an inventory of all city owned street and park trees
- ✓ Treated 219 street Ash trees to slow down the impact of the Emerald Ash Border

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Street Tree Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Street Tree Fund	105.9	122.5	32.3	70.0	154.9	105.0	(49.9)
Total Expenditures	\$ 105.9	\$ 122.5	\$ 32.3	\$ 70.0	\$ 154.9	\$ 105.0	\$ (49.9)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Capital Items	105.9	122.5	32.3	70.0	154.9	105.0	(49.9)
Total Expenditures	\$ 105.9	\$ 122.5	\$ 32.3	\$ 70.0	\$ 154.9	\$ 105.0	\$ (49.9)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	90.0	86.5	56.1	63.4	101.5	96.0	(5.5)
Transfer In	-	-	-	-	-	-	-
Total Expenditures	105.9	122.5	32.3	70.0	154.9	105.0	(49.9)
Net Operating Result	\$ (15.9)	\$ (35.9)	\$ 23.8	\$ (6.6)	\$ (53.4)	\$ (9.0)	\$ 44.4

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	(15.9)	(35.9)	23.8	(6.6)	(53.4)	(9.0)
Fund Balance Applied	-	-	-	-	53.4	9.0
Fund Balance - Beginning of Year	315.3	299.4	263.4	263.4	263.4	256.9
Fund Balance - End of Year	\$ 299.4	\$ 263.4	\$ 287.2	\$ 256.9	\$ 156.7	\$ 238.9

MISSION

To fund a variety of affordability initiatives for implementation of the housing recommendations listed in the 2019-2039 Sun Prairie Comprehensive Plan, under the Housing and Neighborhoods focus area in the City's Three-Year Strategic Action Plan adopted in 2019, and the Housing For All Report and Recommendations adopted in 2022.

DESCRIPTION

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 (AHF) 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 AHF will also, expand the geographic area available for such investments. Currently, the only tool the City has to provide assistance for affordable housing 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 #14, TID #11 along the Central Main Street Corridor, and TID 15 along W. Main Street near the USH 151 interchange, 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 could 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, housing programs for seniors, or other potential programs.

2023 BUDGET HIGHLIGHTS

- Budgeted \$100,000 for the implementation of the housing study.

2022 BUDGET OVERVIEW

- ✓ Created a Housing Planer position
- ✓ Completed the Housing Study

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	163.2	145.0	(18.2)
Total Expenditures	-	-	-	-	\$ 163.2	\$ 145.0	\$ (18.2)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	-	-	-	-	163.2	145.0	(18.2)
Total Expenditures	-	-	-	-	\$ 163.2	\$ 145.0	\$ (18.2)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	0.0	0.3	0.3	-	-	-
Transfer In	-	163.2	-	-	-	10.0	-
Total Expenditures	-	-	-	-	163.2	145.0	(18.2)
Net Operating Result	-	\$ 163.2	\$ 0.3	\$ 0.3	\$ (163.2)	\$ (135.0)	\$ 28.2

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Change in Fund Balance	-	163.2	0.3	0.3	(163.2)	(135.0)
Fund Balance - Beginning of Year	-	-	163.2	163.2	163.2	163.6
Fund Balance - End of Year	-	\$ 163.2	\$ 163.6	\$ 163.6	\$ 0.0	\$ 28.6

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Transfers		-	-	-	-	-	-
Total Personnel		-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Transfers	2,147.7	2,081.7	689.5	919.3	919.3	746.6	(172.6)
Total Expenditures	\$ 2,147.7	\$ 2,081.7	\$ 689.5	\$ 919.3	\$ 919.3	\$ 746.6	\$ (172.6)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Library	1,636.4	1,671.7	-	-	-	-	-
Transit	336.6	348.1	263.0	350.6	350.6	353.4	2.8
Fleet In-Service Fund	50.0	20.5	-	-	-	199.6	199.6
Special Revenue	18.8	18.7	16.0	21.3	21.3	20.3	(1.0)
Recreation Fund	6.2	22.7	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-	-
Health In-Service Fund	20.0	-	-	-	-	-	-
TID 8	-	-	-	-	-	-	-
Emergency Fund Loan	25.0	-	-	-	-	-	-
Affordable Housing Fund	-	-	-	-	-	10.0	10.0
Debt Service	-	-	65.5	87.4	87.4	90.6	3.3
Capital Projects	54.7	-	345.0	460.0	460.0	72.7	(387.3)
Total Expenditures	\$ 2,147.7	\$ 2,081.7	\$ 689.5	\$ 919.3	\$ 919.3	\$ 746.6	\$ (172.6)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	2,147.7	2,081.7	689.5	919.3	919.3	746.6	(172.6)
Net Operating Result	\$ (2,147.7)	\$ (2,081.7)	\$ (689.5)	\$ (919.3)	\$ (919.3)	\$ (746.6)	\$ 172.6

CITY OF
SUN PRAIRIE
Wisconsin

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, 2021, the City had \$86,396,012 of general obligation bonds and promissory notes outstanding. Of this amount, \$31,595,057, or 37 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, 2021, the City's total amount applicable to debt margin was 41.38 percent of the legal limit of \$208,806,545. The net debt per capita equaled \$2,452 at 2021 year-end.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2021/2022 data reflects information through July 31, 2022

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	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022*
Equalized Value	2,772,245,800	2,984,707,700	\$3,310,111,700	\$3,634,094,300	\$3,864,128,900	\$4,176,130,900
5% Limit	138,612,290	149,235,385	165,505,585	181,704,715	193,206,445	208,806,545
Combined Existing & New Principal	53,112,875	58,836,919	72,772,859	90,620,827	89,293,441	86,396,012
Available Debt Capacity	85,499,415	90,398,466	92,776,138	92,052,875	108,902,801	122,707,246

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	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022*
Equalized Value	2,772,248,800	2,984,707,700	3,310,111,700	3,634,094,300	3,864,128,900	\$4,176,130,900
1.75% Limit	48,514,302	52,232,385	57,926,955	63,596,650	67,622,256	\$73,082,291
Direct Debt	40,019,095	43,144,827	51,461,176	64,329,518	63,902,954	\$57,654,929
(Excess)/Available Debt Capacity	8,495,207	9,087,558	6,465,779	(732,868)	3,719,302	15,427,632
Debt Levy to Total Levy	31.63%	29.13%	27.61%	26.75%	26.20%	24.34%

\$ in '000s	General Debt Service
REVENUES	
Property Taxes	\$ 6,796.4
Exempt Computer Aid	-
Exempt Personal Property	-
Investment Income	1.6
Misc. Rents	44.9
Misc. Revenue	5.0
Total Revenues	6,848.0
EXPENDITURES	
Professional Services	95.0
Principal on Debt	6,215.0
Interest on Debt	1,007.7
Payment to Escrow Agent	-
Debt Issuance Expense	-
Total Expenditures	7,317.7
Excess (Deficiency) of Revenues over Expenditures	(469.7)
OTHER FINANCING SOURCES (USES)	
Proceeds from Long-Term Debt	-
Fund Balance Applied	379.1
Operating Transfers In/(Out)	90.6
Total Other Financing Sources (Uses)	469.7
Excess (Deficit) of Sources vs. Uses of Funds	
Beginning Fund Balance	379.1
Ending Fund Balance	\$ 0.0

REVENUES \$ in '000s	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Approved
Property Taxes	6,449.9	6,567.0	6,618.8	6,469.8	6,796.4
Misc. Rents	41.5	42.8	44.5	33.0	44.9
Misc. Revenues	9.4	6.2	13.0	3.0	5.0
Investment Income	20.3	15.0	2.4	1.2	1.6
Transfer In	729.3	4,710.0	269.6	298.7	90.6
Fund Balance Applied	-	-	-	-	379.1
Total Revenues	\$ 7,250.3	\$ 11,340.9	\$ 6,948.4	\$ 6,805.7	\$ 7,317.7
EXPENDITURES \$ in '000s	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Approved
Professional Services	4.4	2.7	15.2	30.4	95.0
Principal on Debt	5,569.0	5,897.4	11,638.4	5,785.0	6,215.0
Interest on Debt	870.8	1,301.4	1,187.9	960.7	1,007.7
Total Expenditures	\$ 6,444.2	\$ 7,201.4	\$ 12,841.6	\$ 6,776.1	\$ 7,317.7
Excess (Deficiency) of Revenues over Expenditures	\$ 806.2	\$ 4,139.5	\$ (5,893.2)	\$ 29.7	-
OTHER FINANCING SOURCES (USES) \$ in '000s	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Approved
Payment to Escrow	-	-	-	-	-
Premium/Discount/Issuance Costs	-	-	54.1	-	-
Proceeds from Long-Term Debt	-	-	1,185.0	-	-
Total Other Financing Sources (Uses)	-	-	\$ 1,239.1	-	-
Excess (Deficit) of Sources vs. Uses of Funds	\$ 806.2	\$ 4,139.5	\$ (4,654.1)	\$ 29.7	-
FUND BALANCE \$ in '000s	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Approved
Net Change in Fund Balance	806.2	4,139.5	(4,654.1)	29.7	-
Fund Balance Applied	-	-	-	-	379.1
Fund Balance - Beginning of Year	57.9	864.1	5,003.6	349.5	379.1
Fund Balance - End of Year	\$ 864.1	\$ 5,003.6	\$ 349.5	\$ 379.1	\$ 0.0

Debt Service Levy as a % of Total Levy	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Approved
Operating Levy	16,911.5	17,980.0	18,640.0	20,106.5	21,403.2
Debt Service Levy	6,449.9	6,567.0	6,618.8	6,469.8	6,796.4
Total Levy	\$ 23,361.4	\$ 24,547.0	\$ 25,258.9	\$ 26,576.3	\$ 28,199.6

Debt Service Levy as % of Total Tax Levy	27.6%	26.8%	26.2%	24.3%	24.1%
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CITY OF
SUN PRAIRIE
Wisconsin

FUNDING SOURCES (\$ in '000s)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
General Obligation Debt											
City	9,113.7	20,979.5	11,716.7	7,016.1	6,563.7	6,783.0	17,481.5	6,490.3	6,387.2	6,429.1	98,960.7
TIF District	841.5	510.0	-	-	-	-	-	-	-	-	1,351.5
Fleet Inservice Fund	1,107.8	504.9	153.0	860.0	972.1	1,987.0	1,007.8	486.5	1,000.6	1,445.3	9,525.0
Water Pollution Control Facility	-	-	1,254.2	-	956.8	-	1,225.0	-	1,775.8	-	5,211.8
Stormwater	760.6	-	1,015.9	-	1,005.7	-	6,817.7	-	536.6	-	10,136.5
Clean Water Fund Loan(Revenue)	-	-	6,000.0	6,000.0	-	-	-	-	-	-	12,000.0
Grants & Donations	3,689.3	4,251.0	-	2,904.0	-	-	-	-	-	-	10,844.3
Traffic Impact Fee	-	-	240.5	1,153.9	762.5	-	-	-	-	-	2,156.9
Park Fund Fees	409.0	210.0	765.0	272.5	190.0	175.0	1,066.0	200.0	-	-	3,287.5
Retained Earnings	6,619.1	17,883.0	4,727.8	6,464.9	2,418.1	5,106.0	3,188.0	6,407.3	2,626.6	4,668.5	60,109.3
Total Funding Sources	\$ 22,541.1	\$ 44,338.5	\$ 25,873.2	\$ 24,671.3	\$ 12,868.8	\$ 14,050.9	\$ 30,786.0	\$ 13,584.1	\$ 12,327.0	\$ 12,542.9	\$ 213,583.6

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
Public Works											
Street Reconstruction	3,772.0	5,571.0	1,534.0	9,921.0	2,291.0	4,225.0	4,258.0	5,373.0	4,300.0	2,402.0	43,647.0
Street Pavement Rehabilitation	1,188.0	272.0	4,920.0	492.0	2,787.0	1,839.0	3,729.7	1,906.0	2,540.0	3,889.0	23,562.7
Westside Traffic Improvement Plan	-	-	462.0	2,012.5	2,667.5	-	-	-	-	-	5,142.0
Traffic Signals	2,476.6	826.1	-	-	-	-	-	-	-	-	3,302.7
Multi-Modal	3,511.0	130.0	100.0	250.0	251.0	595.0	613.0	275.0	100.0	100.0	5,925.0
Vehicles	1,223.8	945.0	365.0	619.1	953.0	2,013.0	988.1	407.0	1,094.1	1,417.0	10,025.0
Park Improvements	1,380.0	1,030.0	6,385.0	550.0	685.0	325.0	940.0	1,075.0	670.0	385.0	13,425.0
Facilities	1,925.7	19,153.5	750.0	299.0	50.0	1,310.0	16,800.0	125.0	-	-	40,413.3
Equipment	235.0	70.0	-	-	-	-	-	70.0	-	-	375.0
Water Pollution Control Facility	1,140.0	850.0	6,900.0	6,525.0	770.0	895.0	1,055.0	1,425.0	1,650.0	2,350.0	23,560.0
Stormwater Improvements	700.0	700.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	3,000.0
Sun Prairie Utilities	4,757.1	14,359.5	3,862.3	3,648.2	2,028.1	2,477.0	1,682.0	2,591.3	1,582.6	1,645.5	38,633.6
Debt Issuance Costs	231.8	431.3	394.9	154.4	186.2	172.0	520.2	136.8	190.2	154.4	2,572.3
Total Capital Projects	\$ 22,541.1	\$ 44,338.5	\$ 25,873.2	\$ 24,671.3	\$ 12,868.8	\$ 14,050.9	\$ 30,786.0	\$ 13,584.1	\$ 12,327.0	\$ 12,542.9	\$ 213,583.6

CITY OF
SUN PRAIRIE
Wisconsin

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.

2023 BUDGET HIGHLIGHTS

- Expenditure period will end December 27, 2023.

2022 BUDGET OVERVIEW

- ✓ Issuance of several Façade Improvement Grants.
- ✓ Minor public improvements to Cannery Square.

PERFORMANCE METRICS

Council Strategic Priority: Downtown & Central Corridor Vibrancy
*2022 data reflects preliminary DOR Report

Increase assessed valuation.

Measure	2016	2017	2018	2019	2020	2021	2022*
TID Valuation	\$93,912,100	\$100,518,500	\$106,809,100	\$114,751,900	\$110,776,300	\$134,680,800	\$129,481,900
Increase	\$71,633,100	\$78,239,500	\$84,530,100	\$92,472,900	\$88,497,300	\$112,401,800	\$107,202,900
Percent Change	00.0%	9.2%	8.0%	9.4%	-4.3%	27.0%	-4.6%

TID 8 FUNDING SOURCES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	2,224.5	2,077.5	2,487.8	2,487.8	2,440.6	2,372.4	(68.2)
Exempt Computer Aid	24.3	24.3	24.3	24.3	24.3	24.3	-
State Aid - Personal Property Tax	4.3	(1.4)	4.3	4.3	4.3	4.3	-
State Grants	-	-	-	-	-	-	-
Public Charges for Services	23.5	25.1	12.6	21.8	21.8	23.2	1.4
Investment Income	3.2	0.8	1.0	1.5	-	1.5	1.5
Miscellaneous Income	1.9	0.5	0.4	-	-	-	-
Proceeds of Long Term Debt	1,150.0	-	-	-	-	280.4	280.4
Transfer In	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	\$ 3,431.7	\$ 2,126.7	\$ 2,530.3	\$ 2,539.8	\$ 2,491.1	\$ 2,706.1	\$ 215.0

TID 8 EXPENDITURES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	66.6	64.6	15.3	37.5	48.1	75.3	27.2
Utilities	0.5	-	-	-	-	-	-
Façade Grant	12.6	5.0	4.3	14.3	31.1	30.0	(1.1)
Economic Development Payments	187.3	253.4	250.7	250.7	276.3	254.8	(21.5)
Debt Service and Related Costs	1,744.9	1,810.9	1,982.1	1,988.9	1,988.9	1,988.4	(0.5)
Debt Issuance Costs	-	-	-	-	-	5.4	5.4
Capital Projects	1,014.5	38.3	-	-	-	275.0	275.0
Total Expenditures	\$ 3,026.3	\$ 2,172.2	\$ 2,252.4	\$ 2,291.5	\$ 2,344.5	\$ 2,628.9	\$ 284.4

TID 8: FUND BALANCE	2020	2021	8/31/2022	2022	2022	2023
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	405.4	(45.6)	278.0	248.2	146.6	77.1
Fund Balance - Beginning of Year	(1,340.4)	(935.0)	(980.6)	(980.6)	(980.6)	(732.4)
Fund Balance - End of Year	\$ (935.0)	\$ (980.6)	\$ (702.6)	\$ (732.4)	\$ (834.1)	\$ (655.3)

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.

2023 BUDGET HIGHLIGHTS

- Expenditure period has ended.

2022 BUDGET OVERVIEW

- ✓ Increase in valuation from first phase of a multi-family development at 2965 Hoepker Rd.
- ✓ Final incentive payment made to Iowa Machine Shed, Hilton Garden Inn.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2022 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2016	2017	2018	2019	2020	2021	2022*
TID Valuation	\$51,841,400	\$56,346,100	\$67,668,600	\$91,421,800	\$97,500,000	\$102,982,200	\$104,462,200
Increase	\$39,546,500	\$44,051,200	\$55,373,700	\$79,126,900	\$85,205,100	\$90,687,300	\$92,167,300
Percent Change	00.0%	11.4%	25.7%	42.9%	7.7%	6.4%	1.6%

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

TID 9 FUNDING SOURCES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	1,903.5	2,000.2	2,007.2	2,007.2	1,969.1	2,039.7	70.5
Exempt Computer Aid	32.4	32.4	32.4	32.4	32.4	32.4	-
State Aid - Personal Property Tax	37.0	68.4	37.0	37.0	37.0	37.0	-
Investment Income	0.0	0.3	1.2	-	-	-	-
Proceeds of Long Term Debt	-	360.7	-	-	1.7	-	(1.7)
Fund Balance Applied	-	-	-	-	444.8	-	(444.8)
Total Funding Sources	\$ 1,972.9	\$ 2,461.9	\$ 2,077.8	\$ 2,076.6	\$ 2,485.1	\$ 2,109.1	\$ (376.0)

TID 9 EXPENDITURES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	3.2	3.7	1.4	6.7	24.1	13.6	(10.5)
Economic Development Payments	412.0	300.0	-	850.0	850.0	-	(850.0)
Debt Service and Related Costs	1,249.1	1,713.2	1,454.9	1,533.5	1,498.5	1,279.6	(218.9)
Debt Issuance Costs	-	5.1	-	-	1.7	-	(1.7)
Capital Projects	-	-	-	-	-	-	-
Transfers to other Funds	12.5	-	-	110.7	110.7	-	(110.7)
Total Expenditures	\$ 1,676.9	\$ 2,022.1	\$ 1,456.2	\$ 2,500.9	\$ 2,485.1	\$ 1,293.2	\$ (1,191.8)

TID 9: FUND BALANCE	2020	2021	8/31/2022	2022	2022	2023
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	296.0	439.8	621.6	(424.2)	-	815.9
Fund Balance - Beginning of Year	(464.6)	168.3	608.1	608.1	608.1	183.9
Fund Balance - End of Year	\$ (168.5)	\$ 608.1	\$ 1,229.7	\$ 183.9	\$ 608.1	\$ 999.7

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.

2023 BUDGET HIGHLIGHTS

- The Landing at 818, Senior LIHTC project will receive its first pay-go incentive.

2022 BUDGET OVERVIEW

- Housing Needs Assessment was completed.

PERFORMANCE METRICS

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

*2022 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2015	2016	2017	2018	2019	2020	2021	2022*
TID Valuation	\$34,563,900	\$34,563,900	\$37,483,800	\$48,830,300	\$56,693,300	\$69,614,100	\$86,161,000	\$88,684,900
Increase	\$2,064,600	\$2,064,600	\$4,984,500	\$16,331,000	\$24,352,500	\$37,114,800	\$53,661,700	\$56,185,600
Percent Change	n/a	0.0%	141.4%	227.6%	49.1%	52.4%	44.6%	4.7%

2013 Base Value: \$32,499,300

TID 11 FUNDING SOURCES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	585.8	871.3	1,187.7	1,187.7	1,165.2	1,243.4	78.2
Exempt Computer Aid	3.2	3.2	3.2	3.2	3.2	3.2	0.0
State Aid - Personal Property Tax	10.8	21.0	10.8	10.8	10.8	10.8	-
Investment Income	2.9	0.4	2.0	2.0	-	2.2	2.2
Miscellaneous Income	1.0	12.5	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	5.0	-	(5.0)
Total Funding Sources	\$ 603.8	\$ 908.4	\$ 1,203.7	\$ 1,203.7	\$ 1,184.2	\$ 1,259.6	\$ 75.4

TID 11 EXPENDITURES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	2.7	32.4	0.9	13.0	39.2	42.4	3.1
Economic Development Payments	860.8	637.6	613.1	613.1	675.2	674.3	(0.9)
Debt Service and Related Costs	66.1	64.7	57.0	63.4	63.4	66.9	3.5
Debt Issuance Costs	-	-	-	-	-	-	-
Transfers to other Funds	12.5	-	-	-	5.0	20.0	15.0
Total Expenditures	\$ 942.1	\$ 734.7	\$ 670.9	\$ 689.4	\$ 782.8	\$ 803.5	\$ 20.7

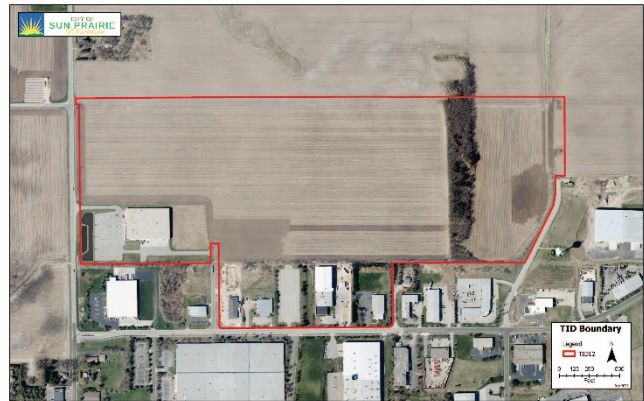
TID 11: FUND BALANCE	2020	2021	8/31/2022	2022	2022	2023
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(338.3)	173.6	532.8	514.3	401.5	456.1
Fund Balance - Beginning of Year	710.5	372.3	545.9	545.9	545.9	1,060.2
Fund Balance - End of Year	\$ 372.3	\$ 545.9	\$ 1,078.7	\$ 1,060.2	\$ 947.4	\$ 1,516.4

MISSION

Facilitate the expansion of the Sun Prairie Business Park through land acquisition, infrastructure improvements, and other efforts that would be cost prohibitive to the City in the absence of special funding mechanisms.

DESCRIPTION

Tax Incremental 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 #12 was originally created as an industrial TID on August 2, 2016 with a valuation establishment date of January 1, 2016. It consists of approximately 43 acres immediately north of the current business park and immediately east of County Highway N.

The entire district is zoned Suburban Industrial. Eligible expenditures include property acquisition, site preparation activities (environmental testing, remediation, demolition, site grading), utilities (sanitary improvements, water improvements, stormwater improvements, electric improvements, gas improvements, and communication infrastructure), streets and streetscaping, CDA-type activities (e.g., contributions to community development), cash grants or incentives, property tax payments to affected towns, professional services, organizational costs, administrative costs, and financing costs. The District can collect increment through 2037. However, current projections indicate district closure in 2032.

TID #12 was amended on April 18, 2017 to add 61-acres of City owned land for development. The TID was further amended on July 20, 2021 to add an additional 43-acres. High-end architectural stone cutting business, Quarra Stone anchors the additional development with a 24-acre world headquarters.

2023 BUDGET HIGHLIGHTS

- No additional incentive payments will be issued to Riddell since agreement was terminated by Council.

2022 BUDGET OVERVIEW

- ✓ Contracted with Oakbrook Corporation for sale of 61-acres of the City owned land.
- ✓ Quarra Stone broke ground on their headquarters.
- ✓ Columbus Street extension to facilitate Quarra Stone's development was completed.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2022 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2017	2018	2019	2020	2021	2022*
TID Valuation	\$5,979,700	\$16,534,000	\$13,502,000	\$13,709,800	\$16,474,600	\$18,154,100
Increase	\$2,205,200	\$12,759,500	\$9,727,500	\$9,935,300	\$12,700,100	\$14,350,500
Percent Change		478.6%	-23.8%	2.1%	27.8%	10.2%

2021 Amendment Base Value: \$3,803,600

TID 12 FUNDING SOURCES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	234.0	233.2	281.1	281.1	275.8	317.6	41.8
Exempt Computer Aid	-	-	-	-	-	-	-
State Grants - General	-	-	-	-	170.0	-	(170.0)
State Aid - Personal Property Tax	-	(0.3)	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-
Miscellaneous Income	0.1	69.1	17.4	17.4	-	-	-
Proceeds of Long Term Debt	-	-	-	-	533.9	-	(533.9)
Fund Balance Applied	-	-	-	-	109.6	-	(109.6)
Total Funding Sources	\$ 234.1	\$ 302.1	\$ 298.5	\$ 298.5	\$ 1,089.3	\$ 317.6	\$ (771.7)

TID 12 EXPENDITURES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	6.2	50.7	8.7	22.1	70.5	30.7	(39.8)
Economic Development Payments	-	432.9	-	-	186.6	98.7	(87.9)
Debt Service and Related Costs	152.9	152.3	86.0	151.7	151.7	151.1	(0.6)
Debt Issuance Costs	-	-	-	-	11.0	-	(11.0)
Transfers to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 159.1	\$ 636.0	\$ 94.7	\$ 173.8	\$ 419.8	\$ 280.5	\$ (139.3)

TID 12: FUND BALANCE	2020	2021	8/31/2022	2022	2022	2023
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	75.0	(333.9)	203.8	124.7	669.5	37.1
Fund Balance - Beginning of Year	(698.9)	(623.9)	(957.8)	(957.8)	(957.8)	(833.1)
Fund Balance - End of Year	\$ (623.9)	\$ (957.8)	\$ (753.9)	\$ (833.1)	\$ (288.3)	\$ (796.0)

CITY OF
SUN PRAIRIE
Wisconsin

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. Current projections estimate the District will close in 2026.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ Amendment to Interstate Partners Agreement to incentivize additional development obligations.
- ✓ Construction of Commerce III & IV ongoing.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2022 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2018	2019	2020	2021	2022*
TID	\$3,162,000	\$17,592,900	\$26,376,200	\$11,192,100	\$32,443,100
Valuation					
Increase	\$2,543,800	\$16,981,800	\$25,758,000	-\$10,573,900	\$31,824,900
Percent Change		567.6%	51.7%	-58.9%	189.9%

2017 Base Value: \$618,200

TID 13 FUNDING SOURCES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	408.5	604.7	234.0	234.0	229.6	704.3	474.7
Investment Income	2.5	0.2	0.9	1.0	-	1.0	1.0
Miscellaneous Income	0.0	-	0.1	0.1	-	0.1	0.1
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Bond Premium	-	-	-	-	-	-	-
Total Funding Sources	\$ 411.0	\$ 604.9	\$ 235.0	\$ 235.1	\$ 229.6	\$ 705.4	\$ 475.8

TID 13 EXPENDITURES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	7.3	4.1	4.6	8.2	14.8	14.1	(0.8)
Economic Development Payments	500.0	-	336.0	336.0	-	-	-
Debt Service and Related Costs	108.6	102.6	49.8	96.4	96.4	89.8	(6.6)
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	215.0	220.0	230.0	230.0	230.0	235.0	5.0
Capital Projects	46.1	-	-	-	-	-	-
Total Expenditures	\$ 877.0	\$ 326.7	\$ 620.4	\$ 670.6	\$ 341.2	\$ 338.9	\$ (2.4)

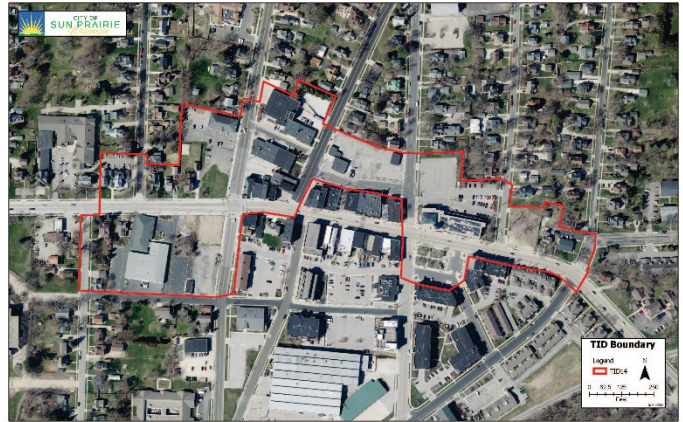
TID 13: FUND BALANCE	2020	2021	8/31/2022	2022	2022	2023
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(465.9)	278.2	(385.4)	(435.5)	(111.6)	366.5
Fund Balance - Beginning of Year	(127.3)	(593.3)	(315.1)	(315.1)	(315.1)	(750.5)
Fund Balance - End of Year	\$ (593.3)	\$ (315.1)	\$ (700.5)	\$ (750.5)	\$ (426.7)	\$ (384.0)

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.

2023 BUDGET HIGHLIGHTS

- Final incentive payment will be issued for 100 E Main Street for the construction of the bell tower.

2022 BUDGET OVERVIEW

- ✓ Issued environmental reimbursement incentive and completed pass through of WEDC Community Development Investment Grant funds for 410 E Main Street.
- ✓ Explored stormwater management options for redevelopment areas south of Main Street in accordance with the Sun Prairie Stronger Plan.
- ✓ Approved Tax Increment Grant Agreement with Lokre Development for construction of a 117-unit market rate development at the southwest corner of Bristol & Main Street.

PERFORMANCE METRICS

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

*2022 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2020	2021	2022*
TID Valuation	\$5,448,800	\$4,985,800	\$5,586,500
Increase	n/a	-\$463,000	\$1,377,000
Percent Change	n/a	-8.0%	12.0%
2020 Base Value: \$5,448,800			

TID 14 FUNDING SOURCES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	-	-	-	30.5	30.5
State Grants - General	-	-	250.0	250.0	250.0	-	(250.0)
Investment Income	-	0.1	0.0	0.0	-	-	-
Miscellaneous Income	(0.0)	0.0	1.1	1.5	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	561.1	561.1
Fund Balance Applied	-	-	-	-	45.0	122.5	77.5
Total Funding Sources	\$ (0.0)	\$ 0.1	\$ 251.1	\$ 251.5	\$ 295.0	\$ 714.1	\$ 419.1

TID 14 EXPENDITURES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	21.8	22.9	93.4	111.9	139.6	95.4	(44.2)
Economic Development Payments	94.5	-	250.0	250.0	250.0	94.5	(155.5)
Transfers	-	-	-	-	2.5	10.0	7.5
Debt Service and Related Costs	-	3.2	1.8	3.4	3.4	3.0	(0.4)
Debt Issuance Costs	-	-	-	-	-	11.1	11.1
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	500.0	500.0
Total Expenditures	\$ 116.3	\$ 26.0	\$ 345.2	\$ 365.3	\$ 395.5	\$ 714.1	\$ 318.6

TID 14: FUND BALANCE	2020	2021	8/31/2022	2022	2022	2023
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(116.4)	(25.9)	(94.1)	(113.8)	(100.5)	-
Fund Balance - Beginning of Year	-	(116.3)	(142.2)	(142.2)	(142.2)	(256.0)
Fund Balance - End of Year	\$ (116.4)	\$ (142.2)	\$ (236.4)	\$ (256.0)	\$ (242.7)	\$ (256.0)

MISSION

Facilitate redevelopment of commercial properties into mixed-use and workforce housing developments.

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 #15 was created as a mixed-use TID on December 7, 2021 with a valuation establishment date of January 1, 2022. The TID consists of a single greenfield site, the area immediately west of the Main Street and Hwy-151 interchange, along with several redevelopment sites east of the interchange along Main Street and Sunfield Street. The District can collect increment through 2043. However, current projections anticipate this District will close in 2037.

According to the adopted project plan, the boundary for TID #15 encompasses approximately 87 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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhood**

*2022 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2022*	2023	2024
TID Valuation	\$5,448,800		
Increase	n/a		
Percent Change	n/a		
2022 Base Value: \$4,898,700			

TID 15 FUNDING SOURCES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	35.0	35.0
Total Funding Sources	-	-	-	-	-	\$ 35.0	\$ 35.0

TID 15 EXPENDITURES	2020	2021	8/31/2022	2022	2022	2023	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	-	-	1.0	2.8	-	25.0	25.0
Economic Development Payments	-	-	-	-	-	-	-
Debt Service and Related Costs	-	-	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	10.0	10.0
Total Expenditures	-	-	\$ 1.0	\$ 2.8	-	\$ 35.0	\$ 35.0

TID 15: FUND BALANCE	2020	2021	8/31/2022	2022	2022	2023
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	-	-	(1.0)	(2.8)	-	-
Fund Balance - Beginning of Year	-	-	-	-	-	(2.8)
Fund Balance - End of Year	-	-	\$ (1.0)	\$ (2.8)	-	\$ (2.8)

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.

2023 BUDGET HIGHLIGHTS

- The 5-Year Strategic Plan will be adopted by the BID in late August 2022, so there are no notable changes in the budget at this time.

2022 BUDGET OVERVIEW

- ✓ The BID's sponsorship revenue goal for 2022 was \$3,400; the BID exceeded the revenue goal and achieved \$12,100 in event sponsorships. Of that, \$5,000 was generated by The Great Race, a one-time event for Downtown Sun Prairie.
- ✓ The BID contracted with Schmitz Consulting to provide a 5-Year Strategic Plan, which will be incorporated into the BID's 2023-2027 Operation Plans.

PERFORMANCE METRICS

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

*2022 data reflects information through July 31, 2022

Promote the downtown area through special events.

Measure	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Wine Walk ticket sales	311	412	355	0	372	432	432
Fall Beer Taste ticket sales	137	168	204	0	215	0	250

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

* In 2021, the Wine Walk and Fall Beer Taste events were held less than 3 weeks apart in the fall.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Business Improvement District	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Business Improvement District	99.9	124.6	51.4	163.1	160.4	168.6	8.1
Total Expenditures	\$ 99.9	\$ 124.6	\$ 51.4	\$ 163.1	\$ 160.4	\$ 168.6	\$ 8.1

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Contractual Services	89.9	124.6	51.4	163.1	160.4	163.6	3.1
Transfers/Bad Debt	10.0	-	-	-	-	5.0	5.0
Total Expenditures	\$ 99.9	\$ 124.6	\$ 51.4	\$ 163.1	\$ 160.4	\$ 168.6	\$ 8.1

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	119.7	146.4	136.5	139.1	137.0	167.1	30.1
Total Expenditures	99.9	124.6	51.4	163.1	160.4	168.6	8.1
Net Operating Result	\$ 19.8	\$ 21.8	\$ 85.1	\$ (24.0)	\$ (23.4)	\$ (1.5)	\$ 22.0

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Increase/(Decrease)	19.8	21.8	85.1	(24.0)	(23.4)	(1.5)
Fund Balance Applied	-	-	-	-	22.2	1.5
Beginning Fund Balance	25.4	45.2	67.1	67.1	67.1	43.1
Ending Fund Balance	\$ 45.2	\$ 67.1	\$ 152.2	\$ 43.1	\$ 65.9	\$ 43.1

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

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

*2022 data reflects information through July 31, 2022

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

Measure	2017	2018	2019	2020	2021	2022*	2022 (year-end)
Formal applications for financial assistance in redevelopment projects received, reviewed, and forwarded to CDA for consideration	3	3	7	5	5	0	2
Recommendations implemented and approved by the City Council	4	6	2	3	2	2	3
Number of inquiries reviewed relating to acquisition of City or CDA-owned parcels	5	8	12	6	7	8	8
Sale, transfer, or purchase of land	4	2	3	2	1	0	1
Completed projects resulting in the elimination of blight conditions, vacant buildings or parcels, or underutilized buildings or parcels	2	1	1	2	1	1	2
Planning efforts undertaken to advance redevelopment goals in the City	1	8	5	5	3	4	4

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Community Development Authority	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Community Development Authority	220.0	155.2	99.1	99.1	99.1	69.5	(29.5)
Total Expenditures	\$ 220.0	\$ 155.2	\$ 99.1	\$ 99.1	\$ 99.1	\$ 69.5	\$ (29.5)

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Debt Service	220.0	155.2	99.1	99.1	99.1	69.5	(29.5)
Total Expenditures	\$ 220.0	\$ 155.2	\$ 99.1	\$ 99.1	\$ 99.1	\$ 69.5	\$ (29.5)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	143.0	93.1	98.8	98.8	99.1	69.5	(29.5)
Total Expenditures	220.0	155.2	99.1	99.1	99.1	69.5	(29.5)
Net Operating Result	\$ (77.1)	\$ (62.1)	\$ (0.3)	\$ (0.3)	-	-	-

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Increase/(Decrease)	(77.1)	(62.1)	(0.3)	(0.3)	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	140.0	62.9	0.8	0.8	0.8	0.5
Ending Fund Balance	\$ 62.9	\$ 0.8	\$ 0.5	\$ 0.5	\$ 0.8	\$ 0.5

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.

2023 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2022 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
MPSIS COMMISSION	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
MPSIS COMMISSION	777.9	544.8	380.8	628.7	661.7	679.3	17.5
Total Expenditures	\$ 777.9	\$ 544.8	\$ 380.8	\$ 628.7	\$ 661.7	\$ 679.3	\$ 17.5

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Personnel	217.7	229.1	118.4	213.8	238.9	254.1	15.2
Materials & Supplies	166.1	220.3	175.1	278.8	275.8	263.6	(12.1)
Contractual Services	109.4	86.5	58.1	102.8	102.8	94.4	(8.5)
Professional Development	1.0	-	-	4.0	4.0	4.0	0.0
Transfers/Bad Debt	109.1	-	28.8	28.8	-	-	-
Capital Items	174.5	8.9	0.4	0.4	40.2	63.2	22.9
Total Expenditures	\$ 777.9	\$ 544.8	\$ 380.8	\$ 628.7	\$ 661.7	\$ 679.3	\$ 17.5

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved	Increase (Decrease)
Total Revenues	859.0	605.7	661.7	661.7	661.7	679.3	17.5
Total Expenditures	777.9	544.8	380.8	628.7	661.7	679.3	17.5
Net Operating Result	\$ 81.1	\$ 60.9	\$ 280.9	\$ 33.0	-	-	-

FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	8/31/2022 Actual	2022 Projected	2022 Budget	2023 Approved
Net Increase/(Decrease)	81.1	60.9	280.9	33.0	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	233.7	314.8	375.7	375.7	375.7	408.7
Ending Fund Balance	\$ 314.8	\$ 375.7	\$ 656.6	\$ 408.7	\$ 375.7	\$ 408.7

APPENDIX A : RESOLUTIONS

City of Sun Prairie, Wisconsin

**A RESOLUTION APPROVING
THE 2023 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 15, 2022

Adopted: November 15, 2022

Resolution No.: 22/189

RESOLUTION

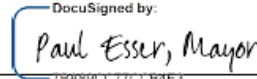
WHEREAS, on Wednesday, November 9, 2022 the Committee of the Whole held a public hearing to consider the 2023 City of Sun Prairie Budget; and

WHEREAS, on Wednesday, November 9, 2022 the Committee of the Whole met to consider the 2023 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on Wednesday, November 9, 2022 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 2023 as set forth in the attached schedule and made a part hereof; and

WHEREAS, after careful review and discussion, on Tuesday, November 15, 2023, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2023 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.

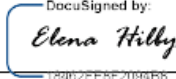
NOW THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2023 as set forth in the attached schedule and made a part hereof inclusive of all funds including the General 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 15, 2022

Date Signed: November 18, 2022

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 15th day of November 2022, and submitted for signatures on the 18th day of November 2022.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

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

Presented: November 15, 2022

Adopted: November 15, 2022

Resolution No.: 22/190

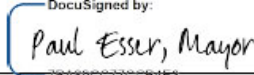
RESOLUTION

WHEREAS, on Wednesday, November 9, 2022, the Committee of the Whole met to consider the 2023 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 2023; and

WHEREAS, the amounts set forth in the 2023 budget require total property taxes to be levied in the amount of \$28,199,644.

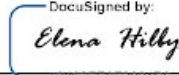
NOW THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2023 budget and that the same be placed on the tax roll for the year 2022, collectible in 2023, and that the total levy is hereby determined to be \$28,199,644.

APPROVED: 
Paul T. Esser, Mayor

Date Approved: November 15, 2022

Date Signed: November 18, 2022

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 15th day of November 2022, and submitted for signatures on the 18th day of November 2022.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE 2023 SEWER
UTILITY RATES**

Presented: November 15, 2022

Adopted: November 15, 2022

Resolution No.: 22/191

RESOLUTION

WHEREAS, on Wednesday, November 9, the Committee of the Whole met to consider the 2023 City of Sun Prairie Recommended Budget including the Sewer Utility Budget; and

WHEREAS, the Committee has carefully examined the same and various items therein and found them to be true and correct and to properly represent the anticipated revenue, expenses, capital projects, and debt service requirements of the Sewer Utility as set forth in said budget; and

WHEREAS, said budget includes an increase in the sewer charges and meter charges of 3.0% for an average annual cost to take effect on January 1, 2023 as follows:

<u>Domestic Sewerage Customers</u>	<u>2023 Proposed Rates</u>
Monthly Fixed Charge	
5/8	\$ 12.33
1	\$ 16.88
1.5	\$ 24.65
2	\$ 33.79
3	\$ 55.31
4	\$ 85.92
Volumetric Charge per 100 Cu. FT	\$ 3.69
Surcharge Rate BOD /lb	\$ 0.608
Surcharge Rate TSS /lb	\$ 0.515
Surcharge Rate Phosphorus /lb	\$ 8.219

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the Sewer Utility rate increase proposed effective January 1, 2023.

APPROVED:

DocuSigned by:
Paul Esser, Mayor
7B4B0CC77CCEB5...
Paul T. Esser, Mayor

Date Approved: November 15, 2022

Date Signed: November 18, 2022

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 15th day of November 2022, and was submitted for signatures on the 18th day of November 2022.

DocuSigned by:
Elena Hilby
139D2FEE8F2094B6...
Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2023 FEE SCHEDULE**

Presented: November 15, 2022

Adopted: November 15, 2022

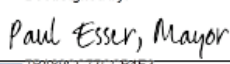
Resolution No.: 22/192

RESOLUTION

WHEREAS, on Tuesday, November 15, 2022, the Common Council met to discuss the 2023 Fee Schedule that was approved during the 2023 budget review process; and

WHEREAS, the proposed 2023 fee schedule is attached and changes are noted and highlighted in yellow; and

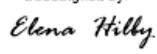
NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the 2023 Fee Schedule, per the attachment.

APPROVED: DocuSigned by:

78A89CC77CCB7E3...
Paul T. Esser, Mayor

Date Approved: November 15, 2022

Date Signed: November 16, 2022

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 15th day of November 2022, and was submitted for signatures on the 16th day of November 2022.

DocuSigned by:

78A89CC77CCB7E3...
Elena Hilby, City Clerk

CITY OF
SUN PRAIRIE
Wisconsin

APPENDIX B : BUDGET INITIATIVES

Revenue Information Form
FY 2023

Department: Financial Services Department Org: 10004600

Account: 461600

Check one:

☒ New ☐ Rate Change ☐ Existing

Describe this revenue source:

The financial services technicians would become Work Permit Officers to issue work permits to minors. Each permit fee is \$10, and of that the City retains \$2.50. There are currently only 2 other permitting locations in the City.

Authorization: When was this tax or fee last changed? n/a (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: 0

(2) Proposed Rate or Fee Amount: \$10.00

(3) Frequency of Review: As needed

(4) Total Number of Users/Units of Service: approx. 20/year

(5) Revenue Usage Restrictions (if any):

None

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Number of minors entering the workforce, spreading the knowledge that City Hall is a permitting location

(2) How is this revenue affected by changes in the economy?

Number of minors entering the workforce

(3) What is the rationale for changing the fee or rate?

New fee and service provided by the City

Comparison to Other Communities: Regulated by DWD

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Rate:

Community: Rate:

Community: Rate:

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery: Goal Current Rate Proposed Rate
100% 0.00% \$10.00

Please describe the method you used to develop the forecast:

Researched and communicated with 2 other permitting locations in COSP, Number of minors employed by COSP, Number of minors who attempted to get permit at City Hall

	2020 Actual	2021 Actual	2022 Revised Budget	2022 Dept. Budget	2023 Dept. Budget
Revenue Forecast	0	0	0	0	\$200
Percent Change			#DIV/0!	#DIV/0!	

Contact: Kristi Safford Extension: 1177

Revenue Information Form
FY 2023

Department: BUILDING INSPECTION Org: 10004400

Account: SEE DETAIL

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

BUILDING, ELECTRICAL, PLUMBING, HVAC PERMIT MINIMUM AND BASE FEES

Authorization: When was this tax or fee last changed? 01/18 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$50.00

(2) Proposed Rate or Fee Amount: Residential \$75.00-Commercial \$150.00

(3) Frequency of Review: Annual

(4) Total Number of Users/Units of Service: This change will effect all minimum fee or base fee permits issued by the Division

(5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

This proposed increase in part will offset existing operational costs and in part fund a new Customer Service Specialist position we are seeking.

(2) How is this revenue affected by changes in the economy?

Permit fees are intended to cover the cost of inspection of a building, plan review and administrative costs. The revenue stream would increase or decrease with the economy.

(3) What is the rationale for changing the fee or rate?

This initiative is part of the normal annual process of reviewing neighboring communities and market rates as well as analyzing our revenue collection (fees) based on times of service for individual processes. We also felt that increasing this coming fiscal year would allow the division to add much needed staff. This fee has not increased in 5 years.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Verona	Rate: Residential \$75 Commercial \$150
Community: Fitchburg	Rate: Residential \$75 Commercial \$100
Community: Middleton	Rate: Residential \$50-\$75 Commercial \$100-\$150

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery:	Goal	Current Rate	Proposed Rate
	100%	\$50.00	\$75/\$100

Please describe the method you used to develop the forecast:

I looked at the total number of permits issued over the last 12 months by project type and estimated those quantities times the flat rate increases. It is difficult to quantify in the chart below as it is collected across multiple revenue accounts.

	2020 Actual	2021 Actual	2022 Revised Budget	2022 Dept. Budget	2023 Dept. Budget
Revenue Forecast	181350	161350	161350	171350	271500
Percent Change			0%	68%	

Contact: Brian Flannery Extension: 1165

Revenue Information Form FY 2023

Department: BUILDING INSPECTION Org: 10004600

Account: TBD

Check one:

☒ New ☐ Rate Change ☐ Existing

Describe this revenue source:

COMMERCIAL PLAN REVIEW SUBMITTAL FEE

Authorization: When was this tax or fee last changed? N/A (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$0.00

(2) Proposed Rate or Fee Amount: \$100.00

(3) Frequency of Review: Annual

(4) Total Number of Users/Units of Service: 100 est.

(5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

This fee is being established to offset the costs of administering commercial plan submittals. In the comparisons below, the other three DSPS delegated municipalities in Dane County (Verona, Middleton, and Madison) charge this fee, and the DSPS itself does as well.

(2) How is this revenue affected by changes in the economy?

Fees are intended to cover the cost of inspection of a building, plan review and administrative costs. The revenue stream would increase or decrease with the economy.

(3) What is the rationale for changing the fee or rate?

This initiative is to assist in offsetting the cost of collecting, entering, and verifying all commercial plan submittals are complete accurate and ready for review. Plan submittals have declined in quality and accuracy significantly over the past two years.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Verona	Rate: \$100.00
Community: Middleton	Rate: \$100.00
Community: Madison	Rate: \$100.00

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery:	Goal	Current Rate	Proposed Rate
	100%	\$0	\$100

Please describe the method you used to develop the forecast:

I looked at the total number of permits issued over the last 12 months by project type and estimated those quantities times the flat rate increases. It is difficult to quantify in the chart below as it is collected across multiple revenue accounts.

	2020 Actual	2021 Actual	2022 Revised Budget	2022 Dept. Budget	2023 Dept. Budget
Revenue Forecast	0	0	0	0	10,000
Percent Change			#DIV/0!	#DIV/0!	

Contact: Brian Flannery Extension: 1165

Revenue Information Form
FY 2023

Department: Public Works Refuse & Recycling Org: 23004600

Account: Recycling Charges

Check one:

☒ New ☐ Rate Change ☐ Existing

Describe this revenue source:

This fee will be charged to non-residents for access to the City Recycle Center; where they will be able to dispose of brush, yard waste, recyclables, and other items. City residents who reside in multi-family units will also be able to purchase a sticker at a reduced rate.

Authorization: When was this tax or fee last changed? (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount:

(2) Proposed Rate or Fee Amount: \$70/year (non-residents), \$30/year (resident - multifamily), \$30/load (commercial)

(3) Frequency of Review:

(4) Total Number of Users/Units of Service: 30 non-resident, 30 multi-family, 100 loads

(5) Revenue Usage Restrictions (if any):

The revenue generated by this fee can only be used on refuse and recycling related activities.

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Number of multi-family unit residences in Sun Prairie & non-residents in surrounding communities

(2) How is this revenue affected by changes in the economy?

Minimal impact.

(3) What is the rationale for changing the fee or rate?

This fee will provide access to the City Recycle Center for those who do not currently pay the City Refuse & Recycle fee.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Rate:
Community: Rate:
Community: Rate:

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery: Goal Current Rate Proposed Rate

Please describe the method you used to develop the forecast:

	2020 Actual	2021 Actual	2022 Revised Budget	2022 Dept. Budget	2023 Dept. Budget
Revenue Forecast			\$ -	\$ -	\$ 6,000
Percent Change			#DIV/0!	#DIV/0!	

Contact: Lauren Freeman Extension: 1803

Revenue Information Form
FY 2023

Department: Public Works Refuse & Recycling

Org: 23004600

Account: Recycling Charges

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

This fee pays for the curbside refuse and recycling service that our waste hauler provides to all residences with 1-4 units as well as additional costs associated with the Recycle Center and yard waste and brush pickup and disposal. The fee is charged on an annual basis in addition to property taxes.

Authorization: When was this tax or fee last changed? 11/16 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$48/year (recycling) + \$75/year (refuse) = \$123/year

(2) Proposed Rate or Fee Amount: \$63/year (recycling) + \$75/year (refuse) = \$138/year

(3) Frequency of Review: Last reviewed 5 years ago

(4) Total Number of Users/Units of Service: 10,768 accounts (recycling)

(5) Revenue Usage Restrictions (if any):

The revenue generated by this fee can only be used on refuse and recycling related activities.

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Number of 1-4 unit residences in Sun Prairie.

(2) How is this revenue affected by changes in the economy?

Minimal impact.

(3) What is the rationale for changing the fee or rate?

This fee will fund the transition to weekly recycling

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community:	Verona, WI	Rate:	\$182 / year (refuse & recycling)
Community:	Fitchburg, WI	Rate:	\$215 / year (refuse & recycling)
Community:	Oregon, WI	Rate:	\$150.60 / year (refuse & recycling)

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery:	Goal	Current Rate	Proposed Rate

Please describe the method you used to develop the forecast:

	2020 Actual	2021 Actual	2022 Revised Budget	2022 Dept. Budget	2023 Dept. Budget
Revenue Forecast	\$ 498,811	\$ 515,104	\$ 520,032	\$ 520,032	\$ 678,384
Percent Change			1%	30%	

Contact: Lauren Freeman Extension: 1803

Revenue Information Form FY 2023

Department: Parks, Recreation & Forestry Org: 10004600

Account: 465505

Check one:

_____ New X Rate Change _____ Existing

Describe this revenue source:

Dog Park Fees (Cooperative with all Dane county Dog Parks)

Authorization: When was this tax or fee last changed? 01/18 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Other - agreed upon by Dane County Parks and all participating municipalities

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$35 for regular annual pass
\$17 for disabled/senior/additional dogs/replacement permit
\$5 daily pass

(2) Proposed Rate or Fee Amount: \$43 for regular annual pass
\$20 for disabled/senior/additional dogs/replacement permit
\$8 daily pass

(3) Frequency of Review: every 3-5 years

(4) Total Number of Users/Units of Service: 602/216

(5) Revenue Usage Restrictions (if any): N/A

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

This fee is established by Dane County for all dog parks within the county.

(2) How is this revenue affected by changes in the economy?

The dog park is seeing increased usage due to the pandemic and the increase in dog ownership. The economy isn't necessarily impacting this revenue in any significant way.

(3) What is the rationale for changing the fee or rate?

The city does not set the fee for the dog park. This increase was requested by Dane County, but supported by City staff to support the increased usage of the dog park and the cost associated with its maintenance.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: City of Madison Rate: Same as proposed

Community: City of Middleton Rate: Same as proposed

Community: _____ Rate: _____

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery: Goal Current Rate Proposed Rate

Please describe the method you used to develop the forecast:

	2020 Actual	2021 Actual	2022 Revised Budget	2022 Dept. Budget	2023 Dept. Budget
Revenue Forecast	-22720	-24329	-23000	-23000	-27,460
Percent Change			-5%	19%	

Contact: Kristin Grissom Extension: 1117



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	3
Department's Initiative Priority Number:	
Initiative Title:	Vision Zero Action Plan
Department Name:	Public Services
Council Strategic Plan Vision:	Complete Transportation
Fiscal Year:	2023

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		90,000
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		-

Request Justification
Provide a concise description/justification for this initiative request. The Vision Zero Action Plan will establish concrete, multidisciplinary strategies to achieve a council-adopted vision of zero fatalities or serious injuries caused by traffic crashes in Sun Prairie. The Plan, with consultant assistance, is intended to be a data-driven initiative geared toward aiding the Pedestrian Safety Task Force's efforts in proactively preventing traffic deaths and serious injuries before they occur. The Plan will seek not only to remedy areas where fatalities and serious injuries have taken place, but will identify strategies to remedy dangerous roadways and intersections to proactively prevent future crashes deadly to pedestrians. Identified countermeasures in the Action Plan will follow the five E's - engineering, education, enforcement, evaluation, and encouragement. The total cost of this project will be \$90,000; however, the City has successfully obtained federal funding for 80% of this project, so the local share will only be 20% of the project (\$18,000).

Why must this initiative be supported through the use of new funding? This initiative is made possible through a federal Transportation Alternatives Program grant through WisDOT, which will cover 80% (i.e., up to \$72,000) of project costs. The City will use transit fund balance to meet a 20% local share (i.e., \$18,000).
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The Sun Prairie City Council officially adopted a Vision Zero initiative in August 2021 via resolution after a series of tragic pedestrian deaths that occurred along the W Main Street corridor. The immediate actions of the Pedestrian Safety Task Force were effective in making the corridor safer for all users. This plan is vital in fulfilling the Council goal of a Complete Transportation Network that will ensure "the entire population has options for safe and efficient travel."



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Museum Enhancement
Initiative Title:	Museum
Department Name:	Downtown & Central Corridor
Council Strategic Plan Vision:	2023
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		8,343
Full-time Personnel ^b	1.00	78,853
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		11,765
One-time Equipment or Start-up Costs ^e		1,725
Total Request	1.00	92,343
Net Funding Needed		84,000

Request Justification
Provide a concise description/justification for this initiative request.
This initiative is to fund the budget increase as requested by the Museum Board in May of 2022. In early 2022, the Museum Board developed a long-term vision for the Museum. This vision is not attainable with existing budgetary and staffing resources. As a result, the Board discussed three options for the Museum's future: Full Investment (adding additional resources to the budget), Change of Scope (continuing the Museum's current investment level, but reducing services), or Divestment (removing the Museum as a City Service). The Board voted unanimously to recommend the full investment option to the City Council. The Museum Board brought this proposal to the City Council in May, where the Council voted to include the increased budget in the 2023 Mayor's recommended budget. This initiative includes the addition of a second full-time staff member, which will enable the Museum to fulfill its core mission and progress toward the Board's long-term vision.

Why must this initiative be supported through the use of new funding?
No funding currently exists for 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 aligns with the Downtown and Central Corridor Vibrancy priority. The Museum Board's vision established the museum as a downtown destination that serves as a gathering place to learn about and celebrate the rich history and the diverse cultures of the community. It would serve as a hub for community pride, participate in downtown events, and keep its doors open year round to provide access. With the Museum Board's vision, the museum becomes a key component that adds to the vibrancy of the downtown and central corridor.



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Downtown Maintenance
Department Name:	Community Development
Council Strategic Plan Vision:	Downtown & Central Corridor
Fiscal Year:	2023

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		35,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		25,000
One-time Equipment or Start-up Costs ^e		10,000
Total Request	0.00	35,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Downtown is the heart of Sun Prairie. However, since the redevelopment of Cannery Square area in the early 2000s, Downtown maintenance has been sporadic and on a complaint basis. This budget initiative would create a Downtown Maintenance Fund, enabling staff to save up for larger one-time expenses such as such as dumpster surround upgrades, Cannery Square string-light replacements, garbage cans, and other future expenses. Additionally, this initiative would fund a maintenance/landscaping contract to help with the day-to-day maintenance needs of weeding, watering, planting, banner changes, and garbage collection. These tasks help alleviate the more dangerous and time-consuming activities currently completed by Public Works staff.

Why must this initiative be supported through the use of new funding?
A majority of the redeveloped Downtown is within TID 8. TID 8 expenditure period will close in 2023 leaving no available funding source for maintenance of Main Street and several of the public parking lots. Additionally, Public Works and PRF staff have a workload too large to keep up with all the Downtown maintenance needs.

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 meet the Downtown and Central Corridor Vibrancy strategic priority by ensuring that one of Sun Prairie's biggest assets always looks its best. The Downtown Maintenance Fund and maintenance/landscaping contract will provide much needed upkeep to the downtown area, keeping it attractive for guests and residents to live, work, and enjoy.



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Incubator & Co-Working Feasibility Study Community Development Dynamic Economy 2023
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	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		30,000
Total Request	0.00	30,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
There has been expressed interest in providing entrepreneurs a place to grow their businesses, promote workforce development, as well as developing co-working space within the community. To responsibly move forward with an initiative or provide funding for a joint venture with community partners, there needs to be an assessment of the type, size, and overall cost of the ideal space needed for such a venture in Sun Prairie. An incubator and/or coworking feasibility study will provide direction and recommendations for a potential opportunity for the entrepreneur and business community.

Why must this initiative be supported through the use of new funding?
A potential location for an incubator or co-working space would be within a redevelopment project in tax increment districts 11, 14, or 15, making the use of TID professional services as a funding source. Allocating additional professional services for a feasibility study is included as an eligible cost within the districts' project plan.

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 supported specifically by Dynamic Economy, Priority1 - Revise/refresh our economic development strategy to ensure that we have a diverse economy. Listed within the action items for this priority is the completion of a feasibility study for potential incubator and/or coworking facility. Completing this study would provide the framework for the conception of such a project within Sun Prairie.



CITY OF
SUN PRAIRIE
Wisconsin

City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Elected Representatives Stipend Increase
Department Name:	Mayor
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2023

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		977
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	977
Net Funding Needed		977

Request Justification
Provide a concise description/justification for this initiative request. The Mayor and City Council members are compensated with an annual salary for serving on the Council. This initiative would increase their compensation by 3.5%; this amount is equal to the cost of living and average step increase of city management in the current budget year. State statute requires that council pay increases become effective after an election has occurred. Council members and the Mayor are elected for two year terms; one-half of the eight member council is elected each year. The increase for four council members, the Council President, and the Mayor would take effect in 2023 following the election. The four council positions in the middle of their term would receive the increase in this initiative following the April 2024 election. Under this initiative, the Council President would increase from \$10,712 to \$11,087, the Mayor would increase from \$21,245 to \$21,989, and four Council Members' from \$6,963 to \$7,207 annually.

Why must this initiative be supported through the use of new funding?
In order to continue to attract citizens to serve the city in elected leadership positions, compensation rates must increase incrementally.

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 goal of providing a representative and responsive city government as well as quality city services.



CITY OF
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Wisconsin

City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Wellness Clinic Enhancement
Initiative Title:	Administrative Services
Department Name:	Employer of Choice
Council Strategic Plan Vision:	2023
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		24,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	24,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Sun Prairie Area School District approached the city on the idea to add a Full Time Behavioral & Mental Health Coach to the shared Employee Wellness Clinic. Nationally and locally, public sector employees are having a harder time balancing their home lives and their school/work lives and many professionals have, or are seriously considering leaving the profession altogether. By adding this position to our own clinic, the SPASD hopes to address the barriers to staff accessing mental and behavioral health services, including the stigma, complex systems, co-payments, long wait lists, lack of reimbursable time/inability to attend sessions due to work schedules, etc. In addition, the cost to the district (and city) for mental/behavioral services they do access is incredibly high. By offering this support through the Employee Wellness Clinic, we would be investing in direct, accessible, and targeted assistance with a professional provider that is selected to understand the unique challenges of public education and public service.

Why must this initiative be supported through the use of new funding?
The annual cost of this initiative is \$120,000 with the city paying 20% (\$24,000). Without this partnership, the city would not be able to provide the same services.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
As an Employer of Choice, employees would benefit from having a Behavioral/Mental Health Coach available through the Employee Wellness Clinic.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Nonunion Pay Increase
Initiative Title:	Human Resources
Department Name:	Employer of Choice
Council Strategic Plan Vision:	2023
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		299,802
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		562,802
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	562,802
Net Funding Needed		263,000

Request Justification
Provide a concise description/justification for this initiative request. The nonunion classification and compensation study is currently being conducted and will be completed in November 2022. This study will provide a new classification plan for 125 nonunion positions and identify any areas in which the city is behind market. This initiative provides an estimate of the cost of implementing wage adjustments to current staff to address the deficiencies in pay.

Why must this initiative be supported through the use of new funding?
Implementation of the classification and compensation conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the city to recruit and retain qualified employees.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Compensating employees based upon the independent study will assure both internal and external (marketplace) equity and improve the city's efforts to be an Employer of Choice.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2-Recreation/FAC
Initiative Title:	Family Aquatic Center Staff Wage
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2023

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		21,659
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		71,659
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	71,659
Net Funding Needed		50,000

Request Justification
Provide a concise description/justification for this initiative request.
The Sun Prairie Family Aquatic Center, like many other public pools across the country, is experiencing a shortage of lifeguards and swim instructors. The 2022 season has been especially challenging as the facility has had several closures due to being short staffed. By mid-May, when training started, we were only one lifeguard short of a full staff. Within a 10-day span, we had 3 resignations, citing better pay at other area aquatic centers. Pool managers, head guards and some lifeguards are consistently working 45+ hours/week with very few days off and just two weeks into the season, staff were expressing concerns of burnout. The result of short staffing has been closures to the pool. The PRF department has had numerous community members reach out with feedback that they would like to see the staff paid more. In addition to open swim closures, several swim lessons classes have been cancelled due to a shortage of swim instructors. It is imperative that the City of Sun Prairie is proactive in attracting season staff as each year staffing becomes more challenging.

Why must this initiative be supported through the use of new funding?
This expense 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 aligns with the Council's strategic priority of employer of choice. It is critical that we are protecting the lifeguard staff from consistently working over 40 hours per week to ensure they have enough rest and hydration to properly and proactively carry out their duties while on the lifeguard stand. Safety of our patrons and staff are the top priority at the Family Aquatic Center. When we are not able to operate the facility safely, it is resulting in closures. Recruitment and retention has been increasingly more challenging with the short staff that we have. The ability to remain competitive in pay would improve our position as an Employer of Choice.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Alliance for Community Media Conference
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2023

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		1,200
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		
One-time Equipment or Start-up Costs ^e		1,200
Total Request	0.00	1,200
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Alliance for Community Media annual conference is the largest national conference for workers in the community media field. While I had originally not planned to attend the 2023 conference due to cost and distance -- the conference is in Brooklyn, NY -- I did win a free conference registration, so costs for attending this particular conference would be as minimal as possible.

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 2023 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 supports the council's priority on being an employer of choice. Chances to network with peers and learn from colleagues around the country are necessary for growth on the job, not to mention the benefits of occasionally being away from the desk and entering the learning zone full on.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	City HR Fee
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2023

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		32,330
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		32,330
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	32,330
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Recurring Fee-calculated using an agreed upon formula [SPU % of total City full-time employees * .6 * fully loaded City HR budget], 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). Historically, our budget has been \$31,675 (2022), \$29,275 (2021), \$27,752 (2020), \$20,000 (2017-2019) 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.
Strategic Plan 2022-2024: Become the employer of choice by fostering an inclusive, positive work environment and investing in and empowering our employees. Having excellent Human Resources, our employees are provided with a superior benefits package and a department that is deemed an outstanding employee resource.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	City Attorney Fee
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2023

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		6,800
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		6,800
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	6,800
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Since 2020, the City Attorney budget has received 2.5% of its funding from SPU for various legal services that come up throughout the year. This method is similar to how the other City enterprise funds are charged. Prior to 2020, SPU had not been billed for legal services. In 2023, we expect to need City Attorney assistance on the Well #10 Agreement, New Facility related contracts, and other contracts/issues. Historically, our actual funding has been \$ 3,041 (2022), \$2,664 (2021), and \$6,000 (2020).

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 employees. Having excellent Human Resources, our employees are provided with a superior benefits package and a department that is deemed an outstanding employee resource.



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2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Annual Contribution to AHF
Department Name:	Mayor
Council Strategic Plan Vision:	Housing & Neighborhoods
Fiscal Year:	2023

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		10,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	10,000
Net Funding Needed		10,000

Request Justification
Provide a concise description/justification for this initiative request.
This initiative would establish an annual contribution from the General Fund to the Affordable Housing Fund (AHF). The current balance in the AHF was provided through the closure of TID 6, and there are two TIDs closing around 2025 that will help to build this balance. However, TID closures occur only periodically and will not be a reliable source of funding over the long term. Although this contribution is relatively small, over time the Council could consider increasing the annual contribution to provide a working balance in the fund for the future.

Why must this initiative be supported through the use of new funding?
Other than funding from closed TIDs, there are no clear sources for funding for the AHF over the long term. Establishing an annual contribution now that could be increased over time would be a way to transition financial support for the fund into the City's budget. Staff expects that the programs and use of funds in the AHF will be driven by the Housing Committee and the Common Council, but could include programs such as a downpayment assistance program, programs aimed at seniors, and home and rental rehabilitation programs, among other possibilities.

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 Housing and Neighborhoods strategic plan priority by providing dedicated funds to deal with affordable housing/housing affordability issues in the community. The State Statute establishes some parameters for the use of TIF increment when transferred into an AHF, requiring that at least 75% of such funds be used on affordable housing. Funds deposited into the AHF from the general fund would not have such restrictions and could be used in a broader manner. It is assumed that all funds will be used toward housing affordability, but this provides flexibility to look at unique ideas and/or programs in the future.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Zoning Code Update Planning Housing & Neighborhoods 2023
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		155,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		155,000
Total Request	0.00	155,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
* Please refer to ARPA project proposal. * A City's zoning code is the city's primary regulations to guide changes in the built environment consistent with the community's values and future vision. Sun Prairie's development regulations are not aligned to implement the vision, values, and priorities expressed in the 2019 Comprehensive Plan, and creates significant regulatory barriers to pursuing these values. Updating the zoning code is a top priority recommended by the Comprehensive Plan and the recently completed Housing Study, consistent with the Sustainability Report goals, and contributes to nearly each focus area of the Strategic Plan including three specific goals. The built environment is guided in large part by zoning, and the implications and effects of the code have generational impacts. It is widely and conclusively documented that many zoning practices harm public health, perpetuate and deepen racial inequalities, create environmentally unsustainable development and transportation patterns, and create financially difficult infrastructure obligations for local government and residents. Sun Prairie's current zoning was adopted in 1989, the city has nearly tripled in population, size, and its context changed dramatically since that time.

Why must this initiative be supported through the use of new funding?
This initiative utilizes ARPA appropriation (approved) and existing Department cost-to-continue appropriation (2022 carry-over, 2023 new allocation).

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Housing & Neighborhoods: Align development regulation with the vision, values & priorities described in the Comprehensive Plan, including expanding housing opportunities, affirmatively furthering equity, environmental sustainability. Specifically addresses <u>Strategic Plan Goal 1 and Goal 2</u>. Downtown and Central Corridor Vibrancy: Removes regulatory barriers to redevelopment opportunities in the downtown and central corridor; creates standards to achieve the scale, character, and uses that support vibrant cities is critical to the future of the city. Dynamic Economy: Current zoning restricts housing development, creating challenges workforce development; and some zoning regulations create unnecessary barriers to expand business facilities. Complete Transportation Network: Combined with the Comprehensive Plan, zoning is the component that determines allowed land uses and the spatial arrangement of the city that either supports or inhibits transportation modes. Human Services: The dispersed land use pattern and resulting high infrastructure requirements per household increases cost to provide municipal and other public services, and requires significant city resources to maintain this infrastructure obligation. Aligning zoning with the Comprehensive Plan will contribute to incrementally correcting this costly imbalance. Sustainable Sun Prairie: Development patterns is among the largest contributors to greenhouse gas emissions, through dispersed transportation systems inducing long trips, consumption of land, displacement of agriculture and natural areas, and linked factors. Specifically addresses <u>Strategic Plan Goal 25</u>. Quality City Services: Updating the zoning code intentionally to result in more compact land use pattern improves the City's long-term financial capacity. * Please refer to APRA Project Proposal *



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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:	2023

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		10,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	10,000
Net Funding Needed		10,000

Request Justification
Provide a concise description/justification for this initiative request.
Increase the City's annual support of the Colonial Club Senior Center by \$10,000. 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?
The Colonial Club is requesting an increase of \$10,000 from last year's funding. The club relied on StrawberryFest and its 50th anniversary public campaign as fundraising opportunities last year.
While the Colonial Club continues to see improvements in service delivery compared to past years due to the pandemic, additional funding is needed to maintain day-to-day operations and support investments in the aging facility such as HVAC replacement, insulation installation and lighting upgrades.

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.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Community Schools Funding
Department Name:	Council
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2023

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		30,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	30,000
Net Funding Needed		30,000

Request Justification
Provide a concise description/justification for this initiative request. Since the City of Sun Prairie partnered with the Sun Prairie Area School District to launch the Community Schools program at two schools, the program has grown significantly—it will serve eight schools and their neighborhoods by 2023. The work of implementing the Community Schools model at all three middle schools will mean that for three years the program will serve the entire community of Sun Prairie. In recent years, the city funding for Community Schools has remained steady at \$100,000. This is made up of the current \$90,000 as approved by Council and an additional \$10,000 for Camp Buena Vista that the Recreation Department no longer manages. The \$10,000 used to be in the Recreation budget but was moved when Community Schools took it over. The Community Schools' annual budget has grown to \$853,700, which is funded mostly by the school district (~48%) and grants (~40%).

Why must this initiative be supported through the use of new funding? No funding currently exists for 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 proposes to raise the city's partner payment by \$30,000 annually to help pay costs of serving eight schools and neighborhoods, and expenses of continuous grant applications. The program has raised more than \$350,000 in grants and plans apply for an additional \$500,000 in grants during the next 12 months. Grant money generally cannot be used to apply for more grants. This initiative lines up with the Human Services priority as this 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.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	Sunshine Place Financial Support
Council Strategic Plan Vision:	Administration
Fiscal Year:	Human Services
	2023

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		10,631
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	10,631
Net Funding Needed		10,631

Request Justification
Provide a concise description/justification for this initiative request.
Sunshine Place is requesting annual financial support from the City of Sun Prairie beginning with the 2023 budget to support staff time and resources needed for Sunshine Place to continue their efforts in coordinated emergency response and social service coordination for community needs. In the event of a disaster, Sunshine Place staff has served and will continue to serve as the emergency response coordinator for social services to help impacted individuals find clothing, food, shelter, and other vital services. This funding will also support continuing coordination of social services such as summer food programs, identifying and meeting gaps in services and addressing barriers to accessing basic needs.

Why must this initiative be supported through the use of new funding?
New funding is needed as no funding currently exists 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.
This initiative supports the Council's priority of Human Services. These programs, services, and service providers assist residents to live to their full potential. This initiative will support the operations of Sunshine Place to continue their coordination efforts for the community and ensures continued capacity and resources to serve Sun Prairie's residents in need.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	
Initiative Title:	Hoopla Digital
Department Name:	Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2023

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		14,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	14,000
Net Funding Needed		14,000

Request Justification
Provide a concise description/justification for this initiative request. Since 2020, the demand and usage of digital resources has increased significantly. In 2019, SPPL circulated 66,017 digital materials. After the Covid-19 pandemic hit, the library increased funding for digital materials and circulation has nearly doubled: 102,487 in 2020, 104,397 in 2021, and 114,000 projected for 2022. To help meet the digital material demand in 2022, the library shifted \$42,000 of the physical collection budget to digital materials. Hoopla Digital provides access to ebooks, audiobooks, music, educational and recreational movies, and digital magazines, and in most cases provides immediate access which is a unique benefit. However, usage has outpaced our budget. With the library now fully open, demand for physical materials is back to pre-pandemic levels so an additional shifting of funds from the physical collection budget is not recommended. We conducted an analysis and projection of usage and demand of digital materials for 2022 and concluded we needed to reduce the monthly borrowing limit for Hoopla Digital from 12 items/month to 6 items/month per patron to help stay within budget. This borrowing limitation does not align with Library's and City's goals of access and equity. In order to meet current needs, a budget of \$56,000 for Hoopla would be necessary, which is a \$14,000 increase.

Why must this initiative be supported through the use of new funding? The current budget is not sufficient to meet collection needs.

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 2019-2022 Strategic Plan includes eight areas. Under "Human Services", priority #1 is "implementing the Library's Strategic Plan". The City's Plan states "the community offers a wide range of human services to assist residents to live to their full potential." One of the five initiatives within the Library's strategic plan is access. Our digital collections provide 24/7 access to materials needed for lifelong learning and further advances our commitment to advancing our commitment to diversity, equity, and inclusion by providing materials in formats that are accessible for our residents with various physical and cognitive abilities, reading, listening, and viewing preferences, work schedules, and transportation barriers.
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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Community Outreach
Department Name:	SPU - Administration
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2023

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		\$ 42,188
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ 42,188
One-time Equipment or Start-up Costs ^e		\$ -
Total Request	0.00	\$ 42,188
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 other charitable organizations that benefit and serve the community. Initiated as part of the SPU 2019-2021 Strategic Plan, the Utilities Commission agreed to provide \$1 per electric meter (based on 17,188 meters) towards these efforts. In addition, the Utilities Commission wishes to provide \$25,000 to its partnering Sunshine Place, to provide hardship assistance to those with difficulty paying their inflated electric utility bills.

Why must this initiative be supported through the use of new funding?
This is annually recurring expense based on the Electric Meter Count from the prior year's PSC Report.

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.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	City Branding Study
Department Name:	Implementation
Council Strategic Plan Vision:	Administration
Fiscal Year:	Quality City Services
	2023

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.
The City is currently undergoing a branding study. The community brand that is created will help unify and foster a greater sense of community and civic pride. This initiative supports two key components of the study: the strategic brand platform and the three-year marketing strategy. It is anticipated the study will suggest and recommend updates to the city logo and other branding elements including signage for parks and wayfinding, letterhead, envelopes, clothing, and department logos. The branding study will also include a three-year marketing strategy with rollout guidance and brand action ideas to bring the brand to life and create a comprehensive community brand for the Sun Prairie community.

Why must this initiative be supported through the use of new funding?
This initiative was approved at the June 14 Committee of the Whole meeting. This use of new funding will support the one-time dollars needed to support the implementation Visit and City of Sun Prairie Brand Launch. This includes a community brand roll-out plan and three-year marketing strategy.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Providing quality city services is a stated priority of the City Council. Ensuring that our organizational brand reflects the quality of services we strive to provide is essential. Implementation of the findings and recommendations of the branding study will be critical to ensuring our brand reflects our quality services and vision for a thriving and vibrant Sun Prairie. Additionally, this initiative supports the implementation of the the Council initiative to "develop and maintain a positive and recognizable brand for the city, including the Business Park and elsewhere in the community."



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Equity Audit Implementation
Department Name:	Administration
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		90,000
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		-

Request Justification
Provide a concise description/justification for this initiative request. The City has contracted with Prism Technical LLC to assist our organization in three priority areas that advance our efforts centered on Diversity, Equity, and Inclusion: (1) Building a more diverse and inclusive organization for employees and the community in which we serve (2) identifying blind spots and processes that perpetuate systemic injustice (3) Identifying current successes, areas for improvement and recommendations/strategy for our next steps for making concrete improvements. All studies conclude with recommendations that require additional funding in order to ensure success. The City will need to prepare funding to invest in those recommendations that allow us to implement more DEI-centered programming, initiatives, activities, and more. Making significant investments in funds, labor, and time is how we continue to adhere to our guiding principles of advancing equity, honoring our diverse identity, and creating an inclusive culture.

Why must this initiative be supported through the use of new funding?
This initiative was approved at the June 14 Committee of the Whole meeting. This one-time funding will allow us to begin making immediate progress on the recommendations from the final report. Although the final findings are not complete, potential costs to prepare for are implementing recruitment/retention strategies, internal/external educational programming, community partnership development, and city service enhancement and education. There is currently no funding dedicated to implement DEI-focused programs, initiatives, activities, etc. and this will be a recommendation at the end of the audit. Providing funds for this initiative allows our organization to honor our values in tangible ways with impact.

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 priorities of Human Services, Employer of Choice, and Quality City Services. By investing in the recommendations from the Organizational Equity Audit, we are investing in the City as an organization and the community we serve. This can lead to opportunities for expansion of new and existing services, events, initiatives, and more. In order to equitably offer a service to the community, it is essential to know who is being served and who is not. Since the City desires to be competitive as an Employer of Choice, it is imperative to invest in the recommendations provided that assist us in becoming more inclusive and equitable in all we do. If we want to recruit and retain unique talent, we must ensure we are an organization ready to embrace individuals of all backgrounds.



CITY OF
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City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Grants/Contracts Coordinator Finance Quality City Services 2023
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		90,614
Full-time Personnel ^b	1.00	87,564
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		850
One-time Equipment or Start-up Costs ^e		2,200
Total Request	1.00	90,614
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. A grants and contract coordinator position would assist the City in exploring all available grant opportunities. Currently, city staff have been successful in securing grants, but this work is falling on department and division heads to seek out, apply, and manage their own grants. In addition to this work, contract processing is decentralized and our department and division heads are writing bids and proposals, working with vendors for insurance documents, and routing contract documents for review and signatures. The current decentralized contract process is inefficient and takes valuable time away from our department and division heads. With the addition of a grants and contract coordinator, this position will alleviate some of the workload of our department and division managers while having the time to identify grant opportunities that will be able to partially or fully fund projects and initiatives in the future. Grant coordination work would include research and applying for grants, administration of awarded grants, project management of grant funded projects, financial reporting and monitoring of awarded grants, and record keeping of all grant documents for future audits. Contract coordination work would include working with departments and divisions to procure goods and services by managing the bid/proposal process, working with vendors, and oversee contract requirements and expirations.

Why must this initiative be supported through the use of new funding?
This position would be a February start (annual salary of \$65,000) fully funded in 2023 with the following resources: 2022 Finance vacancy carryover, allocation to the Media Center, Wastewater, and Stormwater, and a reduction in the Finance operating budget. This position would also be 30% funded with ARPA funds. In future years, this position would be allocated to the Media Center, Wastewater, Stormwater, and Capital Projects Fund as we phase off of the ARPA. The goal would be for this position to cover the cost through grant awards in future years.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative aligns with City Council's Quality City Services strategic plan priority. As the City continues to grow and near levy limits, this position will be instrumental in identifying grant funding opportunities to maintain staffing and services while also securing funding for new initiatives.



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City of Sun Prairie
Budget Development Process
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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	
Initiative Title:	Part-Time Maintenance
Department Name:	Building Maintenance
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		-
Part-time Personnel ^c	0.5	27,023
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.50	27,023
Net Funding Needed		27,023

Request Justification
Provide a concise description/justification for this initiative request. The Building Maintenance Division is responsible for the upkeep and repairs at all 15 City facilities. The staff currently consists of 1 supervisor and 2 maintenance technicians. Staff have recently conducted an internal audit of the mechanicals at City buildings, and have discovered a significant amount of deferred maintenance that will need to be addressed to avoid major repairs. Building Maintenance currently utilizes an LTE, an employee that has significantly helped the department catch up on the maintenance backlog. Converting this LTE to a permanent part-time position will help retain this knowledgeable and skilled employee with the City while also continuing to support the activities of the Division and making progress on the maintenance backlog at various facilities.

Why must this initiative be supported through the use of new funding?
The current budget does not include funds for a part-time Maintenance Technician. This additional staff person will allow the Division to make headway on overdue items and transition to a more proactive preventative maintenance approach. Additionally, this position would provide another resource for snow removal around City buildings, and for after hours call outs.

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 Quality City Services strategic priority, as this position would be dedicated to maintaining the public facilities needed to provide quality services to residents.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	City Hall Air Filtration
Department Name:	Building Maintenance
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		189,000
Full-time Personnel ^b		-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		189,000
Total Request	0.00	189,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The City allocated American Rescue Plan Act (ARPA) funds to increase air filtration at City Buildings. The objective of the air filtration effort was to meet new recommendations set by The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) which states: Use combinations of filters and air cleaners that achieve MERV 13 or better levels of performance for air recirculated by HVAC systems. Building Maintenance pursued, with the assistance of HVAC Engineer, JDR Engineering installing bi-polar ionization systems to all HVAC units at City Hall to achieve MERV 13 equivalent filtration. Staff has determined the best route forward is replacement of original HVAC units (from 1992) with new MERV 13 compatible units. This will allow the City to accomplish it's goals of replacing HVAC equipment well past their life expectancies (15-20 years) and improving air filtration to meet ASHRAE standards.

Why must this initiative be supported through the use of new funding?
The approved ARPA funds will only provide funding to replace approximately half of the original HVAC units at City Hall. Building Maintenance would like to request additional funding to replace the remaining units all under one project and timeline.

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 Quality City Services strategic priority, as it meets the new air filtration standards set by the ASHRAE Epidemic Task Force. New HVAC units will provide better, cleaner air for all patrons of City Hall and provide reliable conditioning of all spaces for the next 15-20 years.



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2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Police Officer & Squad Car
Department Name:	Police Department
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		100,310
Full-time Personnel ^b	1.00	43,110
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		3,700
One-time Equipment or Start-up Costs ^e		111,035
Total Request	1.00	157,845
Net Funding Needed		57,535

Request Justification
Provide a concise description/justification for this initiative request.
Policing services are critical for the overall quality of life in our community. The police department has historically deployed resources in a very responsible, effective, and efficient manner. The staffing plan in 2020 identified a need for nine (9) additional uniformed officers. The department is currently five (5) officers behind what was identified as a need in 2020. The community continues to grow, both in population and size, and our need for police officers will continue to grow to suit the needs of our community. 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 over the last three (3) years. A new police squad car will be purchased and outfitted for duty along with the hire of a new officer.

Why must this initiative be supported through the use of new funding?
No funding is currently available for this position.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Quality policing services are essential for maintaining quality of life. The addition of 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 2020. 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 would've been able to increase minimums theoretically (staffing dependent) in 2022. However, due to retirements and attrition, we were unable to do so. If we hire an additional officer in 2023, we will have a better opportunity to utilize overall authorized strength to increase minimum staffing on two 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 its community during these times.



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City of Sun Prairie
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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	3
Department's Initiative Priority Number:	Squad Lights/Sirens Update
Initiative Title:	Police Department
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		29,319
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		29,319
Total Request	0.00	29,319
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. In 2022, the police department created a patrol squad emergency light and siren review project team. This was created due to the status of emergency lighting on a large number squad cars being towards the end of their life, while also having five replacement squads scheduled for the year. The team was comprised of patrol officers from each shift, a sergeant, the patrol lieutenant and Fleet Director. As part of this project, they conducted research of several different companies, including demonstrations, decibel level testing, and reviews from other police departments. The team provided a large amount of data and an overall recommendation was provided and approved through police command staff. This recommendation included a transition to a new emergency lighting and audio siren system that provides several key features. These features include a syncing program that syncs all lights, via GPS location, of squads on scene which research has shown to provide better protection. The features also include better side lighting for all squads as well as a brush guard or push bar with the siren mounted on the front of the squad as opposed to the engine compartment. Currently, most of our squad sirens are mounted inside the engine compartment towards the bottom of the vehicle and it produces a muffle sound externally to the public and a high decibel level inside the cab of the squad car. This ultimately makes the radio more difficult to hear inside the squad, and the squad car more difficult to hear to the public externally. With the siren affixed to the brush guard or push bars on the front of the squad, the decibel readings and testing conducted showed an extreme difference and benefit for the squad with the siren mounted on the guard. This is an important distinction to recognize in order to measure the safety of our squads responding in emergency mode, at faster speeds than normal traffic, and the publics' ability to hear the squad approaching. As such, we have transitioned five of our replacement squads to this new setup. The goal of this initiative is to outfit the remainder of the patrol squads with this emergency lighting and siren setup so that all officers are providing the same visual and audio protection to our community and each other.

Why must this initiative be supported through the use of new funding?
Current funding is unavailable for these items through any existing line.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
To continue to provide quality city services from our police department to the public, our patrol squads need to be outfitted with equipment that provides the most protection, especially while responding in emergency mode, and this initiative will ensure that all remaining patrol squads are outfitted with the improved and recommended setup as the five replacement squads from this year.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	4
Department's Initiative Priority Number:	Facility Needs Assessment
Initiative Title:	Police Department
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		52,375
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		52,375
Total Request	0.00	52,375
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
In 2006, the police department added a second facility on the west side of the city in anticipation of community growth. Having two facilities has created dysfunction in our operations and an inefficient workflow and span of control. Supervisors and administration work out of separate buildings from the staff they supervise and lead. Shift briefings are held from two buildings through virtual meetings so the officer in charge is not able to personally check every officer for safety prior to beginning shift. Attending meetings at different buildings leads to significant time lost through travel between the buildings. As there is no garage or security fencing around the parking lot, squads are left outside in the extreme elements with no security to protect them from damage or ambush. Our personnel numbers continue to grow each year within the police department and office space, locations for officers to complete reports, meeting rooms, etc. are becoming a scarce resource. The goal of this initiative is to perform a facility needs assessment to determine future needs for police department growth, feasibility for growth, efficiency of operations, and to define if a singular building would better fit the needs of the police department.

Why must this initiative be supported through the use of new funding?
The funding for this initiative was allocated in the 2022 budget through expenditure restraint money.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
To continue to provide quality city services from the police department in the most efficient manner possible, all police personnel should work out of one centralized facility. This will enhance the security of the squads, reduce the number of police vehicles and duplicated equipment at two different locations, streamline information technology and improve team cohesion to provide the best and safest service to our community.



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Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Community Risk Reduction	
Initiative Title:	Fire Protection	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2023	
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		\$ 39,248
Full-time Personnel ^b		\$ -
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		42,617
One-time Equipment or Start-up Costs ^e		30,000
Total Request	0.00	72,617
Net Funding Needed		33,369
Request Justification		
Provide a concise description/justification for this initiative request.		
The number one mission of any Public Safety Provider is Community Risk reduction (CRR). This is a mission to prevent Fire and Injuries before they happen and reduce calls to 911. A community risk reduction (CRR) program can help your department take what you already know (are probably already doing!) and intentionally focus knowledge and activities to lower the all-hazards risks within your area of operation. This position will be responsible for-Collecting and analyzing data and information from a wide variety of sources to identify the specific hazards, risks, and vulnerabilities in the community. Analyzing data and information to produce insights regarding the costs, consequences, causes, and contributing factors driving risks in the community. Engaging interested and affected parties within the community in interest-based discussions to identify, prioritize, treat, and measure risks and the outcomes of intervention strategies. Focusing effort at the station level to stimulate involvement and action by every firefighter. Engaging members of vulnerable populations in their homes to assess behaviors and conditions increase risk of injury or death. Empowering and equipping people to take individual and collective action to eliminate hazards, reduce risks, and improve conditions in communities. Establishing quantitative and qualitative performance measures and evaluating the impacts of interventions. Recognizing and sharing success stories with others inside and outside the interested and affected community.		
Why must this initiative be supported through the use of new funding?		
Fire and emergency service agencies have experienced a radical and often rapid shift in public expectations and service demands over the last few decades. As a result, now more than ever, fire services respond to many more types of incidents than just fires. These incidents, like fires, present firefighters not only with new challenges, but also with new opportunities to engage the communities they serve. This expanded role represents a culture change to many in the fire service, but one that remains incomplete. In truth, this culture change must extend beyond emergency response and stimulate fire service action in communities even before the call comes in. A portion of this position would be funded by NEDFU. The vehicle that this position would use would be included in the City's 2023 borrowing.		
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-Fire departments are primary advocates for community risk reduction (CRR). While fire prevention, inspections and public education remain integral parts of fire department activities, the CRR concept takes a more holistic approach to improving civilian and firefighter safety. CRR provides a more focused approach to reducing specific risks. In addition, a comprehensive CRR program involving community partners, firefighters, and other staff, can result in an organizational culture that recognizes the importance of reducing risks within a community. This program is beneficial to Fire, Police, and EMS.		



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Full-Time Paramedic Emergency Medical Service Quality City Services 2023
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		12,707
Full-time Personnel ^b	1.00	50,092
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		500
One-time Equipment or Start-up Costs ^e		500
Total Request	1.00	51,092
Net Funding Needed		38,385

Request Justification
Provide a concise description/justification for this initiative request.
Call volume continues to increase in the City of Sun Prairie making the addition of a third ambulance essential. With an eye on creating a regional system the City has contracted with the Town of Sun Prairie, Villages of Marshall, York and Medina to place a third ambulance at Marshall Station. This third ambulance will also respond to Sun Prairie when the two primary ambulances are unavailable due to additional calls, which is occurring more and more often. To staff the third ambulance, additional personnel will be required to supplement the new staffing model being implemented at the department. Regionalization, we begin to meet our main goals of decreased response times when multiple calls are occurring simultaneously, resources sharing, cost savings, elimination of duplication of services, consistency of equipment and procedures, equal training and performance standards, and adequate staffing to serve our communities.

Why must this initiative be supported through the use of new funding?
The City of Sun Prairie has entered into contracts with the Village of Marshall and the Towns of Sun Prairie, York, and Medina to provide Paramedic coverage to those communities twenty-four hours a day, seven days a week. The EMS Department shared in the development of the City's financial management plan, which calls for an incremental increase in full-time staff over a period of three years, beginning in 2022. This position is essential to supplement the staffing needed to continue to implement the schedule that staffs a third ambulance. This also meets the staffing model that was agreed upon by the City of Sun Prairie and Local 311. A portion of this position will be funded through the McGrath formula by the Towns and the Villages that have

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. This position supports the SPEMS operational plan with the State of Wisconsin and the contract the city agreed to with Local 311. The City of Sun Prairie is committed an ambulance to be available at any time 911 is called, and appropriate staffing is required in order to meet this expectation. The addition of another full-time Paramedic allows the EMS Department to meet the community's needs by providing the staff resources required to place a third ambulance in service and continue the delivery of high-level of ALS care.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Customer Service Specialist Building Inspection Quality City Services 2023
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		-
Full-time Personnel ^b	1.00	65,550
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		450
One-time Equipment or Start-up Costs ^e		2,025
Total Request	1.00	68,025
Net Funding Needed		68,025

Request Justification
Provide a concise description/justification for this initiative request.
This initiative would create a new Customer Service Specialist position in the Building Inspection Division. This would be an administrative level position that would primarily deal with customer contacts by phone, email and the website, as well as social media and via a planned Division newsletter. Currently, such duties are being handled by the Permit Specialist, but due to volume the customer contacts noted above occupy this position full time and then some. As a result, many of the Permit Specialist duties have fallen to the Inspectors, taking away from their ability to keep up with inspections in the field. This position would allow the existing positions to shift duties back to their original assignments, reduce overtime, and provide an enhanced public footprint. The Building Inspection Division is proposing to fund this position through an increase in its base permit fees, which have not been updated since 2018 and are currently lower than some other communities in the region. An associated revenue initiative has been submitted to address the fee increase.

Why must this initiative be supported through the use of new funding?
This request is based on the workload and activity that the Building Inspection Division is experiencing, but there is little capacity within the General Fund to support a new position without finding an alternative revenue source. The Division has on average been receiving over 40 calls per hour at peak times during the day, as well as an average of over 130 emails per day between its general department email address and OpenGov notification emails. While the implementation of OpenGov has led to welcome efficiencies for inspectors, it has not had the desired impact in terms of direct communications and phone calls to the Division. The current situation is difficult to manage and additional staff is needed to deal with the volume of such contacts while maintaining adequate service levels.

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 Quality City Services priority of the 3-year Strategic Plan. With the high volume of calls, emails and contacts that the Division is experiencing, it is becoming difficult to meet the response times and overall level of service that the community has come to expect in Sun Prairie. In addition, the Division is experiencing higher than anticipated levels of overtime among inspectors - in part because inspection staff needs to take care of more of the permitting and scheduling activities that the Permit Specialist is not able to perform. Paying Inspectors to perform more administrative level tasks is inefficient and far from ideal. Inspectors are already performing more inspections per day than recommended per the (INSERT THE CORRECT CITATION/ORGANIZATION HERE). The proposed position will help the Division Maintain and improve its service delivery to the construction community and general public, without the high levels of overtime being experienced and the potential burn-out often associated with this.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	GIS Technician - Utilities
Initiative Title:	Public Services
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		82,914
Full-time Personnel ^b	1.00	77,451
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		3,436
One-time Equipment or Start-up Costs ^e		2,027
Total Request	1.00	82,914
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The City is currently developing a fully operational asset management solution. This solution will allow the City to effectively and efficiently manage authoritative infrastructure assets for the long-term. This is an extension of the City's GIS system and provides a centralized repository for infrastructure data. This has been recognized as vital to developing a data driven Capital Projects Plan while maintaining a current inventory of the conditions of all City owned assets. Both the Wastewater and Stormwater infrastructure systems have not been consistently maintained. To establish infrastructure asset management, the City began with a database schema/model modernization process. Next, the spatial alignments were addressed via mobile LiDAR. The final step required is to ensure the data is up-to-date and fully attributed. Until all of these phases are complete, data driven decision making is not effective. Finally, adequate staffing is required to not only complete the above but to maintain and advance this initiative. The funding will include 50% Stormwater Fund, and 50% Wastewater Fund.

Why must this initiative be supported through the use of new funding? This position will allow for addressing both our Wastewater and Stormwater infrastructures. The majority of this work will require full review of as-built documentation, and thereby be costly. This task cannot be accomplished under current staffing availability. An estimate provided by a professional services firm predicts over 3,000 hours to complete this task. The City will still need to pull all document plans, but this can be consumed into an overall document management solution via GIS. By pulling all document plans by subdivision, we are also effectively starting our GIS document management solution. This solution will allow all field staff to have access to digital record plans via mobile GIS applications. This will lead to infinite new projects, improvements, and ongoing maintenance of the infrastructure systems development. The funding will include 50% Stormwater Fund, and 50% Wastewater Fund.
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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. The objective is to have a robust and reliable infrastructure database. Data integrity is the foundation element required for data driven decisions required for Capital Projects Planning. This initiative will also support daily operations of the City's Engineering, Public Works, Wastewater, and Park departments. It will allow the departments to better work together in planning infrastructure projects and increase efficiency in maintenance operations. The City is addressing the short fall in staffing via LTE. This has allowed for limited advancement in the process, but with every step forward two are lost as a result of the annual hiring process.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Public Services Business
Initiative Title:	Public Services
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		28,957
Full-time Personnel ^b	1.00	72,392
Part-time Personnel ^c		
Recurring Operating Expenditures ^d		500
One-time Equipment or Start-up Costs ^e		2,275
Total Request	1.00	75,167
Net Funding Needed		46,210

Request Justification
Provide a concise description/justification for this initiative request.
Public Services, which includes Engineering, Public Works, and Wastewater Departments, budgets over \$25 million each year to maintain vital City infrastructure and provide quality services to residents. These departments do not have a dedicated staff member to help proactively prepare, monitor, or manage their budgets. The proposed position would provide administrative support to the day-to-day financial tasks of these Public Services departments, as well as provide much needed analytical capacity to budget preparation and proactive year-round management.

Why must this initiative be supported through the use of new funding?
This new position, with a March start, will require support from the general fund as well as funding from the stormwater, wastewater, and fleet inservice.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This position helps meet the Quality City Services strategic priority by providing much needed capacity to the financial management of Public Services departments. This position will provide budget monitoring and analysis that will help departments more accurately develop and manage their budgets, ensuring that City services are provided cost efficiently.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Maintenance Worker
Department Name:	Public Works
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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	1.00	26,323
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		456
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	26,779
Net Funding Needed		26,779

Request Justification
Provide a concise description/justification for this initiative request.
This initiative would add one full-time Maintenance Worker to the Public Works staff. This position will help with snow removal, brush pickup and chipping, street maintenance and repairs, sidewalk and curb and gutter replacement, digger's hotline locates, traffic control deployment, and street painting.

Why must this initiative be supported through the use of new funding?
This is a new position.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Compared with other Wisconsin municipalities our size, Sun Prairie is at least 10 FTEs below the average for Public Works Departments. This position helps meet the Quality City Services priority by ensuring that there is enough Public Works staff to meet the growing demand for services. Additional staff is needed to handle the increasing number of streets, sidewalks, crosswalks, and stormwater facilities within the City.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	Snow Shoveling Contractual Services
Fiscal Year:	Public Works
	Quality City Services
	2023

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		50,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	50,000
Net Funding Needed		50,000

Request Justification
Provide a concise description/justification for this initiative request.
The Public Works department is responsible for snow removal on sidewalks adjacent to City property and crosswalk ramps at several locations throughout the City. Following a snow and ice event, the Public Works department's main priority is clearing the major thoroughfares to facilitate safe travel and provide emergency vehicle access. Due to staffing limitations, staff are not able to clear City sidewalks and crosswalk ramps until one or two days after a snowfall. This is in conflict with City ordinance 12.32.010 which requires property owners to keep sidewalks clear of snow and ice within 24 hours of the end of a snowfall.

Why must this initiative be supported through the use of new funding?
At present, the Public Works Snow & Ice budget does not contain funding to contract with a vendor for snow shoveling services.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiatives supports the Quality City Services strategic priority, by allowing the Public Works department staff to focus on snow removal from City streets, and maintaining clean and safe sidewalks & crosswalks.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1-Recreation/FAC
Initiative Title:	PRF Financial Services Technician
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		31,240
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		30,790
Recurring Operating Expenditures ^d		450
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	31,240
Net Funding Needed		0

Request Justification
Provide a concise description/justification for this initiative request.
The Parks, Recreation and Forestry Department has expanded its full time staff in recent years to respond to the needs of the community in regards to managing park land, our urban forest, and growing needs for increased recreation programming and events. Having full time staff in these areas has effectively grown the amenities the department is able to offer the community. As a result of the growth we are seeing a significant increase in call and email volume as well as in person visits from the public, and increased volume of requisitions and purchase card statements to reconcile. The department currently only has one 19 hour a LTE week staff member dedicated to these efforts which is causing delays in the response time to both external and internal customers. PRF is the only public facing department without fulltime administrative staff coverage. Having a dedicated Financial Services Technician would ensure a higher quality of service to residents, give a growing department a point person for financial reporting internally, and allow managers to focus more time on other tasks that continue to enhance, improve and grow what we can give to the community. NOTE: This initiative is for a May 1, 2023 start

Why must this initiative be supported through the use of new funding?
No new funding is needed as we are utilizing user fees and existing LTE wages to fully cover the position.

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 & Employer of Choice are the two council objectives that tie in closely with this initiative. Quality City Services will be achieved by increasing our departments ability to respond to internal and external customer needs more quickly and effectively having a staff member with additional time to focus on service. Employer of Choice will be achieved in sharing the increased work load full time staff has been experiencing. Many full time staff in our department are at capacity and need more administrative support to be successful at their jobs, this added position will allow staff to have a more manageable work load and focus on the priorities of their role.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3-Recreation/FAC
Initiative Title:	Events Intern
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		11,501.00
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		10,400.72
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		1,100.00
Total Request	0.00	11,500.72
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative is for an intern to support community events. The Community Events and Sponsorship Coordinator is split between two departments: Economic Development and Parks, Recreation and Forestry. This role has lead 41 events and has assisted with 3 major community events that over 17,000 people have attended in the last year (July 2021-July 2022). They have also launched the Parks, Recreation, and Forestry Department's spring and summer sponsorship guide, best practices, and structure. Event execution includes event details, sponsorships, community partnerships, marketing, and volunteer recruitment and management. With the rapid growth of Sun Prairie and young families in the community, existing events have grown and new events have been implemented. Currently the Community Events and Sponsorship Coordinator plans and executes all event and sponsorship efforts by themselves with limited support. In order to continue to sustain and grow events, additional help is required.

Why must this initiative be supported through the use of new funding? No new funding is needed as this position is fully covered through alternative revenues (sponsorships and Sun Prairie t-shirt sales)

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 strategic priority of quality city services. Events continue to make Sun Prairie a great place to live. Events are a catalyst for building organic and authentic relationships with members of the community. They are a great way for city staff, employees, and elected officials to be front facing to the community and engage with people in a meaningful way. Through the Downtown Strategic Planning outreach and community engagement sessions, it has been identified that the community would like more events and programming. Events are an integral part of Downtown Sun Prairie's revenue stream along with community engagement and brand identity across all departments and areas of the city. To continue on this path of growth, the Community Events and Sponsorship Coordinator needs assistance to plan events in order to reach sponsorship goals, execute events at a high quality level, and strategically market events to reach all members of the community.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1-Parks Maintenance
Initiative Title:	Security Cameras & WiFi
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		4,570
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		3,840
One-time Equipment or Start-up Costs ^e		5,300
Total Request	0.00	9,140
Net Funding Needed		4,570

Request Justification
Provide a concise description/justification for this initiative request. This initiative is for the purchase and installation of wireless security cameras at the Pet Exercise Area and Orfan Park. PRF is working towards having security cameras at all shelter/restroom facilities, as well as park locations with elevated incident volumes involving the police department. With the installation of the cameras, this will also provide free public-wifi at each park site. In 2020 and 2021, security cameras were added to Vandenburg Heights Park, Wetmore Park, Sheehan Park and Liberty Park, which replaced several existing standalone cameras. This effort has proved to be helpful in curbing vandalism within the park system, while also providing the public with the infrastructure to use public spaces as outdoor offices (which became more popular due to the COVID-19 pandemic) and a space for doing schoolwork for those without internet access. The installation of the camera system has resulted in several instances where park vandals have been caught and ticketed. With the increased usage of the park system, security cameras are an effective tool in keeping our parks clean, safe and inviting.

Why must this initiative be supported through the use of new funding?
No funding exists for this initiative, except for a portion of the parks maintenance budget that would cover the cost of the monthly service (\$1,920).

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. Vandalism continues to be an issue throughout the parks, and with the installation of cameras in 2020 and 2021 at several parks, the cameras proved to decrease the number of vandalism incidents. Security cameras provide park visitors with an added layer of safety/security and providing free wi-fi in public spaces also contributes to the City's equity initiatives.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2-Parks Maintenance
Initiative Title:	Increase to Parks
	Repairs/Maintenance
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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. Currently, our department is responsible for the maintenance, management, and operation of over 40 city parks and over 400 acres of parkland. Every single park has a playground and turf grass to maintain. In addition, dozens of parks have additional infrastructure that our department is responsible to maintain including, but not limited to, buildings, restrooms, parking lots, cement/asphalt paths, signs, benches, tables, athletic fields and courts, fences, bridges, etc. Much of the city's parkland infrastructure was installed over 20 years ago and are in need of repair. Our current operating and repairs/maintenance budgets are not enough to keep up with our aging infrastructure and with the addition of new infrastructure and to maintain the existing level of service/standards. Our department proposes to increase our repairs/maintenance funds by 20,000 in 2023 and an additional \$5,000 every year for the next 3 years. This will help us catch up on deferred maintenance needs throughout our park system. The use of our facilities has increased steadily over the past few years and by adding three new parks, a splashpad, a new shelter, and more park amenities on the way, the repairs/maintenance line of the Parks Maintenance budget needs to grow.

Why must this initiative be supported through the use of new funding? Our current repair/maintenance budget is not enough to keep up with our aging park infrastructure.

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 Quality City Services goals. By increasing our repairs/maintenance budget, the PRF Department will be able to continue to accommodate the growing demands of our city which affects their daily quality of life.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Tool Cat Replacement
Department Name:	Forestry
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		70,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		70,000
Total Request	0.00	70,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The PRF department uses three of the four tool cats that are owned by the City year-round on a daily basis to maintain parks, city facilities, and public trees. Since the fourth Tool Cat is scheduled to be released in 2022 (since it was recently replaced by Public Works), the PRF department will need a piece of equipment to replace this fourth Tool Cat so that we are able to keep up with the ever increasing demand to maintain and manage parks facilities and public trees. In the past, city staff have tried to acquire units to rent from external sources and have not been successful due to high demand. This piece of equipment (articulating loader) would be used regularly by parks and forestry staff for the following tasks: tree removal, tree planting, stump removal, dirt work, and snow removal.

Why must this initiative be supported through the use of new funding? Currently, there is no funding to acquire an additional piece of equipment.
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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. This initiative supports the Quality City Services goals. By replacing the fourth tool cat with an additional piece of equipment, the PRF Department will be able to continue to accommodate the growing demands of our city which affects their daily quality of life.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	LiveU Production Equipment
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		11,604
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		
One-time Equipment or Start-up Costs ^e		11,604
Total Request	0.00	11,604
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. As the SPMC begins the daunting task of covering live sports for TWO schools (as well as an increase in covering other live community events), the need for live production equipment doubles. This system, which I just learned about in June 2022 at the ACM conference, is an exciting leap forward in what is known as "REMI Production," or "Remote Integrated Model" Production. The cost here reflects half of the equipment costs as the Friends of Sun Prairie Media Center have pledged to cover the other half.

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 2023 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 supports the council's priority on providing quality city services. For 30+ years, the community has relied on the SPMC for quality coverage of high school sports and other live community events. This production unit -- which can be added on to in the future if need for additional cameras arises -- is the best live production unit I've seen.. Along with special PEG pricing, this will ensure that residents can continue to rely on the Media Center for quality sports coverage and other live productions for years to come.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Spanish Closed Captioning
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		3,125
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		3,125
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	3,125
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. As Sun Prairie grows not only in population but in diversity, we would like to utilize our closed captioning technology to provide coverage of some programs, such as city meetings, with Spanish language captioning. The amount of funding would provide for 1,625 hours of programming in Spanish in fiscal year 2023. Should this prove successful and relevant to residents -- as I assume it will -- we would like to expand this in future years.

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 2023 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 supports the council's priority on providing quality city services. Access to important city news and information is necessary for all citizens, not only citizens who utilize English as their primary language. This initiative is the first step in ensuring that more of the population has legitimate access to these important events and programming.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Remote Broadcast
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		13,104
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		1,500
One-time Equipment or Start-up Costs ^e		11,604
Total Request	0.00	13,104
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Since the launch of the SPMC's radio station in 2015, the SPMC has made it a priority to attend as many community events as possible, doing live radio broadcasts at nearly all of them. However, the SPMC's presence has left much to be desired. This initiative would allow the SPMC to put forth a much more professional image, crucial when attempting to secure additional sponsors/underwriters or volunteer producers, which is always a goal of attending these events. The items asked for here would include a canopy complete with Sun Prairie Media Center logo/signage as well as a speaker system to project the broadcast to attendees.

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 2023 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 supports the council's priority on providing quality city services. The image that each one of the city's departments projects is important, and as many citizens are likely to be introduced to the SPMC at one of these community events, it is key that the image projected is clean, professional, modern, and state-of-the-art.



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Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Distribution Line Clearance	
Initiative Title:	SPU - Electric	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2023	
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 overhead electric distribution facilities. After review of clearance operations during the 2022 season, staff is requesting continued support of this initiative as vegetation, wildlife, and weather are still the top outage causes per the APPA eReliability Report for 2021.		
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.		
SPU 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. 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.		



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Wireless Access Point Replacements
Initiative Title:	SPU - Technology
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		\$ 4,500
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ 500
One-time Equipment or Start-up Costs ^e		\$ 4,000
Total Request	0.00	\$ 4,500
Net Funding Needed		\$ -

Request Justification
Provide a concise description/justification for this initiative request.
Initiative to replace the (3) existing HP Aruba Access Points with (4) Fortinet FortiAP 431F Access Points. The HP access points are approaching 5 years old. The 431F access points offer more radios and the newest WIFI 6 technology. These will provide a better wireless footprint in our existing building. The FortiAP line of access points can be managed through our FortiNet FortiGate firewall making the administration, reporting, and updating of the access points more streamlined.

Why must this initiative be supported through the use of new funding?
This will not be part of City's budget, as it is less than \$5,000. Shown to Utilities Commission for information for the overall operations budget only.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The new access points will offer a superior wireless network experience for both our employees and guests of SPU. The replacement of the older technology is supported by our Hardware Replacement policy.



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Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	Computer Replacements
Initiative Title:	SPU - Technology
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		\$ 3,192
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ 192
One-time Equipment or Start-up Costs ^e		\$ 3,000
Total Request	0.00	\$ 3,192
Net Funding Needed		\$ -

Request Justification
Provide a concise description/justification for this initiative request.
Replacement of (2) aging Lenovo Yoga tablets purchased in 2013 with (2) business-class laptops with the ability to run bitlocker encryption and the Windows 11 operating system. Keeping our hardware current and up to date is critical in maintaining a secure computing environment.

Why must this initiative be supported through the use of new funding?
This will not be part of City's budget, as it is less than \$5,000. Shown to Utilities Commission for information for the overall operations budget only.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Staying current with technology is critical in maintaining a secure computing environment and quality services.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Secure File Transfer Platform
Department Name:	SPU - Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		\$ 2,500
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ 2,500
One-time Equipment or Start-up Costs ^e		\$ -
Total Request	0.00	\$ 2,500
Net Funding Needed		\$ -

Request Justification
Provide a concise description/justification for this initiative request.
Addition of a secure file transfer platform to securely facilitate the receipt and delivery of confidential files. The platform would enable SPU to centralize and more easily track and monitor the transfer of sensitive digital files, regardless of the size, to and from our computing environment. The platform would complement our current encrypted email platform.

Why must this initiative be supported through the use of new funding?
This will not be part of City's budget, as it is less than \$5,000. Shown to Utilities Commission for information for the overall operations budget only.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Being able to securely and easily move sensitive electronic documents to and from our customers and vendors is critical in providing quality city services.



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Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Security Camera Upgrades
Department Name:	SPU - Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		\$ 34,560
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ -
One-time Equipment or Start-up Costs ^e		\$ 34,560
Total Request	0.00	\$ 34,560
Net Funding Needed		\$ -

Request Justification
Provide a concise description/justification for this initiative request.
2022 Budget Rollover. 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 will be funded with Cash Reserves and Retained Earnings.

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.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Paving Maintenance
Initiative Title:	SPU - Water
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		\$ 15,000
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ 15,000
One-time Equipment or Start-up Costs ^e		\$ -
Total Request	0.00	\$ 15,000
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. In 2021, SPU began investigation and contracted repair of curb stop valves in projects where water main was not being replaced. The adjusted value from the City of Sun Prairie CIP reflects estimations on main valve maintenance and curb stop valve repair.

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.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Battery Tools - Water
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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 increased versatility in hand tools. 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 various hand tools that utilize batteries as a power source. 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.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Water Quality Testing
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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

Request Justification
Provide a concise description/justification for this initiative request.
This initiative provides funding for additional water sample testing, conducted every three years. As part of scheduled water quality testing, Sun Prairie Utilities submits water samples from entry points and various sample sites around the distribution system for a full analytical test every three years.

Why must this initiative be supported through the use of new funding?
This will not be part of City's budget, as it is less than \$5,000. Shown to Utilities Commission for information for the overall operations budget only.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Providing accurate and up-to-date information regarding the public water system and its water supply is essential to addressing any water quality issues. These results are also an essential public information tool and has been requested by customers in the past.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:	4	
Initiative Title:	Water Quality Testing - UCMR5	
Department Name:	SPU - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2023	

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		\$ 10,410
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ 10,410
One-time Equipment or Start-up Costs ^e		\$ -
Total Request	0.00	\$ 10,410
Net Funding Needed		\$ -

Request Justification
Provide a concise description/justification for this initiative request.
This initiative provides funding for additional water sample testing, required by the United States Environmental Protection Agency (US EPA) in support of the Unregulated Contaminant Monitoring Rule (UCMR). UCMR5 will be the fifth time that the US EPA has required water systems to sample for unregulated contaminants in drinking water. This information informs maximum contaminant levels that the EPA will use to provide guidance and regulation for these substances to the water industry. UCMR5 will test for a large number of PFAs substances as well as lithium. Sun Prairie Utilities has been notified by the US EPA of our requirement for participation in 2023, based on system size.

Why must this initiative be supported through the use of new funding?
This will not be part of City's budget, as it is an operating expense. Shown to Utilities Commission for information for the overall operations budget only.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This is a required water sampling operation, in collaboration with the US EPA. Sun Prairie Utilities has participated in UCMR in past iterations and will continue to assist the US EPA in the investigation of groundwater sources. Protecting community drinking water through constant investigation of contaminants is essential to the resiliency of the water distribution system.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	5
Department's Initiative Priority Number:	Lead and Copper Testing
Initiative Title:	SPU - Water
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		\$ 1,500
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		\$ -

Request Justification
Provide a concise description/justification for this initiative request. This initiative provides funding for additional water sample testing, required by the Wisconsin Department of Natural Resources (DNR) that will address the Lead and Copper Rule and its revisions. Every three years, Sun Prairie Utilities participates in Wisconsin DNR-required system testing for Lead and Copper. Known as the Lead and Copper Rule, SPU samples multiple sites across the distribution system and submits them for lead and copper testing. In 2021, revisions were made to the Lead and Copper Rule that require additional testing in schools and child care facilities. The amount requested in 2023 has been increased from actual costs in 2020 to reflect cost increases in the testing and the additional samples that will be required.

Why must this initiative be supported through the use of new funding? This will not be part of City's budget, as it is an operating expense. Shown to Utilities Commission for information for the overall operations budget only.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This is a required water sampling operation, in collaboration with the Wisconsin DNR. Sun Prairie Utilities has participated in Lead and Copper Rule sampling in past iterations and will continue to assist the DNR in the investigation of groundwater sources. Protecting community drinking water through constant investigation of contaminants is essential to the resiliency of the water distribution system.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	6
Department's Initiative Priority Number:	Reservoir Inspections
Initiative Title:	SPU - Water
Department Name:	Quality City Services
Council Strategic Plan Vision:	2023
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		\$ 44,200
Full-time Personnel ^b	0.00	\$ -
Part-time Personnel ^c		\$ -
Recurring Operating Expenditures ^d		\$ 44,200
One-time Equipment or Start-up Costs ^e		\$ -
Total Request	0.00	\$ 44,200
Net Funding Needed		\$ -

Request Justification
Provide a concise description/justification for this initiative request.
This initiative provides funding for periodic draining and inspection of all water reservoirs, required by the Wisconsin Department of Natural Resources (DNR), that will proactively address maintenance and regulatory updates. Every five years, the Wisconsin DNR requires Sun Prairie Utilities to inspect the water reservoirs in the distribution system. Every ten years of that inspection schedule, a total drain down and inspection is required to thoroughly analyze the wet interior and structural components of each reservoir for defects. The 2023 budget cycle will include this full drain down inspection operation at each of our reservoir locations. The total request is for inspections (\$19,200) plus recommended repair findings from the inspections (\$25,000).

Why must this initiative be supported through the use of new funding?
This will not be part of City's budget, as it is an operating expense. Shown to Utilities Commission for information for the overall operations budget only.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This is a required inspection and analysis of the reservoirs, in collaboration with the Wisconsin DNR. Sun Prairie Utilities has incorporated these inspections into our maintenance plan at the intervals required by the DNR. Keeping the water distribution facilities in good working condition protects the integrity of the finished water and maintains reliable service for utility customers.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	7
Department's Initiative Priority Number:	
Initiative Title:	Well Site Entry Doors
Department Name:	SPU - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2023

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		\$ 11,000
One-time Equipment or Start-up Costs ^e		\$ -
Total Request	0.00	\$ 11,000
Net Funding Needed		\$ -

Request Justification
Provide a concise description/justification for this initiative request.
This initiative replaces the entry doors at Well Houses #6 and #7. Sun Prairie Utilities replaced two well house entry doors in 2022 due to deterioration from the elements and previous chemical processes. An assessment of other well locations determined the need to systematically replace entry doors at several other well locations. The cost includes the replacement of the door and compatible frame for the current security system.

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.
Continued maintenance of Sun Prairie Utilities' water system infrastructure is essential for mitigating risk and maintaining resiliency.



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City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Brightly: Asset & Energy Management Software
Department Name:	Administration
Council Strategic Plan Vision:	Sustainable Sun Prairie
Fiscal Year:	2023

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		14,382
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		9,143
One-time Equipment or Start-up Costs ^e		5,239
Total Request	0.00	14,382
Net Funding Needed		0

Request Justification
Provide a concise description/justification for this initiative request.
During the COVID-19 pandemic, building maintenance and supporting staff responsible for monitoring equipment assets and facility energy performance of city operations were significantly constrained from normal operating activities and physical access to facilities. As a result, assets were unable to be managed effectively and energy performance experienced "drift", a situation when building controls and equipment aren't monitored and adjusted actively, where asset and energy management performance can be affected as a result. Coming out of the pandemic, staff have been working to modernize asset and energy management performance, but lack an effective tool to standardize and automate these activities. Staff have thoroughly review various Computerized Maintenance Management Systems (CMMS) and determined the proposed Brightly solution was cost-effective and capable of meeting these needs.

Why must this initiative be supported through the use of new funding?
By using ARPA funds to cover start-up and 2023 Recurring Operating Expenditures, this initiative would establish both asset and energy management functionality and will support the city's ability to optimize asset and resources efficiency in order to provide the highest quality city services and ensure operations are resilient and sustainable. The result of this initiative would be a consolidated asset management system for city facility operations, which can result in improved workflows and overall facility management.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative most closely aligns with Sustainable Sun Prairie, Quality City Services in the Council's Strategic Plan and will support staff efforts to update asset inventories, create maintenance and workflow schedules, and utilize performance tools to assess energy efficiency opportunities which will result in improved asset performance and reduced operational costs. The services provided are detailed and include project/implementation support, data import templates, training modules, account configuration, and property data mapping/synchronization.



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City of Sun Prairie
Budget Development Process
2023 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Electric Account City Hall Parking Lot
Department Name:	Public Works
Council Strategic Plan Vision:	Sustainable Sun Prairie
Fiscal Year:	2023

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		45,488
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		2,500
One-time Equipment or Start-up Costs ^e		42,988
Total Request	0.00	45,488
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
This budget initiative would fund the installation of a new electrical account located at the City Hall parking lot. The primary use for this account will be Electric Vehicle Supply Equipment (EVSE) which will include (2) Level 2 EVSE stations, in addition to 3-4 120V receptacles which would enable additional Level 1 charging for fleet vehicles. This project would also provide power to the future purgola located where the picnic table currently resides. Staff input and several planning discussions informed this project, which incorporates several activities to efficiently use resources and install equipment in one consolidated project. SPU will create a new electric account for the city, which will provide service to these receptacles and charging stations. The project outcome would involve the installation project (~\$15,000 estimated with expanded scope, original quotes were ~\$7,000 total for the installation of the Level 2 stations only), and approximately \$2,500 annually in electric utility charges for kWh consumed by the electrical account. The city was awarded a grant to cover the cost of the Level 2 chargers (\$25,000 for the equipment), and the outcome of the project will result in significant EV charging capacity for city fleet vehicles, which will result in operational cost savings of the fleet over time (shifting from gasoline to electricity consumption). Incentives from WPPI Energy will also be available to support offset of installation cost.

Why must this initiative be supported through the use of new funding?
This initiative leverages the already awarded grant funding, as well as borrowed funds, to expand project scope and efficiently use resources to maximize the value of this project. The funds would invest in a new electric account and new EVSE capacity which is currently the largest barrier to fleet electrification, which is a strategic goal of the city based on performance data of fleet operations, and the fleet assessment completed in 2021 that consider total cost of ownership as a benefit of electrification. The additional electric use will also be used as an amenity for the parking lot location and the purgola upgrade project in 2023.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative falls under several priorities, most notably Sustainable Sun Prairie and Quality City Services. This project aligns with several other activities and leverages awarded grant funds to invest in electric account service and EVSE equipment.



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City of Sun Prairie
Budget Development Process
2022 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Tree Replacement & Reforestation Program Forestry Sustainable Sun Prairie 2023
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		-
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		5,000

Request Justification
Provide a concise description/justification for this initiative request. The City of Sun Prairie, its Common Council, the Mayor, the Sustainability Committee, and the Parks, Recreation & Forestry Commission have made strong commitments towards building and maintaining its urban forest. The City's Urban Forest includes all trees in city parks, around public buildings, city land, and in street terrace areas. Our current budget does not have the capacity to purchase or plant trees at the rate we are losing trees to pests, diseases, construction, development, storm damage, or lack of specialized staff that is able to make the right care decision at the right time to save a compromised tree. Currently we rely on fees that come in from building permits to purchase and plant trees new trees where new houses have been built. Unfortunately, it is all too common for these young trees to struggle and/or die due to the simple fact that terrace areas are very stressful growing locations for trees. Even though we receive initial funding from building permits to plant these trees, when they fail we do not have money in our budget to replace them. This year we are updating our public tree inventory (with WDNR grant funds) and even though it is not yet complete, we are now more aware than ever of the geographic disparity of public trees throughout our city. In addition, we have a real time count of how many dead/dying trees (>75) there are as well as how many more trees are on the cusp of failing (>155) without significant intervention from our small, specialized staff. This initiative would provide an additional cushion in its operating budget to help purchase and plant replacement trees. In the future, if we are able to replace each public tree that is lost (1:1 goal) we also hope to start reforesting older neighborhoods that do not currently have street trees. As highlighted by a recent effort from the American Forest Foundation with the development of the Tree Equity Score (treeequityscore.org), trees are critical infrastructure that every person in every neighborhood deserves. Additional external funding sources and partners will be pursued to leverage any funds we receive.

Why must this initiative be supported through the use of new funding?
Currently no funding exists in the forestry budget to purchase and plant trees.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Sustainable Sun Prairie. A healthy and diverse urban forest provides several services to our community. Trees provide essential services to the community which include, but are not limited to, their ability to improve air quality (by reducing air pollution and sequestering carbon), reduce the urban heat island effect (by reducing ambient air temperatures), reduce stormwater runoff, improve water quality, slow traffic, increase mental and physical health, improve community identity, conserve water, reduce soil erosion, reduce noise pollution, increase privacy, increase economic stability, and increase property value.



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City of Sun Prairie
Budget Development Process
Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Fraud Risk Assessment
Initiative Title:	SPU - Administration
Department Name:	Sustainable Sun Prairie
Council Strategic Plan Vision:	2023
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		10,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		10,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	10,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. [Rollover from 2021] Baker Tilly made written recommendations in their FY 2016-2018 audit reports to management and the Utility Commission advising SPU perform a fraud risk assessment. Though an assessment could be done internally, it may be helpful to have an external facilitator as well. An assessment would consider how fraud could occur (internal or external) and steps that could be taken to prevent or detect it. According to Baker Tilly's comments in their report, government is the 3rd most likely industry to be impacted by fraud, and the professional requirements and objectives of a financial audit are different than a forensic audit. Less than 10% of frauds have been discovered as a result of a financial audit conducted by an independent accounting firm, due to the nature of financial audits.

Why must this initiative be supported through the use of new funding? This is a non-recurring expense item. Estimated cost depending on the level of outside consultant involvement is \$5,000-\$10,000.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. SPU Strategic Plan 2022-2024 - Maintain sound financial practices to protect SPU as an invaluable asset to our community - Perform Fraud Risk Assessment. An assessment was included in the previous 2019-2021 SPU Strategic Plan, then postponed due to the workplace effects of the COVID-19 pandemic in 2020 and 2021 (quarantining and illnesses). Following a fall 2022 conversion from our current accounting software to Caselle Connect supported by Civic Systems, a fraud risk assessment done in 2023 will be performed in an environment when SPU is using the new software.
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APPENDIX C : FINANCIAL POLICIES

TITLE:	CAPITAL IMPROVEMENT POLICY	CREATION DATE:	JANUARY 17, 2017
POLICY SOURCE:	FINANCE DEPARTMENT	REVISION DATE:	FEBRUARY 6, 2018
APPLICATION:	ALL EMPLOYEES		
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.

3. CAPITAL IMPROVEMENT PROGRAM (Process Development)

The Capital Improvement Program (CIP) is a five-year plan that identifies the City's prioritized investments in capital assets and corresponding financial plans. The Capital Improvement Program not only includes a list of projects, which the City intends to fund over the next five years, but also an explanation of how it will finance these projects. The City's objective is to meet the capital needs of the City in a manner that is most beneficial to the citizens.

The Capital Improvement Program functions as:

- A multi-year projection of the City's major capital needs.
- A formal mechanism for decision-making related to planning and budgeting for major capital acquisitions.
- A link to the City's long range plans concerning the economic and physical development of the community, and the provision of public services.
- A financial management tool identifying future financing requirements for major capital acquisitions over the planning period.
- A communications device for reporting to internal and external stakeholders the City's capital priorities, and plans for the implementing capital projects.

To meet these ends, the City follows three principals in developing the CIP and determining which of the projects would receive funding. These principles are to:

- Preserve Current Investments
- Account for Future Costs
- Limit Expenses Based on Priority

A. GOVERNING BODY APPROVAL:

Annually the City Council will adopt a 10 year CIP. Prior to adopting the CIP, the City will hold a public hearing on the proposed CIP. The CIP does not impart spending authority for capital projects, but rather constitutes the primary basis upon which the annual capital budget is formulated.

The Committee of the Whole presents the CIP to the City Council. The Committee of the Whole will review the: department project requests, additions/changes to the CIP, financial assumptions, organizational capacity to complete the requests, and project plans. Projects proposed for the CIP will be reviewed and prioritized by the Committee of the Whole before being forwarded to Council for approval.

B. RESPONSIBILITY:

The City's Finance Department will be responsible for coordinating and producing the annual Capital Improvement Plan. This includes but is not limited to establishing policies, procedures, schedules and deadlines for Capital Improvement Plan formulation, defining roles and responsibilities of CIP participants, obtaining relevant and reliable documentation and information for capital projects, establishing project evaluation criteria and rating systems, developing the CIP document for governing Body approval, and monitoring implementation of capital planning efforts.

C. REVIEW:

The Capital Projects will be reviewed by the Capital Improvement Plan Committee to assist the Finance Department prepare, and submit to the Committee of the Whole a Five-Year Capital Improvement Plan by June 1 annually. Additionally, the Committee of the Whole will act on the Capital Improvement Policy by August 1.

The committee will consist of the Community Development Director, Public Service Director, Sun Prairie Utilities Manager, Director of Administrative Services, City Administrator and/or their designated staff. They shall meet to review and prioritize the capital projects in preparation for submission to the Committee of the Whole.

The following criteria shall be considered in prioritizing projects:

1. Projects which are required by an existing agreement with another agency.
2. Projects which are essential to public or employee health or safety.
3. Projects that are a Council priority as evidenced by prior approval of the project outside of the Capital Improvement Policy.
4. Projects which have Capital Improvement Budget expenses in future years, with no increase in General Fund operating costs (ex. continuation of a street maintenance program).

5. Projects that follow a Council approved plan such as the Westside Traffic Impact Fee plan.
6. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.
7. Projects which would result in significant savings in operating costs currently impacting the General Fund.
8. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
9. Projects which are grant funded but would require increased operating costs in the General Fund.

D. DOCUMENT:

I. In order to evaluate the merits of capital project requests and to allow each project due process in evaluations, capital projects proposed during the annual CIP process shall be accompanied, at a minimum, by the following information:

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.

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

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 deplete refunded debt, nor does it include retirement funds managed by others such as the state, the Wisconsin Employee Trust Fund, and deferred compensation plan providers.

A. POOLING OF FUNDS

Except for cash in certain restricted and special funds, the City of Sun Prairie (City) will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

2. GENERAL PHILOSOPHY

Safety of principal is the foremost objective of the City's investment policy. The City's investment portfolio shall be designed to attain a market-average rate of return, taking into account constraints imposed by its safety objective, cash flow considerations and state laws that restrict the placement of certain public funds.

As a general rule, investments are determined by three factors, yield, risk and liquidity. These factors or the combination of these factors must be closely monitored to determine a prudent investment. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

A. CREDIT RISK

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Appendix A of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

B. INTEREST RATE RISK

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Since the factors of risk and liquidity are specifically addressed by the investments that are permitted in this policy, then the determination of yield or projected interest income will be the major factor in selection of an investment.

In accordance with Sec 3.04.040 of the City of Sun Prairie Code of Ordinances, the Director of Administrative Services and the Finance Director/City Treasurer are authorized to invest any City funds that are not immediately needed. The Director of Administrative Services and the Finance Director/City Treasurer, acting in accordance with these policies and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided these deviations are reported immediately and that appropriate action is taken to control adverse developments.

3. PERMITTED INVESTMENTS

Investments made by the City of Sun Prairie are generally governed by Wisconsin Statutes 66.0603. Please see Appendix A for Wisconsin Statutes 66.0603.

1. Utilizing the state statutes as a guideline, the City of Sun Prairie will invest in the following types of agreements:
 - A. Full faith and credit obligations of the Federal Government. These include Treasury bills, Treasury notes and Treasury Bonds.
 - B. Bonds or securities issued or guaranteed as to principal and interest by the federal government or by a commission, board or other instrumentality of the federal government.
 - C. Time deposits in any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state. Time deposits are defined as Savings Accounts or Certificates of Deposit.
 - D. "Overnight" Repurchase agreement with any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state if Repurchase agreements are defined as a transaction whereby a bank (seller) will agree to repurchase securities (U.S. Government securities) at an agreed upon price and at an agreed upon time. The repurchase agreements are to be considered an investment and not a collateralized loan between the bank and the City of Sun Prairie. This manual strictly prohibits the following types of repurchase agreements: open repos, reverse repurchase agreements or retail purchase agreements.
 - E. Commercial paper with a superior rating as determined by a major rating firm such as Moody's (P-1) or Standard & Poor's (A-1+, A-1).
 - F. Investment of surplus funds in the local government pooled-investment fund.
 - G. The MBIA CLASS Wisconsin Investment Pool

4. COLLATERAL

It is the policy of the City of Sun Prairie to require that all funds in excess of insured or guaranteed limits be secured by some form of collateral. The City will accept for collateral any investment that is allowed by state statute. The amount of collateral required is up to 105% but not less than 100% of the principal investment.

All collateral held by a third party must be verified by a third party safekeeping receipt. The receipt must indicate that the collateral is pledged in the name of the City of Sun Prairie. The pledged collateral can only be released by written authorization of the City Administrator, Director of Administrative Services, Finance Director/City Treasurer. The City will permit collateral to be substituted, provided it meets the City's collateral requirements.

In addition, the City will permit the pledging of a block of collateral in the name of the City of Sun Prairie. This will enable the bank to conduct Repurchase transactions on a regular basis without the need to daily pledge collateral. The City will not, however, permit any institution to under pledge or fail to pledge proper collateral.

5. PORTFOLIO MANAGEMENT

The City shall seek to manage its cash flow to maximize the availability of funds for investing while ensuring that the City's obligations are met in a timely manner. As a general rule, the City shall manage its portfolio by holding investments to maturity rather than trading securities based on interest rate speculation.

The City shall maintain a monthly reporting of the following portfolio information: investment fund, type of investment, principal, purchase 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.

In addition, the City Administrator, Director of Administrative Services or the Finance Director/City Treasurer may authorize the addition of a banking institution to the list of authorized institutions for a period of not more than 45 consecutive days. If the City desires to maintain a relationship with the institution for a period longer than 45 days, then council must take appropriate action.

The City Administrator or Director of Administrative Services is authorized to enter a Master Repurchase Agreement with any institution.

8. INVESTMENT AUTHORITY

The City Administrator, Director of Administrative Services and Finance Director/City Treasurer are authorized to invest available City funds provided that said investments are fully consistent with this policy. In order to provide adequate internal controls, at least two of the approved individuals must approve an investment before funds are transferred.

Cash transfers between the State Local Government Investment Pool and the checking or money market accounts at the City's primary financial institution are excluded from this requirement.

9. INVESTMENT REPORTS

The Finance Office will maintain monthly reports listing the current investments of the City and the performance of the City's investment portfolio. On a quarterly basis, the Finance Office will present a report on the City's investments and financial status to the Finance Committee. Annually, The Finance Office will provide a report to the City Council detailing the institutions that the City has maintained investments with and the performance of the City's investments.

Appendix 1

Wisconsin State Statutes [66.0603 Investments](#)

66.0603 Investments.

(1g) Definition. In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

(1m) Investments.

(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
 - 3m.** Bonds issued by a local exposition district under subch. II of ch. 229.
 - 3p.** Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
 - 3q.** Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
 - 3s.** Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
 - 3t.** Bonds issued by a local cultural arts district under subch. V of ch. 229.
 - 3u.** Bonds issued by the Wisconsin Aerospace Authority.
4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
 - a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
 - b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
 - c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.
2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.
3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
 - b. Other post-employment benefits provided separately from a defined benefit pension plan.
4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.
5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
 - b. Other post-employment benefits provided separately from a defined benefit pension plan.
6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local

government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

(e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 59.87 (3).
2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.
3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
5. Moneys held in an employee retirement system of the county.

(f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 62.622 (3).
2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.
3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
5. Moneys held in an employee retirement system of the city.

(g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. 881.01. Funds held in trust under this paragraph may only be distributed from the trust in a manner consistent with ch. 38 and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

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.

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.

TITLE: PURCHASING POLICY
POLICY SOURCE: FINANCE COMMITTEE
APPLICATION: FINANCIAL MANAGEMENT
INDEXED AS: PURCHASING POLICY

CREATION DATE: OCTOBER 15, 2002
REVISION DATE: JANUARY 4, 2006

1. GENERAL POLICY AND PURPOSE

The purchase of goods and services is a central function of the City of Sun Prairie. A fair, efficient and accountable purchasing process is vital to providing quality services and maximizing the value obtained for taxpayer dollars. It is the responsibility of all City employees and elected officials to ensure that purchases are made in the best interest of the City. The procedures outlined in this policy are intended to provide an effective and efficient means of meeting this goal.

2. DEFINITIONS

Sole Source – An item shall be considered sole source if there is only one vendor that supplies the item and there is no equivalent substitute. Items that are made by one manufacturer but sold through multiple vendors are not to be considered sole source.

Informal Quote – An informal quote may be obtained verbally or by examining published prices. When soliciting an informal quote, the department should maintain documentation of who provided the quote and when it was obtained.

Formal Quote – A formal quote must be supplied in writing. Formal quotes may be received by letter, fax or email. Documentation of the quote should be maintained throughout the purchasing process.

Formal Bid – A formal bid process requires that vendors provide sealed bids prepared in response to specifications provided by the City. The bids should be opened publicly and the documentation should be maintained throughout the purchasing process.

Surplus Property - City property may be declared surplus when it is no longer necessary, practical, or economical to be retained by the City.

3. OBJECTIVES

- To create a competitive, fair and ethical purchasing process that will ensure that the maximum value is obtained for every dollar expended;
- To allow the City to obtain quality goods and services that will allow for the provision of programs in a timely and effective manner;
- To establish a standardized purchasing process that will promote equity and efficiency;
- To provide adequate budgetary and cost controls;
- To conduct all purchasing in a manner which ensures equal opportunity and non-discrimination;
- To ensure that the entire purchasing process meets the highest ethical standard without conflict of interest or the appearance of impropriety.

4. ROLES

City Council – Approves the City budget, which allocates funds for all purchases. Council approval is required to change budget levels, authorize borrowing, acquire property, or to approve new programs.

Mayor – Annually presents a balanced budget to the Council. The Mayor has the authority to veto Council actions. The Mayor is also authorized to sign contracts on the City's behalf.

Finance Committee – Approves purchases of materials, equipment and services in excess of \$15,000. The Finance Committee recommends budget adjustments and amendments to the City Council and may authorize the Mayor or City Administrator to sign contracts in excess of \$5,000.

Public Works Committee – According to state statute 62.15(1), “All public construction, the estimated cost of which exceeds \$15,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the council may direct.” The Public Works Committee oversees the process of approving the award of public construction contracts in accordance with this statute. Public construction includes capital improvements such as street reconstruction, stormwater facilities, and municipal buildings.

City Administrator/Assistant City Administrator – Approves purchases of materials, equipment and services in excess of \$10,000 and less than \$15,000. This authority may be delegated to the Assistant City Administrator or Finance Director. The City Administrator may approve budget adjustments within departments. This position is authorized to sign contracts of up to \$5,000 on the City’s behalf. Notification shall be provided to the Mayor and City Council of contracts that have been signed by the City Administrator.

Finance Director – Oversees all City purchasing and monitors compliance with the City purchasing policy. Approves purchase orders for items in excess of \$2,500 and less than \$10,000 or as delegated by the City Administrator. Monitors expenditures in comparison to budgeted levels.

Department Heads – Department Heads or their designees are responsible for making necessary purchases for their departments within the confines of the City purchasing policy and approved budget. They are also responsible for receiving items and verifying that the terms of the purchase have been completed. Department Heads are also responsible for administering replacement plans within their area of authority.

City Employees – Make purchases and receive items with the approval of their Department Head. All employees who are authorized to make purchases are responsible for following the City’s purchasing policy and ensuring that purchases are made under the highest ethical standard.

5. COMPETITIVE PRICING

In general, the City can obtain the highest quality goods and services at the lowest price by following a competitive purchasing process. It is City policy to obtain at least three price quotations from different suppliers prior to making a purchase. Exceptions to this requirement are allowed for in this policy only when it is in the best interest of the City. Potential exceptions include:

- Purchases for which there is only one (or two) supplier(s) [sole source products]
- Emergency purchases

Purchases under \$500 from a supplier that has offered the best price and quality for a category of items based on periodic bids/proposals solicited by the City at least annually. The Finance Department will take the lead in researching and soliciting proposals for items that are used by multiple departments.

- Purchases made from the state bid list.
- Certain professional services where the City Administrator has waived the competitive bid requirement due to the quality of the firm and the service to be provided. Quotes from Various vendors should be obtained periodically and should be one of the factors in selecting the vendor to perform the service.

6. PURCHASING REQUIREMENTS

The process for making purchases varies depending on the total cost of the purchase. The staggering of purchases or dividing purchases to intentionally evade this policy is strictly prohibited.

Purchase Cost	Authority Required	Purchasing Process	Competitive Requirement
Less than \$500.00	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 are listed in section 4. Department Heads are responsible for monitoring all purchases made using this procedure to ensure that the City is receiving a high value for its expenditures. For items that are purchased regularly or by multiple departments, Department Heads or their designees are encouraged to explore the possibility of cooperative purchasing or purchasing in bulk in order to reduce City costs.

6.3 PURCHASES OF AT LEAST \$2,500 AND UNDER \$10,000

Purchases of at least \$2,500 and less than \$10,000 require the prior approval of the Finance Department. Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor is recommended.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

Equipment in excess of \$2,500 per unit is considered a major capital item and should be budgeted as part of a budget initiative or replacement plan. When purchased, the department should code the payment to the account number where the item was budgeted.

6.4 PURCHASES OF AT LEAST \$10,000 AND UNDER \$15,000

Purchases of at least \$10,000 and less than \$15,000 require the prior approval of the City Administrator or his or her designee. The City Administrator may also require that the purchase go through a Request for Proposal (RFP) process or a formal bid process. Public construction projects with an estimated cost between \$5,000 and \$15,000 require a class 1 notice prior to execution of the contract.

Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

6.5 PURCHASES OF \$15,000 AND OVER

All other purchases of materials, equipment and services in excess of \$15,000 require the approval of the Finance Committee prior to completing the purchase or signing the contract. In general the City requires an RFP process with at least three proposals for purchases of this size. The City Administrator may waive the bid or RFP requirement for professional services if he or she determines that it is the City's best interest. The justification for waiving the bid or RFP process should be presented to the Finance Committee prior to their action to approve or deny the purchase.

Public construction projects with an estimated cost greater than \$15,000 require approval of the Public Works Committee and must be let by contract to the lowest responsible bidder as required in Wisconsin State Statute 62.15(1). Also per statute 62.15 the City Council may by a three-fourths vote provide by ordinance that any class of public construction project may be done directly by the city without submitting the project for bids.

Department Heads or their designees are responsible for conducting the public bid or RFP process and providing the results to the Finance Department. If a contract is required, the department will work with the City Attorney to draft a contract for signature by the Mayor or City Administrator. When a contract is not required, the department will prepare a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen. The department making the purchase is also required to prepare a memo to the appropriate committee listing the proposals received, which vendor is recommended and why, the budgeted amount for the item and any additional costs that may be incurred.

The Finance Director will review the information to ensure compliance with the City's budget and purchasing policy and place the item on the appropriate agenda. If approved, the Finance Department will issue a purchase order to the department or sign the contract to verify the availability of funds. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

7. PURCHASING ISSUES

7.1 DISCOUNTS AND MASTER PURCHASE AGREEMENTS

It is the City's policy to take advantage of vendor discounts for prompt payment whenever possible in order to minimize the cost of a purchase. Department Heads are responsible for determining if discounts are available and for working with the Finance Department to obtain the lowest price. Some vendors offer discounts for prompt payment. When possible, Departments can aid the City by approving invoices and submitting them for payment on the same day that the materials or services are provided.

Often, significant discounts are available to the City through master purchasing agreements. Under these agreements, vendors negotiate discounted prices with a municipality or organization and agree to offer the same prices to other municipalities. The Finance Department will seek to identify discount agreements and periodically review them to determine which vendors offer the best overall value for the City. Finance will then work with other departments to obtain the discounted pricing.

7.2 COLLECTIVE PURCHASING

Cooperative purchasing arrangements can result in significant savings by pooling purchasing power. It is the City's policy to utilize collective purchasing between City departments or with other units of government when savings can be obtained without sacrificing the quality or availability of the product or service.

The Finance Department shall have the authority to analyze the desirability of cooperative purchasing arrangements and make recommendations to Administration. The City Council encourages cooperative purchasing, but maintains the right to reject any such arrangements with other units of government.

7.3 SHIPPING AND FREIGHT CHARGES

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Department Heads, when obtaining price quotations should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder. Unless otherwise stated in the "notice of call for bids", all formal bid proposals shall include freight and delivery charges, if any.

7.4 RECEIVING AND INSPECTING ITEMS

Department Heads, or their designees, are responsible for receiving and inspecting all deliveries to their departments to ensure that items received conform to the specifications and quantities set forth in the purchase order. All deliveries should be thoroughly inspected to ensure that materials are received in satisfactory condition. If there are any discrepancies, the Department Head or designee should contact the vendor and resolve the issue before submitting the invoice for payment. When items are sent in multiple shipments, the department should clearly indicate which items have been received and accepted when approving the invoice for payment.

7.5 SUBMITTING ITEMS FOR PAYMENT

Once the purchasing department has verified that the purchased items have been received in a satisfactory condition, the original invoice should be submitted to the Finance Department for payment. It is the City's policy to not pay from statements or photocopies of invoices. If it is not possible to obtain an original invoice, a faxed copy may be used if the Department Head verifies that the vendor has not already been paid for the item.

When submitting an invoice for payment, the Department Head or designee should indicate the amount to be paid, the account number it should be charged to, and initial and date the invoice. If it is not possible to obtain an invoice, a Check Requisition Form should be completed with the same information. In addition, the Department Head or designee should include a description of the item purchased and attach any supporting documentation. This form must be signed by the requesting employee, the Department Head and the Finance Department.

The Finance Department processes checks and issues payments to vendors. At each regular City Council meeting, a list will be provided of all payments included in that payment cycle, identifying those that were issued by manual check and/or released for payment prior to Council meeting.

Whenever possible, invoices should be submitted to the Finance Department prior to the cut-off date for these warrants. The schedule of the warrants and cut-off dates will be provided by the Finance Department. Manual checks will be issued in between warrants only when it is not possible to include payment in the next warrant. Contractor payments will not be issued between warrants unless required by the terms on the contract. All final retainage payments will be held until they have been presented to the City Council.

If a Council Member has concerns regarding payments to a particular vendor or class of vendors, he or she may request to review pending payments. Information would then be sent to all Council Members for a specified period to provide comments. If no comments are received during this period, the item may be released for payment. However, if an objection is raised during the comment period, the payment in question shall be held until the next regular City Council meeting.

7.6 CREDIT CARD PURCHASES

The City maintains credit card accounts that may be used when it is impractical or inefficient to follow the normal payment process. The Finance Department maintains City credit cards that may be temporarily issued to City employees with the approval of their Department Head. Additional credit cards may be issued to City employees with the approval of the City Administrator.

Purchases made with credit cards must follow the normal purchasing guidelines and require the same approval process. After making a credit card purchase the Department Head or designee should code and initial the receipt and turn it into the Finance Department as soon as possible and prior to the next statement date. The Finance Department will verify the purchases and issue a check to the credit card company prior to the statement due date. City credit cards should not be used for personal purchases. It is City policy to avoid paying any credit card finance charges.

7.7 INTERNET PURCHASES

City employees may use the Internet to make purchases if they follow normal purchasing guidelines and the same approval process. Internet purchases are not permissible in situations where a sealed bid is required. Employees should only make purchases from vendors that they are familiar with and where there are appropriate safeguards to protect the City's interests. Whenever possible, Internet purchases should be charged to a City account and invoiced for payment. City credit cards may be used for Internet purchases when necessary, if the transaction is conducted through a secure connection. Any concerns regarding the security of the information should be directed to the Information Technology Department. The IT Director will have the final authority to determine if an Internet transaction provides sufficient security.

7.8 PETTY CASH ACCOUNT

The City maintains a petty cash account to expedite miscellaneous purchases and the payments of small bills when it is not practical to follow the City's normal payment procedures. Any City employee, with approval of his or her Department Head, may use the petty cash fund within the guidelines listed below. The petty cash fund should not be used as a means to circumvent the normal purchasing process or to pay for personal services. The Finance Department is responsible for administering the petty cash funds and shall determine what is an appropriate use of the fund.

To be eligible for using the petty cash fund, the following requirements must be met:

- The item purchased must not be regularly stocked
- The purchase must not be from a vendor where the City maintains an active account
- The purchase price must not exceed \$25 (The Finance Department may waive this dollar amount in certain situations)

PETTY CASH PROCEDURE

City Clerk or Finance staff may take funds from the petty cash box and issue them to an approved employee. The employee must complete and sign a petty cash voucher indicating the amount withdrawn, the date, and the intended purchase. Once the purchase has been made, the employee must turn in the receipt and any change to the City Clerk or Finance staff.. The petty cash voucher will be completed by listing the purchase price, change returned and the account number to code the purchase. The City Clerk or Finance staff initials the completed voucher.

7.9 EMPLOYEE REIMBURSEMENTS

Generally, employees should avoid making City purchases with their own funds. If the need arises to purchase an item for the City with personal funds, the employee must submit the receipt and an Expense Reimbursement Form to the Finance Department. This form should include a detailed listing of the items purchased and must be signed by the employee to be reimbursed, his or her Department Head and the Finance Department. Once approved, a check will be issued for the reimbursement. It is the responsibility of the employee making the purchase to ensure that any available discounts are applied and that sales tax is not included.

7.10 EQUAL OPPORTUNITY/NON-DISCRIMINATION

The City of Sun Prairie endorses and actively supports equal opportunity and a nondiscrimination policy. Therefore, it shall be a City requirement that all potential bidders be provided with equal opportunity to submit bids and to compete on an equal basis for City business.

All purchase orders and contracts to which the City of Sun Prairie is a party, shall contain a nondiscrimination in employment cause which provides:

“The vendor agrees that in performing under this purchase order with the contracting municipality, he/she shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, national origin, handicap or sex. The vendor further agrees that this clause will be incorporated in all contracts entered into with suppliers of materials or services who may perform any such labor or services in connection with this contract.”

8. EXCEPTIONS TO ROUTINE PURCHASING PROCEDURES

8.1 EMERGENCY PURCHASES

Emergency purchasing procedures should be used only when normal purchasing channels are not available.

Emergency purchases may be made:

- When there is need for immediate delivery of items.
- To prevent delays in work or construction schedules.
- When there is an immediate threat to public health or safety, or
- To meet emergencies rising from unforeseen causes.

For emergency purchases under \$2,500, the normal purchasing procedures should be followed. However, for emergency purchases over \$2,500, the Department Head should take the following steps:

- If an emergency purchase is needed during regular working hours, notify the City Administrator or Assistant City Administrator (or in their absence, the Finance Director) and obtain approval prior to making the purchase.

- If an emergency purchase is needed after regular working hours or on a holiday, Department Heads (or their authorized designees) may authorize the purchase.
- A purchase requisition form together with a written explanation of the emergency must be prepared and forwarded to the Finance Department within two (2) working days after making the purchase.

8.2 BLANKET PURCHASE ORDERS

Blanket purchase orders are used for those vendors from whom many repetitive purchases are made as supplies are required. Rather than issue a purchase order form for each purchase, one order is issued for a specified period (e.g., month) to cover all purchases made during that period. Blanket purchase orders will be limited to term of one year.

Materials and services for which blanket purchase orders are used will be determined by each Department Head and approved by the Finance Department. (NOTE: If it is found that the same small items are frequently purchased under blanket purchase orders, the Department Head shall be responsible for exploring the possibility of purchasing and stocking of these items).

When requesting the issuance of a blanket purchase order, the Department Head should obtain price quotations on representative items from at least three vendors. The Department Head should then prepare a written request for the Finance Department that includes:

- The need for blanket purchase order
- The suggested vendor
- The suggested term of blanket order (e.g., 1 month, 6 months)
- The maximum amount of purchases to be made under the blanket order
- The total amount budgeted for such purchases.

The Finance Department will review the request and check the budget to verify that adequate funds are budgeted and available. Based on this information, the Finance Department shall indicate approval or denial of the request. If the request is approved, the Finance Department will issue a purchase order number that should be used when ordering any items under the blanket purchase order. The Department Head should include this number when the invoices are submitted for payment. Before a new blanket purchase order is issued, the Department Head should obtain competitive price quotations from alternate vendors.

9. SURPLUS PROPERTY POLICY

City property is declared surplus when it is no longer necessary, practical, or economical to be retained by the City. Department Heads are responsible for identifying surplus items in their departments and arranging for their sale or disposal. Items may be sold prior to end of their useful life if it is determined that it is in the City's best interest to take advantage of the current salvage value of the item. If an item is sold or donated, City employees should not receive preferential access compared to the general public. The City Administrator and Assistant City Administrator have the authority to approve or deny the proposed use or sale of surplus property.

Once a Department Head has identified surplus property, he or she should determine if the item is of use to another department. If the surplus property has no further economic use to the City, the Department Head should determine the best disposal method and forward a recommendation to the City Administrator. Upon the City Administrator's approval, the Department Head should proceed with the disposal and provide the Finance Department with a description of the item, the quantity disposed of, and the sale price. This policy does not apply to the disposal of abandoned property acquired through police or statutory action.

TITLE:	BUDGET MANAGEMENT AND AMENDMENT POLICY	CREATION DATE:	AUGUST 7, 2012
POLICY SOURCE:	FINANCE DEPARTMENT	REVISION DATE:	APRIL 4, 2019
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.
Department Managers may exceed the budget at the organizational unit level or the object level as long as the total Department expenditures do not exceed the budget as approved by the City Council, with the exceptions

of the guidelines listed in Section 4.A.2. of this policy. The following examples are provided to help clarify Department Managers' responsibility:

The Finance Department may exceed its budget in office supplies if it is under budget by an equal or greater amount in another expense such as communications or advertising and printing.

Public Works may exceed its Public Works Operations budget if it is under budget by an equal or greater amount in its Public Works Administration budget.

2. Department Managers shall adhere to the following guidelines when managing their budget:
 - i. Items Excluded from Adopted Budget: Departments shall not expend funds for items or projects expressly excluded from the current year's Adopted Budget without approval from the City Council.
 - ii. Salary and Fringe Benefit Objects: Anticipated budget savings due to an employee vacancy may not be used to supplement expenditure authority in another object category or organizational unit without approval as follows:

Less than \$2,500	Finance Director
\$2,500 to less than \$15,000	City Administrator
\$15,000 or more	Committee of the Whole
 - iii. Capital Outlay Objects: Within the General Fund, budgetary funds may not be transferred to or from capital outlay objects without approval as follows:

Less than \$2,500	Finance Director
\$2,500 to less than \$15,000	City Administrator
\$15,000 or more	Committee of the Whole

Requests from Departments for budget transfers will generally not be considered prior to June 30th of the current budget year.

3. Department Managers shall report projected or known budget variances as follows:

If the Department Manager projects that the budget variance cannot be absorbed elsewhere in the Department's budget without significantly compromising mandated or essential services, or eliminating a specific project approved in the budget, the Department Manager shall report the projected variance to the Finance Director. Departmental Managers shall report budget variances more than \$5,000, or more than 1.0% of the total Department budget. For example, if the Police Department's total budget is \$6,200,000, it is only required to report projected budget variances of \$62,000 or more.

The Finance Director shall include projected variances in the subsequent fiscal report presented to the Finance Committee. The Finance Committee shall be presented with options for managing budget variances such as reducing expenses in other areas, eliminating a planned project, approving a budget transfer, or use of the Contingency Fund. The Finance Committee may choose not to take any action with the understanding that the Department will have a deficit balance at year-end.

B. Capital Projects Fund

A capital project, as it relates to this policy, is defined as the total projects that make up a replacement plan for any year or any individual new capital asset.

Department managers are responsible for managing the budget at the capital project level. Currently the City budgets for the following replacement plans:

- Streets (reconstruction and rehabilitation including storm water and wastewater sewers)
- Bike Paths/Sidewalks
- Playground Equipment
- Building Maintenance
- Parking Lots

Anticipated budget savings resulting from lower-than-anticipated expenditures in one capital project (as defined above) may not be used to expand the scope of another project or fund a project not authorized by the City Council without the approval as follows:

Less than \$5,000	City Administrator
\$5,000 to less than \$25,000	Public Works Committee
\$25,000 or more	City Council

If the bid for a capital project that was included in the current year's Adopted Budget exceeds the amount budgeted for that project, a budget amendment in accordance with Section D. or E. of this policy shall be approved.

C. Fleet In-Service Fund

Anticipated budget savings resulting from lower-than-anticipated expenditures from the purchase of one vehicle or piece of equipment may not be used to increase the budget or upgrade of the purchase of another vehicle or piece of equipment not authorized by the City Council without the approval as follows

Less than \$2,500	Finance Director
\$2,500 to less than \$15,000	City Administrator
\$15,000 or more	Committee of the Whole

D. Department Level Expenditures

Budget transfers between Departments shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

E. Fund Level Expenditures

Any increase in the total expenditure budget of a Fund shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

F. Contingency Fund/Fund Balance

- Any transfer to or from the contingency fund or other fund balance designations shall be considered an amendment to the Adopted Budget and must be approved by the City Council. The following exceptions apply:
- No approval is necessary for the annual lapse of the year-end operating surplus or deficit to fund balance.
- Transfers from fund balance designations for the Library shall be approved by the Library Board. They do not require City Council approval.
- 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.
- 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

June 21, 2022

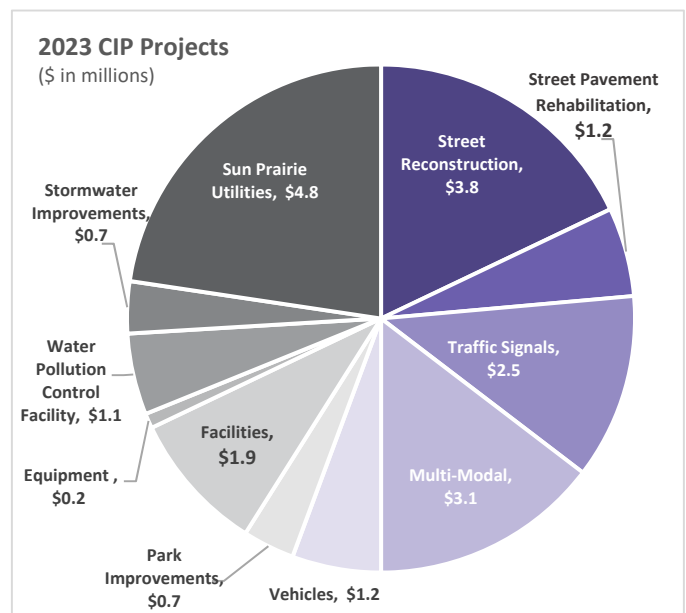
Honorable Mayor, Members of the City Council, and Citizens of Sun Prairie:

We are pleased to present to you the City of Sun Prairie's Ten-Year Capital Improvement Plan for fiscal years 2023-2032 (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.

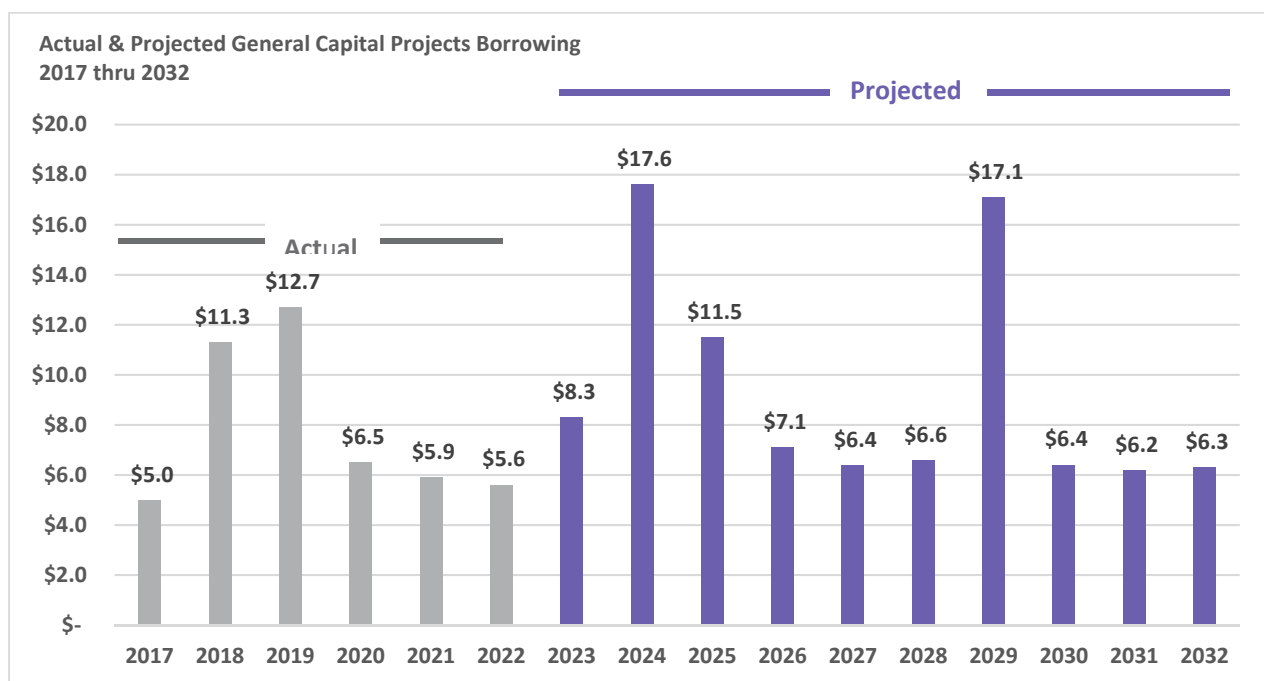
Throughout the planning process, a focus on financial integrity was maintained, as well as the preservation, maintenance, and improvements of the community's investment in buildings, vehicles, roads, utilities, parks, and equipment. Project priorities were assigned based upon need and funding sources. 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 the CIP.



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 coordinated 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 (2023) shows a strong intent to include that project in the annual budget for that year. Inclusion of projects in the remaining nine years also shows intent, but these projects are subject to annual review and modification in subsequent years.

This document was developed by the Finance Department with the assistance of all city departments. We want to thank all those involved in the development of the Capital Improvement Plan for their hard work and dedication.

Sincerely,

Aaron Oppenheimer, ICMA-CM
City Administrator

Kristin Vander Kooi
Finance Director

APPENDIX D - CAPITAL IMPROVEMENT PLAN
City of Sun Prairie
SUMMARY OF 2023-2032 CAPITAL PROJECT PLANS

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FUNDING SOURCES (\$ in '000s)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
General Obligation Debt											
City	9,113.7	20,979.5	11,716.7	7,016.1	6,563.7	6,783.0	17,481.5	6,490.3	6,387.2	6,429.1	98,960.7
TIF District	841.5	510.0	-	-	-	-	-	-	-	-	1,351.5
Fleet Inservice Fund	1,107.8	504.9	153.0	860.0	972.1	1,987.0	1,007.8	486.5	1,000.6	1,445.3	9,525.0
Water Pollution Control Facility	-	-	1,254.2	-	956.8	-	1,225.0	-	1,775.8	-	5,211.8
Stormwater	760.6	-	1,015.9	-	1,005.7	-	6,817.7	-	536.6	-	10,136.5
Clean Water Fund Loan(Revenue)	-	-	6,000.0	6,000.0	-	-	-	-	-	-	12,000.0
Grants & Donations	3,689.3	4,251.0	-	2,904.0	-	-	-	-	-	-	10,844.3
Traffic Impact Fee	-	-	240.5	1,153.9	762.5	-	-	-	-	-	2,156.9
Park Fund Fees	409.0	210.0	765.0	272.5	190.0	175.0	1,066.0	200.0	-	-	3,287.5
Retained Earnings	6,619.1	17,883.0	4,727.8	6,464.9	2,418.1	5,106.0	3,188.0	6,407.3	2,626.6	4,668.5	60,109.3
Total Funding Sources	\$ 22,541.1	\$ 44,338.5	\$ 25,873.2	\$ 24,671.3	\$ 12,868.8	\$ 14,050.9	\$ 30,786.0	\$ 13,584.1	\$ 12,327.0	\$ 12,542.9	\$ 213,583.6

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
Public Works											
Street Reconstruction	3,772.0	5,571.0	1,534.0	9,921.0	2,291.0	4,225.0	4,258.0	5,373.0	4,300.0	2,402.0	43,647.0
Street Pavement Rehabilitation	1,188.0	272.0	4,920.0	492.0	2,787.0	1,839.0	3,729.7	1,906.0	2,540.0	3,889.0	23,562.7
Westside Traffic Improvement Plan	-	-	462.0	2,012.5	2,667.5	-	-	-	-	-	5,142.0
Traffic Signals	2,476.6	826.1	-	-	-	-	-	-	-	-	3,302.7
Multi-Modal	3,511.0	130.0	100.0	250.0	251.0	595.0	613.0	275.0	100.0	100.0	5,925.0
Vehicles	1,223.8	945.0	365.0	619.1	953.0	2,013.0	988.1	407.0	1,094.1	1,417.0	10,025.0
Park Improvements	1,380.0	1,030.0	6,385.0	550.0	685.0	325.0	940.0	1,075.0	670.0	385.0	13,425.0
Facilities	1,925.7	19,153.5	750.0	299.0	50.0	1,310.0	16,800.0	125.0	-	-	40,413.3
Equipment	235.0	70.0	-	-	-	-	-	70.0	-	-	375.0
Water Pollution Control Facility	1,140.0	850.0	6,900.0	6,525.0	770.0	895.0	1,055.0	1,425.0	1,650.0	2,350.0	23,560.0
Stormwater Improvements	700.0	700.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	3,000.0
Sun Prairie Utilities	4,757.1	14,359.5	3,862.3	3,648.2	2,028.1	2,477.0	1,682.0	2,591.3	1,582.6	1,645.5	38,633.6
Debt Issuance Costs	231.8	431.3	394.9	154.4	186.2	172.0	520.2	136.8	190.2	154.4	2,572.3
Total Capital Projects	\$ 22,541.1	\$ 44,338.5	\$ 25,873.2	\$ 24,671.3	\$ 12,868.8	\$ 14,050.9	\$ 30,786.0	\$ 13,584.1	\$ 12,327.0	\$ 12,542.9	\$ 213,583.6

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, visit [CityofSunPrairie.com](https://www.cityofsunprairie.com).

APPENDIX E : LONG TERM DEBT

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
2023	8,540,404	1,550,074	1,835,000	859,850	2,263,039	545,882	1,475,000	69,548
2024	8,097,830	1,376,530	1,730,000	800,969	2,316,914	484,323	1,515,000	36,360
2025	6,936,523	1,134,956	1,610,000	743,725	2,361,495	429,257		
2026	6,842,815	921,023	1,575,000	685,913	1,365,396	385,510		
2027	6,374,544	705,693	1,590,000	628,663	1,391,688	352,744		
2028	4,856,498	523,197	1,645,000	572,400	1,423,148	318,836		
2029	4,134,369	390,553	1,700,000	516,513	1,444,778	283,875		
2030	2,932,422	295,568	1,755,000	464,563	1,476,580	252,675		
2031	2,284,621	227,431	1,725,000	414,969	1,493,558	225,012		
2032	1,656,382	169,607	1,780,000	363,814	1,515,713	196,098		
2033	653,682	130,557	1,835,000	311,019	1,353,050	168,972		
2034	676,219	105,985	1,885,000	256,125	1,380,569	143,643		
2035	699,114	80,313	1,940,000	199,138	1,208,274	120,846		
2036	727,361	53,378	2,000,000	140,106	1,226,168	101,006		
2037	565,000	24,975	1,465,000	88,163	1,244,253	80,874		
2038	245,000	11,175	1,190,000	48,350	1,267,533	60,396		
2039	250,000	3,750	725,000	20,825	1,286,010	39,569		
2040			280,000	8,500	1,309,687	18,390		
2041			285,000	2,850	385,000	3,850		
2042								
Totals	56,472,785	7,704,764	28,550,000	7,126,451	27,712,854	4,211,758	2,990,000	105,908

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2021	Issued 2022	Principal 2022	Balance 12/31/2022	Due in One Year	Interest 2022
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	785,000	-	785,000	-	-	7,850
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	585,000	-	415,000	170,000	170,000	7,550
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	-	-	-	-	-	-
7/8/2014	2014C Taxable Notes (TIF 9)	2/1/2027	2/1/2023	1.2-3.7	4,315,000	3,060,000	-	465,000	2,595,000	485,000	94,891
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	2,815,000	1,100,000	-	265,000	835,000	270,000	20,413
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	5,130,000	-	1,295,000	3,835,000	1,360,000	115,125
6/28/2017	2017A GO Promissory Notes	4/1/2027	4/1/2024	2.0-3.0	3,940,000	2,430,000	-	380,000	2,050,000	390,000	50,700
8/9/2017	2017 State Trust Fund Loan - Land (Gen & TIF 12)	3/15/2027	n/a	3.5	4,931,000	-	-	-	-	-	-
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	-	-	-	-	-	-
10/11/2018	2018B GO Promissory Note	4/1/2028	4/1/2025	3.0 - 4.0	7,690,000	5,250,000	-	665,000	4,585,000	690,000	188,300
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	7,770,000	-	775,000	6,995,000	760,000	240,750
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	-	-	2,555,000	40,000	87,600
7/17/2019	2019C GO Bonds	4/1/2039	4/1/2027	3.0 - 5.0	3,895,000	3,450,000	-	130,000	3,320,000	140,000	120,550
7/17/2019	2019D GO Notes	4/1/2029	4/1/2026	2.0 - 4.0	8,800,000	7,375,000	-	820,000	6,555,000	850,000	222,700
12/20/2019	2019 State Trust Fund Loan (TID 8)	3/15/2029	n/a	3.25	650,000	591,012	-	65,883	525,129	68,024	19,208
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0 - 3.0	5,855,000	4,810,000	-	585,000	4,225,000	570,000	108,025
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	1,043,655	117,380	42,345
8/12/2021	2021C GO Notes (Gen and Refunding 2014B- Gen & TIF 8)	4/1/2031	4/1/2028	1.5 - 2.0	7,395,000	7,395,000	-	1,010,000	6,385,000	1,070,000	147,280
8/9/2022	2022A GO Notes (Gen)	4/1/2032	4/1/2029	3.0-4.0	5,740,000	-	5,740,000	-	5,740,000	1,050,000	-
12/27/2022	2022 State Trust Fund Loan (TID12 & TID 13)	3/15/2036	n/a	4.75	1,804,000	-	1,804,000	-	1,804,000	-	-
TOTAL GENERAL OBLIGATION DEBT					159,068,116	53,436,012	7,544,000	7,762,227	53,217,785	8,030,404	1,473,287
CAPITAL LEASES											
6/24/2014	CDA Refunding Bonds (TIF 8)	8/1/2024	8/1/2021	4-2.4	12,785,000	4,430,000	-	1,440,000	2,990,000	1,475,000	98,751
TOTAL CAPITAL LEASES					36,415,000	4,430,000	-	1,440,000	2,990,000	1,475,000	98,751
TOTAL GOVERNMENTAL ACTIVITIES					195,483,116	57,866,012	7,544,000	9,202,227	56,207,785	9,505,404	1,572,038

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2021	Issued 2022	Principal 2022	Balance 12/31/2022	Due in One Year	Interest 2022
BUSINESS-TYPE ACTIVITIES											
6/8/2005	CWF Loan (WWTP)	5/1/2025		2.365	14,729,283	3,949,369		952,999	2,996,371	975,537	82,133
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	-		-	-	-	-
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	265,000	115,000		25,000	90,000	30,000	2,163
10/26/2016	2016B GO Promissory Note	4/1/2026	4/1/2023	2.0-3.0	475,000	205,000		40,000	165,000	40,000	4,700
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	1,580,000	1,295,000		65,000	1,230,000	70,000	35,450
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	1,500,000	1,335,000		50,000	1,285,000	55,000	46,600
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	715,000	645,000		70,000	575,000	70,000	14,550
3/24/2021	CWF Loan (WWTP)	5/1/2040		1.485	15,603,340	15,603,340		716,857	14,886,483	727,503	226,387
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	105,000	105,000		35,000	70,000	35,000	2,036
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	2,870,000	2,870,000	-	170,000	2,700,000	165,000	77,546
TOTAL WWTP					39,212,623	26,122,709		2,124,856	23,997,854	2,168,039	491,564
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	80,000		40,000	40,000	40,000	1,200
7/8/2014	2014B GO Notes	2/1/2027	2/1/2021	1.0-3.0	1,385,000	-		-	-	-	-
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	570,000	240,000		60,000	180,000	60,000	4,425
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	5,820,000	4,505,000		245,000	4,260,000	250,000	126,138
10/26/2016	2016B GO Promissory Note	4/1/2019	4/1/2023	2.0-3.0	120,000	-		-	-	-	-
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	3,320,000	2,720,000		140,000	2,580,000	140,000	74,450
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	5,580,000	4,940,000		190,000	4,750,000	200,000	172,450
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	440,000	440,000		145,000	295,000	150,000	8,548
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	1,990,000	1,990,000	-	120,000	1,870,000	115,000	53,699
TOTAL STORMWATER					20,595,000	14,915,000	-	940,000	13,975,000	955,000	440,909
11/6/2008	2008 Revenue Bonds	4/1/2023			-	-		-	-	-	-
	2012 Taxable Revenue Refunding Bonds	4/1/2032			1,780,000			140,000	1,640,000	145,000	46,895
6/16/2014	2014 Revenue Bonds	4/1/2034			2,300,000			175,000	2,125,000	175,000	83,709
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	3,435,000	2,665,000		145,000	2,520,000	150,000	74,588
10/11/2018	2018A GO Corporate Purpose Bond	4/1/2038	4/1/2027	3.0-5.0	7,125,000	6,195,000		255,000	5,940,000	265,000	236,063
2/10/2021	2021A Revenue Bonds	4/1/2041	4/1/2029	1.125 - 4.0	6,300,000	6,300,000	-	235,000	6,065,000	240,000	152,256
TOTAL SPU					10,560,000	19,240,000	-	950,000	18,290,000	975,000	593,510
TOTAL BUSINESS-TYPE ACTIVITIES					70,367,623	60,277,709	-	4,014,856	56,262,854	4,098,039	1,525,984
INSERVICE - TYPE ACTIVITIES											
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	155,000	80,000		20,000	60,000	20,000	1,475
10/26/2016	2016B GO Promissory Note	4/1/2026	8/1/2021	2.0-3.0	1,185,000	610,000		115,000	495,000	120,000	14,075
6/28/2017	2017A GO Promissory Note	4/1/2027	4/1/2024	2.0-3.0	980,000	605,000		95,000	510,000	100,000	12,625
10/11/2018	2018B GO Notes	10/11/2018		3.0-4.0	135,000	100,000		10,000	90,000	15,000	3,650
7/17/2019	2019 GO Notes - Series D	4/1/2029	4/1/20026	2.0 - 4.0	805,000	630,000		70,000	560,000	75,000	19,000
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	195,000	175,000		20,000	155,000	20,000	3,950
8/12/2021	2021C GO Notes	4/1/1931	4/1/2028	1.5 - 2.0	415,000	415,000		45,000	370,000	45,000	8,270
8/9/2022	2022A GO Notes	4/1/2032	4/1/2029	3.0-4.0	1,015,000	-	1,015,000	-	1,015,000	115,000	-
TOTAL FLEET INSERVICE					4,885,000	2,615,000	1,015,000	375,000	3,255,000	510,000	63,045
TOTAL ALL DEBT					270,735,739	120,758,721	8,559,000	13,592,083	115,725,638	14,113,443	3,161,066

AMORITIZATION SCHEDULES

General Fund Debt Service			
Year	Principal	Interest	Total
2023	6,215,000	1,007,696	7,222,696
2024	5,470,000	805,113	6,275,113
2025	4,490,000	658,656	5,148,656
2026	4,330,000	524,175	4,854,175
2027	3,995,000	390,800	4,385,800
2028	3,680,000	269,975	3,949,975
2029	2,925,000	179,613	3,104,613
2030	1,930,000	123,488	2,053,488
2031	1,410,000	88,388	1,498,388
2032	795,000	60,075	855,075
2033	210,000	45,000	255,000
2034	215,000	38,625	253,625
2035	220,000	32,100	252,100
2036	230,000	25,350	255,350
2037	235,000	18,375	253,375
2038	245,000	11,175	256,175
2039	250,000	3,750	253,750
	36,845,000	4,282,352	41,127,352

TIF District 8			
Year	Principal	Interest	Total
2023	1,860,404	128,024	1,988,428
2024	1,911,019	84,171	1,995,190
2025	257,042	38,838	295,880
2026	263,135	31,246	294,380
2027	209,416	24,364	233,780
2028	215,843	17,938	233,780
2029	222,567	11,214	233,780
2030	144,359	4,331	148,690
	5,083,785	340,125	5,423,910

TIF District 9			
Year	Principal	Interest	Total
2023	1,120,000	159,621	1,279,621
2024	1,150,000	126,720	1,276,720
2025	1,055,000	92,743	1,147,743
2026	1,095,000	57,436	1,152,436
2027	1,135,000	19,560	1,154,560
	5,555,000	456,080	6,011,080

TIF District 11			
Year	Principal	Interest	Total
2023	55,000	11,866	66,866
2024	55,000	10,285	65,285
2025	55,000	8,649	63,649
2026	55,000	6,944	61,944
2027	60,000	5,118	65,118
2028	60,000	3,168	63,168
2029	65,000	1,089	66,089
	405,000	47,118	452,118

TIF District 12			
Year	Principal	Interest	Total
2023	20,000	131,123	151,123
2024	317,011	207,188	524,198
2025	326,144	196,231	522,374
2026	340,473	184,579	525,052
2027	330,008	172,620	502,628
2028	339,758	160,312	500,071
2029	354,734	147,355	502,089
2030	369,947	133,640	503,587
2031	385,407	119,144	504,551
2032	401,126	103,837	504,963
2033	417,117	87,695	504,812
2034	433,393	70,761	504,153
2035	449,966	52,934	502,901
2036	466,852	34,111	500,963
2037	489,065	14,156	503,221
	5,441,000	1,815,685	7,256,685

TIF District 13			
Year	Principal	Interest	Total
2023	235,000	89,779	235,000
2024	246,645	88,880	246,645
2025	256,961	81,214	256,961
2026	262,291	72,034	262,291
2027	277,638	611,897	277,638
2028	288,001	49,825	288,001
2029	298,381	38,045	298,381
2030	308,779	27,346	308,779
2031	319,196	17,779	319,196
2032	329,633	7,893	329,633
2033	10,090	2,635	10,090
2034	10,569	2,156	10,569
2035	11,071	1,654	11,071
2036	11,597	1,128	11,597
2037	12,148	577	12,148
	2,878,000	1,092,842	2,878,000

AMORTIZATION SCHEDULES (CONT)

Wastewater Debt Service			
Year	Principal	Interest	Total
2023	2,168,039	435,104	2,603,143
2024	2,141,914	388,257	2,530,171
2025	2,156,495	341,634	2,498,129
2026	1,125,396	306,574	1,431,971
2027	1,106,688	283,674	1,390,362
2028	1,128,148	260,679	1,388,827
2029	1,149,778	237,613	1,387,391
2030	1,171,580	216,098	1,387,678
2031	1,118,558	196,181	1,314,739
2032	1,135,713	176,260	1,311,974
2033	1,158,050	155,958	1,314,007
2034	1,175,569	135,270	1,310,839
2035	1,198,274	114,196	1,312,470
2036	1,216,168	92,731	1,308,899
2037	1,239,253	70,874	1,310,127
2038	11,625,833	50,071	11,675,903
2039	1,176,010	30,444	1,206,453
2040	1,099,687	11,990	1,111,677
2041	170,000	1,700	171,700
	34,461,154	3,505,307	37,966,461

Stormwater Debt Service			
Year	Principal	Interest	Total
2023	955,000	406,513	1,361,513
2024	890,000	378,450	1,268,450
2025	775,000	351,913	1,126,913
2026	740,000	325,663	1,065,663
2027	760,000	299,863	1,059,863
2028	790,000	275,181	1,065,181
2029	815,000	248,900	1,063,900
2030	845,000	222,700	1,067,700
2031	865,000	198,000	1,063,000
2032	895,000	172,575	1,067,575
2033	920,000	146,350	1,066,350
2034	945,000	119,375	1,064,375
2035	970,000	91,675	1,061,675
2036	1,000,000	63,175	1,063,175
2037	655,000	39,425	694,425
2038	455,000	23,875	478,875
2039	470,000	11,100	481,100
2040	115,000	3,450	118,450
2041	115,000	1,150	116,150
	13,975,000	3,379,331	17,354,331

Fleet Debt Service			
Year	Principal	Interest	Total
2023	510,000	91,513	601,513
2024	470,000	71,988	541,988
2025	485,000	58,300	543,300
2026	485,000	44,825	529,825
2027	355,000	32,825	387,825
2028	260,000	23,175	283,175
2029	255,000	15,225	270,225
2030	165,000	9,400	174,400
2031	155,000	5,438	160,438
2032	115,000	1,725	116,725
	3,255,000	354,413	3,609,413

Sun Prairie Utilities Debt Service			
Year	Principal	Interest	Total
2023	975,000	556,641	1,531,641
2024	1,015,000	518,585	1,533,585
2025	1,040,000	479,435	1,519,435
2026	1,075,000	439,186	1,514,186
2027	1,115,000	397,870	1,512,870
2028	115,000	355,376	470,376
2029	1,180,000	313,875	1,493,875
2030	1,215,000	278,440	1,493,440
2031	1,235,000	245,800	1,480,800
2032	1,265,000	211,075	1,476,075
2033	1,110,000	177,683	1,287,683
2034	1,145,000	145,123	1,290,123
2035	980,000	114,113	1,094,113
2036	1,010,000	85,206	1,095,206
2037	815,000	58,738	873,738
2038	840,000	34,800	874,800
2039	365,000	18,850	383,850
2040	375,000	11,450	386,450
2041	385,000	3,850	388,850
	17,255,000	4,446,095	21,701,095

APPENDIX F : FORECAST OF REVENUE AND EXPENDITURES

SUN PRAIRIE ECONOMIC FORECAST UPDATE : JULY 2022

The City completed its third financial management plan in 2022. 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 2023 budget.

The net new construction increase for 2022 (budget year 2023) was 3.32%. The 2022 increase is higher than 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 1.92%.

	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment	
2022	3,987,044,866	2.33%	0	0%	75,938,766	1.95%	15,000,000	.38%
2023	4,079,172,590	2.31%	0	0%	77,127,724	1.93%	15,000,000	.38%
2024	4,157,504,817	1.92%	0	0%	78,332,227	1.92%		0.00%
2025	4,236,861,182	1.91%	0	0%	79,356,365	1.91%		0.00%
2026	4,429,656,873	4.55%	0	0%	80,393,892	1.90%	112,401,800	2.65%

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 did not qualify for aid, which means that the payment will not be received in 2023.

GENERAL FUND FORECAST

2023-2027 assumptions include holding the majority of revenues at the 2022 budgeted values throughout the plan and implementing slight increases in building permit revenues through 2027. Wages and fringe include yearly 3% increases, as well as an annual increase of 3% for healthcare. Operating expenses have modest increases for all five years.

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Revenues Non Property Tax	10,964,282	10,874,783	11,177,227	11,313,824	11,374,382
Expenditures					
General Government	6,287,532	6,684,045	6,656,522	6,810,014	7,054,627
Public Safety	16,225,125	17,012,509	18,029,422	19,016,211	20,020,511
Public Works	3,202,264	3,268,259	3,335,056	3,404,289	3,482,500
Health and Human Services	2,184,822	2,355,678	2,289,846	2,344,041	2,400,823
Culture, Recreation, & Education	373,131	383,190	393,292	403,397	413,525
Conservation & Development	1,252,112	1,301,882	1,350,993	1,400,592	1,456,913
Other Financing Uses	3,120,381	3,201,705	3,266,232	3,342,100	3,428,491
	32,645,367	34,207,268	35,321,363	36,720,644	38,257,390
Property Taxes	21,681,085	23,332,485	24,144,136	25,406,820	26,883,008

Property taxes are the largest revenue source for the City making up approximately 70% of total general fund revenues. The forecast includes an average 5.5% increase in property taxes to balance the forecasted revenues less expenditures.

GENERAL FUND REVENUE/SOURCES PROJECTION

	2023	2024	2025	2026	2027
Property Taxes	21,575,143	24,273,096	25,175,362	26,532,762	27,979,526
Other Taxes	80,718	80,718	80,718	80,718	80,718
Special Assessments	695,437	722,490	750,625	779,885	810,315
Intergovernmental Revenues	3,241,953	3,906,609	3,205,305	3,283,042	3,100,819
Licenses and Permits	1,033,918	1,042,889	1,051,950	1,601,102	1,070,345
Fines and Forfeitures	205,000	205,000	205,000	205,000	205,000
Public Charges for Services	3,214,395	3,228,331	3,488,999	3,559,447	3,786,670
Investment Income	35,000	35,000	35,000	35,000	35,000
Miscellaneous Revenue	255,805	255,805	255,805	255,805	255,805
Other Funding Sources	2,202,056	2,177,941	2,103,825	2,053,825	2,029,710
Total Revenues/Resources	32,539,425	35,147,879	36,352,589	37,846,586	39,353,908

GENERAL FUND EXPENDITURE/USES PROJECTION

	2023	2024	2025	2026	2027
General Government	6,287,532	6,684,045	6,656,522	6,810,014	7,054,627
Public Safety	16,225,125	17,012,509	18,029,422	19,016,211	20,020,511
Public Works	3,202,264	3,268,259	3,335,056	3,404,289	3,482,500
Health & Human Services	2,184,822	2,355,678	2,289,846	2,344,041	2,400,823
Culture, Recreation, and Education	373,131	383,190	393,292	403,397	413,525
Conservation and Development	1,252,112	1,301,882	1,350,993	1,400,592	1,456,913
Other Financing Uses	3,120,381	3,201,705	3,266,232	3,342,100	3,428,491
Total Revenues/Resources	32,645,367	34,207,268	35,321,363	36,720,344	38,257,390

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.

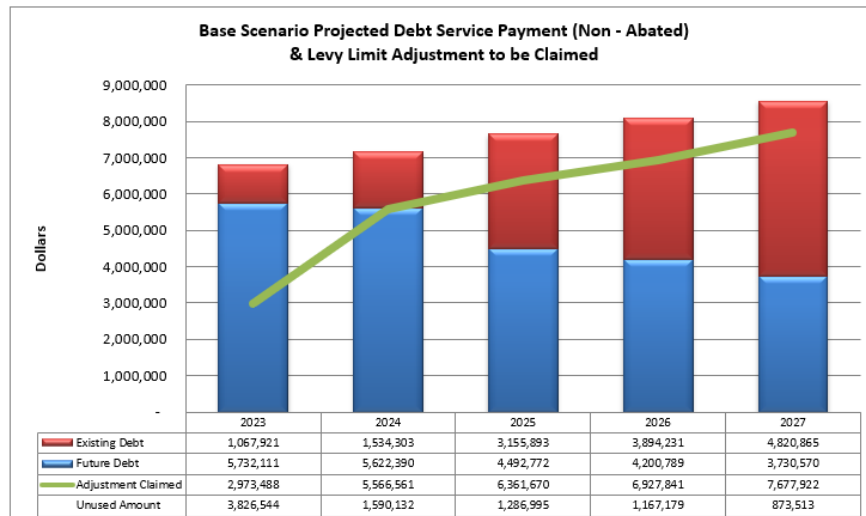
Wisconsin State Statutes require that the city's total general obligation debt may not exceed 5% of the equalized value of taxable property. The 2022 debt limit was \$214,583,247. The city had total general obligation debt outstanding at the end of 2022 of \$84,640,000 or 35.51% of the debt limit. The 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
2023	87,163,381	39.54%	133,301,051
2024	97,392,361	43.39%	127,769,630
2025	107,561,599	45.56%	123,472,683
2026	103,994,021	43.98%	132,468,997
2027	101,088,820	41.77%	140,901,125
2028	96,899,325	39.13%	150,717,512
2029	110,549,359	43.64%	142,796,145
2030	105,835,000	40.45%	154,342,785
2031	100,885,000	38.05%	164,230,556
2032	88,725,000	32.87%	181,185,723

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 2023 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 \$3.83 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

Source Document: [2019-2022 Three Year Work Plan](#)

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.

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.

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.
- 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 known 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.
- 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 the policies of the updated Comprehensive Plan and state legislative changes, an ordinance re-write will be required.

Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will most likely need to be retained in order to accomplish the ordinance 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 an 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 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.

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
 - 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.

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.

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, 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 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

COMPLETE TRANSPORTATION NETWORK

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

Priority 1: Connect all neighborhoods to fixed-route transit service.

The City currently has a demand-responsive shared-ride taxi system that provides high-quality door-through-door service, ideal for elderly and disabled residents. However, this type of service is less desirable for moving large numbers of residents, since it does not operate on fixed routes and, at times of peak demand, can be unreliable.

Further, the service provides only limited regional connectivity and it is more expensive than fixed-route alternatives. In 2019, the City is implementing its first fixed route bus service – an express commuter route to downtown Madison. The initial service does not provide access to all neighborhoods, particularly those most in need of service. Providing city-wide bus service and supporting active transportation connections would ensure that all residents have access the transit system.

Action Items:

- Continue to implement Priority #3: Implement the multimodal transportation recommendations of the Comprehensive Plan, which fills gaps within the active transportation network. Bus stops cannot be located in areas without ADA-accessible boarding pads/load zones, therefore pedestrian connectivity is necessary for a full implementation of bus service within the community
- Continue to implement commuter bus service. This process includes determining the viability of a unified fare program that integrates the shared ride taxi with the Metro system as a short-term stopgap solution for local transit service.
- Work with the Madison Area Transportation Planning Board (MATPB) to develop a scientific survey to determine local fixed-route transit needs within the City of Sun Prairie.
- Apply for WisDOT planning grant to cover 80% of cost of conducting scientific survey.
- Submit budget amendment to council to cover cost of survey.
- Hire a consultant to conduct scientific survey of transit needs within community.
- Collaborate with Metro and MATPB to synthesize results of scientific survey to develop conceptual local bus routes that interface with existing commuter bus service.
- Work with Communications & Diversity Strategist to develop a scope of work for public engagement process.
- Conduct intensive public engagement with Metro Transit and MATPB to ensure that conceptual routes meet the needs of residents, including:
 - Bus tours
 - Multiple engagement meetings within neighborhoods
 - Creation of an online engagement strategy and tool to gather input
- Adjust conceptual routes based on feedback gathered from the public engagement process and work with Metro to determine cost of providing service.
- Work with Metro to determine when buses may become available for service.
- Present and gain approval of conceptual routes by appropriate bodies. Identify and request funding once buses are available.

Priority 2: Explore opportunities for bus storage in Sun Prairie to expedite the provision of local bus service in the community.

Communities that are served by Metro Transit are required to pay a “local share” for transit service. As bus service is expanded in Sun Prairie, our budget will need adjustment to account for this. In addition, there will be miscellaneous operational expenses required to support this service. At the same time, limitations at its existing bus storage and maintenance facility are restricting Metro’s ability to provide buses to support expansion in Sun Prairie.

City staff has been engaging Metro Transit staff in discussions regarding the potential of storing/maintaining vehicles in Sun Prairie as a means of potentially reducing the City’s cost of expanded service. At this time, Metro has made it clear that their preferred option for addressing storage issues is pursuing a Metro-owned facility at the former Oscar Mayer site. As a result, large-scale storage of buses in Sun Prairie unlikely to come to fruition until such a time in which the Oscar Mayer site is eliminated as an alternative. However, Metro has indicated that it may be possible to store buses serving Sun Prairie local routes within the City, regardless of the outcome at the Oscar Mayer site. This would reduce the “dead-head” time of each route by approximately 30 minutes, saving the community time and money on each route.

Action Items:

- Develop an interagency staff team consisting of Metro Transit, City of Madison, and City of Sun Prairie.
- Determine the types of services Sun Prairie can provide to Metro Transit (i.e. bus storage, maintenance facility, fueling station) to determine synergies and efficiencies with other business needs.
- Gain approval from Sun Prairie City Council and Madison City Council to pursue a co-located bus storage/maintenance facility.
- Work with City staff and Metro Transit to ensure bus storage area is well integrated into City facilities and Metro’s needs are met.

Priority 3: Implement key multimodal transportation recommendations outlined in the Comprehensive Plan.

The City’s Comprehensive Plan prioritizes the need to fill gaps in the bike and pedestrian network. Some key multimodal transportation recommendations outlined in the Comprehensive Plan include:

- 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
- 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
 - Committee shall review work of the Consultant and provide oversight and guidance to the process
- Consider impacts of Parking, traffic calming, connectivity, on- street bike lanes, and create matrix of issues to consider to include safety, traffic calming and multimodal transportation.
- Provide a mechanism for Citizen input to include:
 - Present official map and draft cross sections for public input and comment
 - Provide for flexibility in the process

Priority 5: Determine and implement a strategy to investigate other options in technology to provide transit services.

The pending Comprehensive Plan instructs staff to monitor upcoming transportation technologies as they become available. It is recommended that the staff manage the Council's Interest in this as part of the plan as opposed to making it a priority that requires a separate action plan.

HUMAN SERVICES

The community offers a wide range of human services to assist residents to live to their full potential. There are programs that assure people not only survive but thrive.

Among our many service providers and organizations are our libraries, Boys and Girls Club, YMCA, Sunshine Place, Community Schools, Colonial Club, as well as medical clinics, hospitals and other services that help people form relationships, address problems, and get their needs met. The city is a center for regional coordination of these services which support youth and families throughout the area.

Priority 1: Implement the Library Strategic Plan.

The Library Board completed a five year strategic plan (2017-2022) with five initiatives: facility and spaces, funding and staffing, access, partnerships and collaborations, and marketing and communications. The architectural analysis was completed in 2018 and an additional evaluation to study branch options was completed in 2019.

Based on the results of the analysis, the Library Board has recommended an expansion of the current library. The expansion would double the size of the current facility and the total cost of the expansion is estimated to cost \$19.5 million.

The Library Board recommends a more in-depth study of location and service models for branch options after the expansion of the current library is complete. The current Library is 20 years old and has significant facility needs that must be addressed. Library services also need to grow to keep pace with population growth. Most notably insufficient space to grow the library's physical collection puts the library at risk of not meeting Dane County standards.

An expansion allows for these concerns to be addressed while simultaneously implementing new and innovative services and spaces, such as maker spaces, museum quality early childhood discovery zones, a local history room, state of the art teen spaces, business and workforce development resource spaces, and an enhanced performance space for special events. The enhanced space would increase potential partnerships and collaborative efforts with other city departments and community organizations. In addition to addressing space concerns, the library board and staff are reviewing ways to increase access to library services and in particular, expanding Sunday services year-round in 2020. Data from the 2019 Dane County Dreambus stops will help determine the need.

Action Items:

- Review architectural analysis, title search and review.
- Address immediate facility needs 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.
- Over time, consider creating a dedicated staff position to support neighborhood association activities, such as organizing meetings, preparing neighborhood newsletters, organizing volunteer efforts within neighborhoods, assisting with efforts to provide neighborhood identification signage or other neighborhood improvements, etc. (see Housing and Neighborhoods Priority #2).

Priority 3: Establish a Community Foundation.

We are in the process of establishing a board to oversee the Community Foundation that will be run through the Madison Community Foundation. As the City grows, the establishment of the foundation enables the community and city resources to grow to meet our goals. It is an opportunity to provide grants to small businesses and entrepreneurs to come to Sun Prairie. We have the opportunity to donate funds to community organizations. The City may want to consider paying for a professional services provider that works directly with the foundation to fiscally manage and oversee it.

Action Items:

- Seek approval of establishment of Community Foundation by City Council.
- Appoint residents to serve on board.
- Create bylaws for board to include purpose and goals of foundation.
- Hire professional services provider to manage and oversee activities of foundation including identifying potential fundraising sources/donors.
- Establish application procedures for grants/monies to be awarded and awarding timeline for funds by foundation.

Priority 4: Develop and implement a strategy to make voting accessible and convenient for all residents.

The City of Sun Prairie is greatly interested in providing the best experience possible to each voter and thereby encouraging and facilitating individuals to exercise this important constitutional right.

During the 2018 mid-term elections, the City experienced difficulty in providing the highest and best voter experience. The City currently has 4 polling locations serving over 4,000 voters each. It is in the best interest of the community to expand to 8 polling locations serving half those voters each to achieve this priority.

Action Items:

- Assess the current state of polling places and need for additional sites.
- Identify possible additional locations for polling places.
- Develop metrics for polling place expansion.
- Get feedback from the Council on potential polling place expansion and develop a list of sites to approach.
- Select sites and contract with sites as needed.
- Assess equipment needs and purchasing.
- Assess personnel needs and incorporate costs in budget.
- Hold February 2020 elections: track wait times and site performance; evaluate complaints.
- Evaluate election performance, make changes as needed (continuing activity).

SUSTAINABLE SUN PRAIRIE

Sustainability is a community aspiration. It includes City government, which demonstrates leadership in sustainable practices through promotion, education, and incentives to move our community toward locally produced solar, wind, and geothermal energy.

We are committed to reducing our carbon footprint through the use of renewable energy city fleet vehicles, buses, and taxis. As our City grows, sustainable land use development, storm water reduction, reduced light pollution, and non-green consumer practices such as the use of poisonous lawn chemicals, remain a top priority. Our residents are part of ensuring a high quality ecosystem for the future.

Priority 1: Initiate a citywide Sustainability Task Force to raise awareness of sustainability and identify proactive sustainable strategies.

Establish a citywide Sustainability Task Force focused on raising awareness of sustainability throughout the community and guiding the public towards sustainability goals in the Comprehensive Plan. Members of the task force will be educated in sustainability and recommend achievable short-term and long-term community-wide strategies to create a sustainable environment. The task force can serve many purposes such as serve as an advisory group to Council, create ways for community outreach, education, and involvement, and relay information on grants and other funding sources.

Action Items:

- Establish a task force with an interest and knowledge in all tiers of sustainability (environment, social, economic). Appoint elected officials to serve on the task force and assign city staff liaison.
- Conduct research on municipalities that have developed a community sustainability task force/plan to navigate methods and criteria for sustainable communities (i.e. possible measurable metrics, how to do it, immediate vs. long term goals, education, pros/cons, pathways, pitfalls, key learning, costs, etc.).
- Define goals and objectives for future of Sun Prairie Sustainability. Establish local measurable metrics, parameters, guidelines, etc. specific to the City. Prepare a vision statement to guide the Council toward a successful initiative.
- Prepare a sustainability study/Master Plan (may include hiring a consultant/facilitator).

- Identify strategies to implement sustainability policies and programs that promote sustainable living. Audit code of ordinances for barriers to implementation (if applicable).
- Gain Planning Commission and/or Council support.
- Work with public and private sector partners and collaborate with the County for public outreach and resources informing residents and businesses of “green” initiatives.

Priority 2: Evaluate cost effective and efficient opportunities to implement sustainable City operations.

Sustainability is a growing concept having a significant role on planning and policy at the local level. A common misconception is that the term “sustainability” can be interchangeable with the phrase “going green” that attempts to only capture the physical aspect of conserving resources. However, it is important to understand and appreciate that sustainability is achieved through a broader perspective. In order for Sun Prairie to become more sustainable, the city needs to focus on decision-making processes focused on the natural environment, social equity, and economic stability. Municipal sustainable decision-making provides an opportunity for Sun Prairie to reflect on what they want for their community and to move proactively towards achieving a sustainable community. Sustainable outcomes include a reasonable tax rate, a diverse economy, a high quality of life for residents, safe neighborhoods, and conservation of natural resources.

To achieve such a vision, sustainable decision-making must be assessed and built upon through several steps, beginning with municipal employee involvement.

Action Items:

- Establish a standing Green Team with individuals from all municipal departments and expand on existing knowledgebase.
- Assess outcome of Energy Innovation grant study for implementation strategies and opportunities.
- Green Team meet and survey each City department to identify all possible options for sustainable practices, both short and long term:
 - Analyze and document sustainable policies, programs, and activities currently being practiced by the City
 - Audit code of ordinances for barriers to implementation
- Develop a strategy to group/classify ideas from survey. Categorize strategies by sustainability type and department and:
 - Evaluate cost and staff time estimates for each item
 - Evaluate the potential benefits for item to be able to prioritize solutions by cost effectiveness and payback schedules
- Green team coordinate and share information/resources with the public sustainability task force regularly/quarterly.
- Create a guiding plan for sustainability actions using feedback and information generated in the study.
- Seek Council action by recommending options for implementation into CIP 2021- 2026 or operating budget, as needed. Other non- monetary initiatives may be presented/approved policy.
- Provide ongoing coordination with facility managers, all department heads and Executive Leadership Team to gain insights on implementation strategies.

Priority 3: Amend the zoning and subdivision chapters of the municipal code to implement the land use chapter of the updated Comprehensive Plan.

The City's current zoning ordinance is over thirty years old, having been adopted in 1989. Today, the City is in the process of updating its Comprehensive Plan, with an expected completion date of August 2019. The updated Comprehensive Plan will include policies that are not addressed in the City's current zoning ordinance.

In order to implement the policies of the updated Comprehensive Plan, a zoning ordinance re-write will be required. Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will need to be retained in order to accomplish this zoning ordinance update within the 3-year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan recommendations regarding updating the City's zoning and subdivision ordinances specific to sustainability.
- Create a budget initiative for the 2020 budget that includes funds for an RFP to hire a consultant to draft a new zoning and subdivision ordinance.
- Create and issue RFP.
- Review RFP submissions.
- Accept a contract for service, determine public engage sessions, and adoption schedule.
- Work with consultant to draft new zoning and subdivision ordinances.
- Review at Planning Commission.
- Approval at City Council.

Priority 4: Amend TIF policy to include 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.

Action Items:

- Two studies were completed regarding the staffing and operations for the Emergency services at the Westside Community Building in the last 15 years. A specific facilities study was completed in 2017. The facilities study recommended a comingling of the two department into one occupational area.
- Four different design options were presented to the Council and one was selected as the appropriate facility design. The design was sent out for bid and a contractor was selected in 2018.
- Construction has started and will be completed by end of 2019.

Priority 1b: Staff the Westside Community Services Building Accordingly.

The existing Westside Community Building is not designed to facilitate 24/7 fire operations, due to lack of dormitories and other design implements. Consideration of addressing this priority item include the observation that achievement of national standards for fire response guidelines (15 firefighters on the scene in 8 minutes) is a strategic objective of the Fire Department. Further, optimal safety and operational objectives require 4 personnel to be staffed on each fire engine. Updating the Westside Community Building and adding additional fire personnel will allow for 24/7 fire protection.

Action Items:

- Create job positions and determine hiring list.
- Make employment offers.
- Staff to initiate employment.

Priority 2: Upgrade the Wastewater Treatment Plant.

Mandated by the City's growth and the DNR's requirements to remove phosphorus from the sanitary sewer system, the city has been designing and planning for a plant upgrade. This upgrade is scheduled to begin the spring of 2020 and is estimated to be completed by 2022. The phosphorus limit mandated by the DNR goes into effect in October 2022. Funding is being provided through the Clean Water Loan Program and the City's replacement fund.

Action Items:

- Adaptive Management Plan has been completed which evaluates the current performance of the treatment plant in regard to phosphorous. The plan identified operational changes to reduce phosphorous.
- Council has approved a contract for Master Design that is currently 60% complete. Final design scheduled for December 2019 with construction bid to immediately follow.
- Coordinate final site plan with Public Services campus design.

Priority 3: Develop a strategy to enhance communication with our residents.

There is a need for all members of the public to receive information from and about the City of Sun Prairie. As the city grows, there is an increasing demand for this information to be distributed on a timely, proactive and consistent basis.

In the past, some city departments did not have vehicles for getting information out to the public. With the city website, social media platforms, a Communications & Diversity Strategist and the Media Center, there are more opportunities than before to engage with the public. These resources are currently underutilized and as a result, information does not reach the public, which results in frustration.

This strategy needs to enhance communications for both internal (departments, employees) and external stakeholders (residents, businesses, media and community organizations). It would also address barriers to communication and create a proactive approach to increase public engagement in a timely manner.

This strategy involves establishing a "brand identity" (see Dynamic Economy Priority #3) and engaging with neighborhoods to share information (see Housing and Neighborhoods Priority #2). It is important that this strategy remain fluid, involve staff leadership and be revisited at least annually as communication efforts change.

Action Items:

- Complete redesign of city website and subsequent trainings with staff members.
- Disseminate information regularly to neighborhood contacts, such as the Clock Tower News, newsflashes, press releases, notices of upcoming meetings or hearings, new POLCO questions, and general information to be distributed to the public or to targeted neighborhoods (see Housing and Neighborhoods Priority #2).
- Create a master schedule of important department and communication dates for all employees.
- Complete an analysis of current department communication/public engagement efforts.
- Implement an internal campaign to share resources with departments on the available communication resources to increase public engagement.
- Create strategies using the available resources to promote communication efforts.
- Hire a marketing, branding, and design consultant to assist with establishing a work plan and subsequent branding process to include a new community brand (see Dynamic Economy Priority #3).

Priority 4: Anticipate and plan for 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).

Priority 5: Complete a strategic plan for Parks, Recreation, and Forestry to evaluate programs and facilities such as the aquatic 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.

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.
- Align additional analytical models with future budget process.

Priority 3: Evaluate and adopt workplace policies and family supportive policies that make the City more competitive.

The City of Sun Prairie should endeavor to be an employer of choice. To that end, the City should offer benefits and develop policies that are attractive to employees and ensure an environment that includes progressive health options and flexibility in the workplace.

Action Items:

- Form a committee that will be tasked with the job of reviewing and revamping policy.
- Determine the scope of work interfacing with the personnel committee and outline and clear a charter for this work.
- Consider whether or not we need to hire a consultant and proceed with the steps required to do so.
- Conduct an assessment of existing policies to see what needs to be addressed.
- Develop structure to get input from employees.
- Perform a market/best practices study of other employers.
- Decide on prioritized list of policies to address.
- Establish schedule to review/revise the policies.
- Develop a schedule and implement policy changes.

Priority 4: Address limited office space in City Hall and provide a modern office environment.

Employees spend a large part of their lives at work. The area where they spend their time should be professional and conducive to work, whether individually or collaboratively. The workspace should inspire creativity. Currently, the space is inadequate to address our growing workforce and is outdated. Different fixtures would allow for a flexible workspace such as standing desks and other modern amenities.

Action Items:

- Assess existing building and relocation plans.
- Form a committee to determine space needs and available office amenities.
- Hire architect/consultant in accordance with standard engagement procedures.
- Architect/consultant will be charged with assessment of current space, redesign of space, assist in determining appropriate standardizations, and develop plan to address future staffing needs.
- Strategize how to get input from employees.
- Research current best practices for space utilization.
- Design spaces for lactation room, universal rest rooms, and other family-friendly and diversity initiatives..
- Address customer needs by evaluating spaces for reception and other public-facing environments, implementing technology for efficient and modern customer service.
- Decide on a prioritized list of projects.
- Present report and cost analysis to City Council including phased approach.
- Establish a schedule for implementation and implement.

Priority 5: Enhance the diversity of the City's workforce at all levels of the organization and include training to create and maintain a welcoming and inclusive environment.

The City of Sun Prairie is committed to being an employer of choice with a diverse workforce that is representative of the community it serves. We strive to create an inclusive environment where individual differences and diverse experiences are celebrated and valued.

We recognize that individuals bring their own background, experience and abilities to the table. Together, these differences allow for diverse perspectives which challenge us to see new perspectives. We must build strong relationships and engage with civic groups, schools and outside organizations to raise awareness about the different career opportunities available within local government.

Our diversity and inclusion efforts should go beyond the hiring/recruiting process and include training and programs to create networks of support and a culture of inclusivity

Action Items:

- Assess current diversity status and practices within 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.

Due to operational delays caused by the COVID-19 pandemic, the City of Sun Prairie has opted to extend the 2019-2022 Three Year Work Plan. The City anticipates releasing the updated Three Year Work Plan in May 2024.

APPENDIX H : GLOSSARY

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.

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.

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 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.

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

AG – Agriculture	ETF – Exchange-Traded Fund	LTE – Limited Term Employment
AM – Adaptive Management	EV – Equalized Value	mgd – million gallons per day
BID – Business Improvement District	Exp. – Expenditure	mg/l – milligrams per liter
CAAS – Commission on Accreditation of Ambulance Services	FAC – Family Aquatic Center	MMSD – Madison Metropolitan Sewerage District
CAFR – Comprehensive Annual Financial Report	FMLA – Family and Medical Leave Act of 1993	MPSISC – Multijurisdictional Public Safety Information System
CAIDI – Customer Average Interruption Duration Index	FMP – Financial Management Plan	MS4s – Municipal Separate Storm Sewer Systems
CDA – Community Development Authority	FT – Full-Time Employee	MSA – Metropolitan Statistical Area
CIP – Capital Improvement Plan	FTE – Full-Time Equivalent	N/A – Not Applicable
COVID-19 – The Novel Coronavirus	GAAP – Generally Accepted Accounting Principles	OWI – Operating While Intoxicated
CP – Capital Project	GASB – Governmental Accounting Standards Board	PSC – Public Service Commission
CPI – Consumer Price Index	GFOA – Government Finance Officers Association	PSCW – Public Service Commission of Wisconsin
DOR – Department of Revenue	GIS – Geographical Information System	PT – Part-Time Employee
EAB – Emerald Ash Borer	GMA – Greater Madison Area	Rec – Recreation
ECD – Electronic Control Device	GMCVB – Greater Madison Convention Visitors Bureau	RFB – Request for Proposal
EMR – Emergency Medical Responder	HVAC – Heating, Ventilation, and Air Conditioning	RJ – Restorative Justice Program
EMS – Emergency Medical Services	ICMA – International City Managers; Association	RLF – Revolving Loan Fund
EMT – Emergency Medical Technician	IT – Information Technology	RMS – Records Management System
EOC – Emergency Operations Center	JGTRRA – Jobs and Growth Tax Relief Reconciliation Act	SAIDI – System Average Interruption Duration Index
EPA – US Environmental Protection Agency	LED – Light-Emitting Diode	SAIFI – System Average Interruption Frequency Index
ERU – Equivalent Run-Off Units	LEED – Leadership in Energy and Environmental Design	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

YoY – Year-over-Year

YS – Youth Services

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