



**2023**

**City of Fitchburg, Wisconsin  
ARPA/TID CLOSURE INVESTMENT PLAN**

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Final Adopted  
3/14/23  
R-22-23

**City of Fitchburg**  
**Adopted ARPA/TID Closure Investment Plan Summary**  
**2023 Update**  
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January 20, 2023

Dear Colleagues, Property Owners, and Residents:

The Mayor's Proposed ARPA/TID Closure Investment Plan is now available on the City's website. The Investment Plan is important to the City and our residents because it identifies the top tier priorities for the use of the American Rescue Plan Act Fiscal Recovery Funds (ARPA/FRF) and the expected Tax Incremental District (TID) #6 and #4 closure payments. All of these funding sources are unique and should be strategically utilized in a manner that best serves our community now and into the future.

### ***Purpose of an Investment Plan***

It is important to note that this Investment Plan is not an appropriation of funds. Instead, it identifies the top tier priorities of the Council for how to best use this one-time funding. The Council will then direct staff to research the programs, investigate the logistics, and create a plan to implement the priorities identified. It is likely many of the priorities will require additional, future Council action whether through resolution, the ten-year capital improvement plan (CIP), future budget(s), and/or a budget amendment. Because many of the priorities from the original 2022 Adopted Investment Plan have been further refined through these processes, the projects and groups have more specific dollar amounts assigned to each sub-project. It is expected that further refinement of priorities will be needed as financial and staffing resources allow. Continued discussion on timing will also occur during future CIP and budget processes.

### ***American Rescue Plan Act Fiscal Recovery Funds (ARPA/FRF)***

A total of \$3,222,954.14 was provided to the City from the federal government as direct funding. As stated by the U.S. Treasury, the goals of the program are to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts
- Maintain vital public services, even amid declines in revenue resulting from the crisis
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The eligible uses of the funds include:

- Replacing lost public sector revenue
- Responding to the far-reaching public health and negative economic impacts of the pandemic
- Providing premium pay for essential workers
- Investing in water, sewer, and broadband infrastructure

Due to the flexibility allowed under the final rule with regard to the lost public sector revenue calculation, the full amount of the City's allocation could be used for the provision of government services. There are also a lot of ways to address each of the other three eligible uses. This means there are many, many ways to spend this funding. It is Council's responsibility to determine the overall priorities that best serve our community.

### ***Tax Incremental District (TID) #6 Closure Payment***

TID #6 is located in the Orchard Pointe and Arrowhead (McKee and Verona Road) area. The TID was created in 2006 and was closed in early 2022. This TID was successful and completed many projects including the Fitchrona Road extension, Spoke and Sprocket road extensions, McKee Road expansion, Badger Trail crossing, and Nesbitt Road roundabout. Even after all these projects are complete, and one year of increment is allocated to our Affordable Housing Fund, there is still expected to be excess increment collected by the TID. This excess increment will be allocated to each of the overlying jurisdictions within the TID boundaries. Based on current projections, the City's share of this payment is expected to be around \$1.6 million. The exact amount will be calculated during the final audit, likely in the spring of 2023. This one-time funding also has a wide variety of options on how it can be utilized.

## **Tax Incremental District (TID) #4 Closure Payment**

TID #4 is located near City Hall and extends up to the Highway 14 interchange. The TID was created in 2003 and is expected to close in early 2023. This TID was also very successful and completed many projects including the creation of the Highway 14 interchange, several railroad improvements, Lacy Road improvements including undergrounding of power lines, and Fish Hatchery Road improvements. Even after all these projects are complete, and one year of increment is allocated to our Affordable Housing Fund, there is still expected to be excess increment collected by the TID. This excess increment will be allocated to each of the overlying jurisdictions within the TID boundaries. Based on current projections, the City's share of this payment is expected to be around \$4 million. The exact amount will be calculated during the final audit, likely in the fall of 2023. This one-time funding also has a wide variety of options on how it can be utilized.

## **Prioritization Process**

Due to the timing and similarities between the ARPA/FRF and TID closure funding, one Investment Plan was adopted by Council in 2022 for both funding sources. As discussed during the original process, the Investment Plan is a living document that will continue to evolve over the next several years. This 2023 update is the first formal update of the Investment Plan and future annual updates are expected to continue until all of the funding has been spent.

The 2023 update of the Investment Plan started with staff updating the estimated costs for each of the sub-projects. Some of the projects had significant increases from what was included in the most recent CIP. Most notably, the McKee Farms Park tennis court project increased from \$165,000 to \$767,000 and the Tower Hill park shelter increased from \$250,000 to \$375,000. Both of these projects, along with others, will need to be updated when Council considers the 2024-2033 CIP.

My next step was to consider the additional project ideas shared by Department Heads. While the Investment Plan is simply a framework and can identify more projects than there is funding available, I felt it was important to provide an initial prioritization and elected to not include many of the projects. Because of these constraints, I also did not consider any of my own project ideas and focused solely on the project ideas shared by staff.

Finally, certain projects were removed from the original Investment Plan due to alternate funding sources or due to their ongoing cost. Each of the removed items are identified on the summary of projects and is struck-through on the detail pages for transparency purposes.

The 2023 update to the Investment Plan will follow a similar process as the original 2022 adoption and includes important discussion with department heads, elected officials, and the public. As outlined in the adopted schedule, a special Finance Committee meeting will be held on February 1<sup>st</sup> to discuss the items included in this updated Proposed Investment Plan. I encourage all Council members to attend the meeting and ask questions. The public is then encouraged to share their thoughts on the Proposed Investment Plan at a public hearing during the regularly scheduled February 14<sup>th</sup> Council meeting. After the information gathering stage is complete, Council will have an opportunity to submit proposed amendments through March 1<sup>st</sup>. After further discussion and another public hearing, the Council will vote on each of the amendments and adopt the 2023 Update to the Investment Plan at the regularly scheduled March 14<sup>th</sup> Council meeting.

I look forward to working with you to refine the top tier priorities for this one-time funding. Thank you for your commitment to our community and your leadership during this unique opportunity.

Sincerely,



Aaron Richardson  
Mayor



**City of Fitchburg  
Adopted ARPA/TID Closure Investment Plan Summary  
2023 Update**

<b>Group ID #</b>	<b>Project Title</b>	<b>Original Allocation</b>	<b>Revised Allocation</b>	<b>Revised % of Total</b>
1	Administrative Costs	\$ 400,000	\$ 397,000	3.9%
2	City Facility Improvements	564,000	1,104,000	10.8%
3	City Infrastructure	2,763,000	4,088,600	40.0%
4	Earmarks Established During 2022 Budget	575,900	1,295,750	12.7%
5	Planning for Growth	300,000	1,355,000	13.3%
6	PPE & Operating Supplies to Address COVID-19	50,000	22,500	0.2%
7	Process Improvement Initiatives	1,200,000	1,041,800	10.2%
8	Sustainability Initiatives	439,000	429,000	4.2%
9	Technology to Support Virtual Meetings & Telework	200,000	78,600	0.8%
10	TID #6 Additional Costs	150,000	110,000	1.1%
11	Healthy Neighborhood Areas	350,000	200,000	2.0%
12	Greenway System	4,500	4,000	0.0%
13	Transportation	75,000	89,000	0.9%
	<b>Total</b>	<b>\$ 7,071,400</b>	<b>\$ 10,215,250</b>	<b>100.0%</b>

<b>Funding Available</b>	<b>Amount</b>	<b>Amount</b>	<b>Status</b>
American Rescue Plan Act - FRF Funding	\$ 3,222,954	\$ 3,222,954	final
TID #6 Closure - Excess Increment	\$ 2,000,000	\$ 1,846,018	final
TID #4 Closure - Excess Increment	\$ -	\$ 4,000,000	estimated
	<b>\$ 5,222,954</b>	<b>\$ 9,068,972</b>	

**Note:**

This Investment Plan is a statement of priorities and is not an appropriation of funding. The goal of this Plan is to identify the top tier priorities and direct staff to research logistics and develop a plan to implement these priorities. As such, there may be more funding allocated to priorities than can be supported by the expected funding. As the projects are implemented and costs are known, this plan will be updated and refined.

**City of Fitchburg**  
**Adopted ARPA/TID Closure Investment Plan Summary**  
**2023 Update**

<b>Project ID</b>	<b>Project</b>	<b>Current Estimate</b>	<b>Status</b>
01-01	10% de minimus administrative costs for federal funding	\$ 322,000	in progress
01-02	Consultants for grant writing assistance	\$ 75,000	not yet started
02-01	Permanent particle barriers at each public-facing counter	\$ 100,000	initiated
02-02	Library chiller replacement (excluding design)	\$ 580,000	in progress
02-03	Employee fitness center flooring	\$ 13,000	completed
02-04	Additional voting machines and election equipment	\$ -	removed
02-05	Senior Center outdoor patio	\$ -	removed
02-06	NEW - Replace Community Center and Senior Center tables and chairs	\$ 15,000	not yet started
02-07	NEW - Audio/Visual upgrades in the Stoner Prairie Dining Room and Fitchburg Room	\$ 70,000	not yet started
02-08	NEW - Cameras and microphones in police department interview rooms and booking area	\$ 36,000	not yet started
02-09	NEW - Remodel Senior Center kitchen and upgrade to commercial standards	\$ 250,000	not yet started
02-10	NEW - Teen Center study phase 3	\$ 40,000	not yet started
03-01	Stormwater Projects	\$ 566,600	in progress
03-02	Lump Sum Street Resurfacing (focus on those within QCT)	\$ 1,500,000	not yet started
03-03	Broadband Consultant assist with strategic planning & city match for other federal funds for implementation	\$ -	removed
03-04	City match for other projects funded by other federal funds - TBD	TBD	not yet started
03-05	Water fountain at Huegel Jamestown Park	\$ 25,000	not yet started
03-06	Bike lanes on remainder of Whalen	\$ 830,000	not yet started
03-07	Kids Crossing replacement at McKee Farms Park	\$ 375,000	not yet started
03-08	Increase inclusive playground funding for benches	\$ -	removed
03-09	Tower Hill shelter replacement	\$ 325,000	not yet started
03-10	Water fountain at Belmar Park	\$ 17,000	not yet started
03-11	Bike parking stalls to major City parks	\$ 15,000	in progress
03-12	Additional tree replacement for emerald ash borer (EAB) affected trees	\$ 135,000	not yet started
03-13	Update/complete tree inventory	\$ 25,000	not yet started
03-14	Consultant to plan for park and rides	\$ 20,000	not yet started
03-15	Startup funding for community gravel beds (for trees) pilot	\$ 35,000	not yet started
03-16	Traffic calming in District 1	\$ 180,000	not yet started
03-17	NEW - Welcome to Fitchburg sign in Southdale	\$ 40,000	not yet started
04-01	McKee Farms park tennis courts fencing and resurfacing	\$ 767,000	not yet started
04-02	FACTv equipment to facilitate hybrid meetings & events (phase 1)	\$ 125,000	in progress
04-03	Equipment for additional vehicle maintenance bay	\$ 50,000	not yet started
04-04	Body camera replacements	\$ 183,750	initiated
04-05	South Stoner Prairie neighborhood planning	\$ 150,000	initiated
04-06	Native plantings in Fitchburg parks	\$ 10,000	not yet started
04-07	Pilot sustainable vegetation in street medians	\$ 10,000	not yet started
05-01	Neighborhood planning for the Greenfield area	\$ 150,000	initiated
05-02	Organizational structure study/staffing plan consultant	\$ 80,000	in progress
05-03	NEW - Strategic plan for the City of Fitchburg	\$ 100,000	not yet started
05-04	NEW - Long-range planning for the delivery of Fire and EMS services	\$ 50,000	not yet started

**City of Fitchburg**  
**Adopted ARPA/TID Closure Investment Plan Summary**  
**2023 Update**

<b>Project ID</b>	<b>Project</b>	<b>Current Estimate</b>	<b>Status</b>
05-05	NEW - Comprehensive Plan update	\$ 175,000	not yet started
05-06	NEW - Zoning and sign code update	\$ 150,000	not yet started
05-07	NEW - Levy limit referendum feasibility and outreach assistance	\$ 100,000	not yet started
05-08	NEW - Ordinance review by consultant and facilitation of updates	\$ 500,000	not yet started
05-09	NEW - Update of the City in Motion Strategic Vision Plan	\$ 25,000	not yet started
05-10	NEW - Refresh of the Bicycle and Pedestrian Plan	\$ 25,000	not yet started
06-01	Disposable surgical, N95, Kn95 masks for public/staff use	\$ 15,000	in progress
06-02	Operating supplies: foggers and related supplies to distribute aerosol sanitizer, UV bulbs, hand sanitizer.	\$ 7,500	in progress
07-01	Diversity, Equity and inclusion training for all staff	\$ 25,000	initiated
07-02	CIP #1006 New Financial System	\$ 750,000	in progress
07-03	Other software solutions	\$ 250,000	in progress
07-04	NEW - License fees for Arbitrator, Telestaff, and/or other software solutions	\$ 16,800	not yet started
08-01	Sustainability plan - phase 2	\$ -	removed
08-02	LED lights in Jeanie Sieling Room, Chambers, and other city buildings	\$ 5,000	in progress
08-03	LED lights in Council Chambers	\$ 20,000	in progress
08-04	Additional bus shelters (Southdale and Fish Hatchery Road/Caddis Bend	\$ 130,000	not yet started
08-05	Bicycle Sharing (i.e.: B-cycle) - TAP Grant Match	\$ 105,000	initiated
08-06	Additional funding for electric and hybrid fleet conversion	\$ 30,000	not yet started
08-07	UniverCity Year partnership	\$ 25,000	not yet started
08-08	Upgrade park shelter to solar shelter	\$ 50,000	not yet started
08-09	Solar panels installations	\$ 25,000	not yet started
08-10	Update street lighting (CIP #3479)	\$ 39,000	not yet started
09-01	Zoom Licensing	\$ 3,600	completed
09-02	Additional laptops, monitors, accessories for staff that encourage remote work	\$ 20,000	in progress
09-03	Hybrid meeting movable equipment including purchase of owl devices for meeting rooms	\$ 5,000	in progress
09-04	Equipment to efficiently facilitate virtual and hybrid meetings (phase 2)	\$ 50,000	not yet started
10-01	Additional Administrative costs to defend the City in two lawsuits regarding properties within TID #6	\$ 110,000	in progress
11-01	Hub Phase 1	\$ -	removed
11-02	Additional HNI grant funding	\$ 150,000	not yet started
11-03	NEW - Hub and Adjoining Parcel Stormwater Improvements	\$ 50,000	not yet started
12-01	Fitchburg greenway system	\$ 4,000	not yet started
13-01	Senior Center transit shuttle	\$ 16,000	not yet started
13-02	NEW - Traffic study audit/traffic safety analysis	\$ 25,000	not yet started
13-03	NEW - Speed-feedback boards	\$ 48,000	not yet started
		<b>\$ 10,215,250</b>	



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 1  
Allocated Funding: \$ 397,000

**Project Title:** Administrative Costs

**Description (50 - 250 words):**

City administrative costs:

- \* 10% de minimus administrative costs for federal funding (ARPA only)
- \* Consultants for grant writing assistance (TID funding only)

**Justification:**

This large federal funding will require significant administrative time to coordinate the projects, monitor compliance, complete reporting, and complete a single audit. Federal grant uniform guidance allows for either the direct allocation to the grant for these administrative costs or the assignment of a de minimus 10% of the grant towards administrative costs without additional documentation. An initial earmark of the de minimus 10% administrative costs is included in the Investment Plan and will be reflected in the reporting to the U.S. Treasury as grant costs are expended.

There are a lot of additional grant opportunities available for the many other projects the City would like to complete if funding is available. To access that funding, grants must be researched and applications submitted. The TID closure funding could include an amount for a contracted grant writer to assist with these applications. It is expected that the investment in the grant writer could result in significant additional dollars available for important City projects.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 2  
Allocated Funding: \$ 1,104,000

**Project Title:** City Facility Improvements (part 1)

**Description (50 - 250 words):**

Costs to improve City facilities:

- \* Permanent particle barriers at each public-facing counter
- \* Library chiller replacement
- \* Employee fitness center flooring
- ~~\* Voting machines and election equipment~~
- ~~\* Senior Center outdoor patio~~
- \* NEW - Community/Senior Center chair and table replacements
- \* NEW - Audio/Visual upgrades to Stoner Prairie Dining Room and Fitchburg Room
- \*NEW - Cameras and microphones in police department interview rooms and booking area

**Justification:**

Adding a permanent particle barrier at all public-facing counters is expected to reduce transmission of COVID-19 among City staff and the general public.

Two of the eight compressors within the chiller at the library have failed or are failing. These two compressors have also already been replaced since the building was constructed in 2010. The overall system would normally have a life span of 15 - 18 years; however, based on the significant issues with the system, it is expected that the overall system is nearing end of life much sooner than expected. Rather than replacing the two compressors, it is recommended that the entire system be replaced as soon as possible.

The flooring of the city hall fitness center is damaged and ought to be replaced. Improved flooring is expected to increase the use of this amenity by City staff, which should improve health and wellbeing of those participants.

Polling equipment funded through alternate means.

Senior Center patio funded through alternate means.

The chairs and tables in both the Community Center and Senior Center are in need of replacement due to age and wear.

Upgrades to the audio/visual equipment in both the Stoner Prairie Dining Room and the Fitchburg Room to encourage City and public use of the rooms for programs and trainings.

Due to the delays in the construction of the new policy facility, replacement cameras and microphones are needed in the police department interview rooms and booking area. If the technology hasn't significantly changed by the time the new facility is complete, the equipment is expected to be transferable to the new building.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 2  
Allocated Funding: \$ 1,104,000

**Project Title:** \_\_\_\_\_ City Facility Improvements (part 2) \_\_\_\_\_

**Description (50 - 250 words):**

Costs to improve City facilities:

- \* NEW - Remodel Senior Center kitchen and upgrade to commercial standards
- \* NEW - Teen Center study phase 3

**Justification:**

A kitchen remodel in the Senior Center will accommodate the increase in meals and the room needed to store, assemble and serve these meals. In addition, to make full use of the kitchen for departments and possibly for the public, upgrading the kitchen to meet commercial standards is desired. This upgrade would consist of replacing the stove, refrigerator and dishwasher with commercial grade appliances and adding a commercial range hood. To meet the need for more space a remodel would include removing the south interior kitchen wall (that parallels the back hallway).

As discussed during the 2023 operating budget process (Council amendment #7), the funding for Phase 3 of the Teen Center study is included in this Investment Plan. This final part of a three-part study for a Teen Center in the Verona Road West area of northwest Fitchburg is expected to provide all remaining feasibility details for Council to make a decision on the timing, type, and level of investment for a possible Teen Center construction project.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 3  
Allocated Funding: \$ 4,088,600

Project Title: City Infrastructure (part 1)

**Description (50 - 250 words):**

Costs to address various priority projects:

- \* Stormwater projects (ARPA only)
- \* Lump sum street resurfacing (City and Town) large project, with a focus on roads within qualified census tracts (QCT)
- ~~\* Broadband consultant to assist with strategic planning and city match for other federal funds for implementation~~
- \* City match for other projects funded by other federal funds
- \* Water fountain at Huegel Jamestown Park
- \* Bike lanes on remainder of Whalen Road

**Justification:**

One of the primary eligibility categories for the ARPA funding is water, sewer, and broadband infrastructure. Due to climate change and recent flooding events, there are a significant number of stormwater projects being discussed. This investment could avoid as large of a stormwater rate increase as would otherwise be required.

With the \$10 million lost revenue standard allowance under the ARPA final rule, other projects not specifically identified in the ARPA eligible categories can also be funded. The existing roads within both the City and the part of the Town that will soon become the City have significant resurfacing needs that cannot be afforded within the existing budget. A large, one-time street resurfacing project should allow the City to catch-up on some delayed maintenance and allow existing funding levels to better meet future needs. This additional funding will be focused on the resurfacing of roads within the qualified census tracts (QCT).

Broadband accessibility and affordability is expected to be considered through state-wide and/or county-wide programs.

Since the City is expecting to apply for the many other grant opportunities available, it will be important to have matching funds available. The ARPA final rule allows ARPA funding to be used as a City match for most other federal programs. Example projects include Fitchrona Road, Syene Road, other roads, broadband, solar, EV charging stations, LED upgrades, senior transportation, shared bicycle programs, low lead water meter replacement, and many others. Having funding set aside for matches will allow the City to explore more opportunities and hopefully leverage this smaller funding into larger projects.

A water fountain at Huegel Jamestown Park will better serve the recreational activities in the park and community gardens. It is also expected to reduce plastic water bottle litter that is often seen throughout the park.

The completion of bike lanes on Whalen Road would connect existing bike lanes along a route frequently traveled by cyclers and would provide a significant safety improvement.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 3  
Allocated Funding: \$ 4,088,600

Project Title: City Infrastructure (part 2)

**Description (50 - 250 words):**

Costs to address various priority projects:

- \* Kids Crossing replacement at McKee Farms Park
- ~~\* Inclusive Playground benches~~
- \* Tower Hill shelter replacement
- \* Water fountain at Belmar Park
- \* Bike parking stalls to major City parks
- \* Tree replacement for emerald ash borer (EAB) affected trees
- \* Update/complete tree inventory
- \* Consultant to plan for park and rides

**Justification:**

Replacement of Kids Crossing Playground, ~~adding benches to the Inclusive Playground (funded by other means),~~ replacing the shelter at Tower Hill Park, and adding a water fountain at Belmar Park preserves outdoor recreational infrastructure that can be tied to public health and wellbeing, especially providing opportunities for underserved communities. These dollars present a unique opportunity to fund/replace some of the park's amenities that most of the time have been pushed forward or held back because of budgetary constraints.

The City has 930 acres of park space. Fitchburg's parks and cycling infrastructure is a draw for both residents and visitor to the City. Given Fitchburg's commitment to achieving gold status as Bicycle Friendly City, and the Bicycle and Pedestrian Plan's charge to increase ridership throughout the city, additional bike parking will serve the entire city and provide infrastructure for increased bicycle use.

Emerald ash borer (EAB) beetles are killing ash trees throughout the city. We do not currently have enough funding to replace dead ash trees that must be or have been removed, approximately 450 trees. We have been unable to incorporate additional funding into the operating budget for EAB affected trees, and trees cannot be placed in the CIP for debt financing; one time use funding allows us to complete the mitigation of this issue.

We do not have a complete or updated tree inventory in Fitchburg, which makes managing the urban forest difficult and requires piecemeal tree inventory for individual projects. Fitchburg has been designated a Tree City USA for decades, but a tree inventory (along with proposed tree protection ordinance) will qualify us for the Tree City of World designation. A consultant must be hired.

As we continue to grow (with two forthcoming neighborhood plans), we must consider transportation options that take single-use vehicles off the road. Park and rides are one option, and three general locations have been identified by WisDOT in their study as high priority candidates to improve regional traffic issues: Verona Road/County PD, Fish Hatchery Road/County PD, and US 14/McCoy Rd/Lacy Rd. This funding will hire a consultant so we can properly plan for this.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 3  
Allocated Funding: \$ 4,088,600

**Project Title:** \_\_\_\_\_ City Infrastructure (part 3) \_\_\_\_\_

**Description (50 - 250 words):**

Costs to address various priority projects:

- \* Startup funding for community gravel beds (for trees)
- \* Traffic calming in District 1
- \* NEW - Welcome to Fitchburg sign in Southdale

**Justification:**

Gravel beds would provide cost savings for tree plantings in the city going forward by allowing us to buy lower-cost (bare root) trees and improve the roots prior to planting. It may allow us to plant tree species that we are unable to purchase currently because they can only be sold in bare root form. It will also make it more likely that the trees we purchase survive to grow into mature trees. Other Wisconsin communities, including Hudson and Racine, use gravel beds effectively. The Wisconsin DNR provides a summary of gravel beds here:  
<https://forestrynews.blogs.govdelivery.com/2017/03/10/are-gravel-beds-right-for-your-community/>

Speeding is a constant problem at these locations that also have a large number of children and pedestrians. The traffic calming installed on King James Way nearly 13 years ago has proven effective in reducing speed and improving pedestrian and biker safety. Given limits on police to enforce speeds and its temporary effects, the neighborhood residents are asking for these permanent installations. The pocket park on King James Way is a priority with high speeds, high traffic volume, and many unsupervised small children. All projects would still require meeting the standards of median speed and need the residents to gather the appropriate support of the neighbors.

In October 2022, the City boundaries moved to absorb a portion of the prior Town of Madison. An additional 'Welcome to Fitchburg' sign would be installed in Southdale to welcome residents and visitors to the City when they enter through that border.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
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Group #: 4  
Allocated Funding: \$ 1,295,750

**Project Title:** Earmarks Established During 2022 Budget

**Description (50 - 250 words):**

Various items were discussed and informally earmarked for this funding during the 2022 budget process:

- \* McKee Farms Park tennis courts fencing and resurfacing
- \* FACTv equipment to facilitate hybrid meetings/events (phase 2 in Group 9)
- \* Equipment for additional vehicle maintenance bay
- \* Body camera replacements
- \* South Stoner Prairie neighborhood planning
- \* Native plantings in Fitchburg parks
- \* Pilot sustainable vegetation in street medians

**Justification:**

The McKee Farms Park tennis courts need to be resurfaced and fencing repaired in order for residents to safely utilize the courts. This outdoor recreation option allows play in an environment that is less likely to transmit COVID-19 between players.

Various pieces of equipment are needed in FACTv in order to efficiently facilitate hybrid and virtual meetings and events. Allowing virtual participation in public meetings is expected to reduce transmission of COVID-19.

An additional vehicle maintenance worker is needed in order to address the growing City fleet. Due to levy limit concerns with the 2022 budget, this position and equipment could not be funded in 2022. However, the use of the TID closure levy limit adjustment and one-time funding would be a good way to meet the vehicle and equipment maintenance needs of growing City functions.

The next replacement of the body cameras is scheduled for 2023 and was specifically identified during the Council amendment process to the 2022 budget as being funded through the TID closure. Future replacements of this equipment will be funded through the established equipment replacement fund within the CIP.

The City is growing quickly and needs to be prepared for the development of the next growth area. The first step in that process is the development of a neighborhood plan and the next logical growth area is the South Stoner Prairie area. This advance planning will establish opportunities for future growth.

When discussion occurred on the native plantings in parks and in street medians, Council members mentioned it would be a good match for the one-time funding.



**City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update**

Group #: 5  
Allocated Funding: \$ 1,355,000

**Project Title:** \_\_\_\_\_ Planning for Growth (part 1) \_\_\_\_\_

**Description (50 - 250 words):**

Professional services costs to plan for future growth:

- \* Neighborhood planning for the Greenfield area
- \* Organizational structure study
- \* Staffing plan consultant
- \* NEW - Strategic plan for the City of Fitchburg
- \* NEW - Long-range planning for the delivery of Fire and EMS services
- \* NEW - Comprehensive Plan update
- \* NEW - Zoning and sign code update

**Justification:**

The City is growing quickly and needs to be prepared for the development of the next growth area. The first step in that process is the development of a neighborhood plan and the next logical growth area (after South Stoner Prairie which is included in Group 4 - Commitments) is the Greenfield area. This advance planning will establish opportunities for future growth and development.

The City has grown significantly since incorporating as a city in 1983 and the staffing structure and staffing levels may not have evolved to match the increased expectations and needs. An organizational study will review and provide recommendations on an efficient and effective staffing organization chart, based on best practices. A staffing study will review and provide recommendations about staffing levels including the number of employees that would be appropriate within each department, considering comparable municipalities.

The City does not have a formal strategic plan and the completion of one is outside of the capacity of existing staff. A consultant will assist in the development of the plan and the solicitation of feedback from multiple stakeholders including staff, elected officials, and the public.

Long-range planning is needed to identify the options for Fire and EMS service delivery. The consultant will engage stakeholders and also provide benefits and drawbacks of each option for Council consideration.

The Comprehensive Plan guides the City's growth, decision-making, and investments over the long-term. While the City has a current plan, as required by State law, a full review and consideration of the overall Plan is proposed to ensure the Plan is reflective of priorities.

The zoning and sign code needs an update in order to comply with current requirements.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 5  
Allocated Funding: \$ 1,355,000

Project Title: Planning for Growth (part 2)

Description (50 - 250 words):

Professional services costs to plan for future growth:

- \* NEW - Levy limit referendum feasibility and outreach assistance
- \* NEW - Ordinance review by consultant and facilitation of updates
- \* NEW - Update of the City in Motion Strategic Vision Plan
- \* NEW - Refresh of the Bicycle and Pedestrian Plan

Justification:

Property tax levy limits prescribed by State Statute have created significant financial constraints on the City's budget. Even with recent years of significant growth, the levy limits have constrained departments' abilities to provide the needed services for the prior and new residents. Many communities have either completed a levy limit referendum or are actively considering one. Based on experiences of other cities, an outreach consultant is recommended in order to educate the voters on the request and the need for an increased property tax levy.

Ordinances are the local laws that have been established by Council. Many ordinances could benefit from a full review and consideration of recent best practices. This project is a major undertaking and an outside consultant would be hired to coordinate the process with staff, elected officials, and other stakeholders.

The City in Motion - Forward Fitchburg Vision and Strategic Plan was updated in 2018. It took almost two years to update the last version. Since then, the city has grown, and needs and priorities have changed too. The report is the roadmap for the city's economic vision and strategic position. This strategic vision plan sets the strategic direction and initiatives in a framework that spans up to five years. The City in Motion plan is reviewed frequently at CEDA, and several of the initiatives have been accomplished. This is an evolving action plan. The time is approaching for a refresh, and the idea is to start this process in the spring or summer of 2024. The 25K will not be enough to fund the update, although other sources of funds can supplement the rest of the cost, such as funding from TIDs.

The 2017 Bicycle and Pedestrian Plan was pulled together in 2016 and passed by Council in March 2017. This comprehensive plan had extensive community and city leaders involved in the process. With the focus on biking in our city, expanding neighborhoods and many bicycling improvements, it is out of date and needs to be updated/refreshed. The bike community supports this effort moving forward in 2024.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 6  
Allocated Funding: \$ 22,500

**Project Title:** \_\_\_\_\_ PPE & Operating Supplies to Address COVID-19 \_\_\_\_\_

**Description (50 - 250 words):**

Personal Protective Equipment: Disposable surgical, N95, and KN95 masks for both the public and staff use.

Operating Supplies: Purchase of foggers and related supplies to distribute aerosol sanitizer, purchase of replacement UV bulbs for the units added to City buildings with CARES funding (8 bulbs need to be replaced every two years), hand sanitizer for public and staff use, and sanitizer stations at public buildings.

**Justification:**

Providing access to these supplies is expected to reduce transmission of COVID-19 among City staff and the general public.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 7  
Allocated Funding: \$ 1,041,800

**Project Title:** Process Improvement Initiatives

**Description (50 - 250 words):**

Software and training costs to improve City process and functions:

- \* Diversity, equity, and inclusion training for all staff
- \* CIP #1006 New Financial System
- \* Other software solutions could include planning and/or GIS module in OnBase, GIS enhancements, budgeting software, performance management software, online open records request software, credit card acceptance solutions, work order system tracking software, building permit tracking software, etc.
- \* NEW - Police department software including Arbitrator, Telestaff, and/or other software

**Justification:**

Diversity, equity, and inclusion training will be contracted and available to all staff. In order to have an efficient and effective process, the unique needs of all of our customers ought to be considered. This training will encourage that mindset when establishing City processes and procedures.

Included in the CIP is \$900,000 for project #1006 for a New Financial System. This project was originally planned for 2022 but has been delayed many times due to funding limitations. In the 2022-2031 CIP, it was identified as a project to consider for TID closure funding.

There are a lot of manual processes that continue to plague City functions. By investing in software solutions and process improvement projects, staff resources can be better utilized and an improved level of service can be available to our customers. This project will take a lot of coordination between multiple departments as the goal is to foster integration and cooperation between the different functions and systems. The City is large and complex enough to warrant this significant investment.

The Police Department has identified additional software that will assist in the efficiency and effectiveness of their operations. This project includes the one-time cost to upgrade to the on-premise storage and Unified Digital Evidence (UDE) software for the body worn cameras.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 8  
Allocated Funding: \$ 429,000

Project Title: Sustainability Initiatives (part 1)

Description (50 - 250 words):

Costs to address sustainability initiatives:

- \* ~~Sustainability plan - phase 2~~
- \* LED lights in Jeanie Sieling Room, Council Chambers, other City buildings
- \* Additional bus shelters (Southdale and Fish Hatchery Road/Caddis Bend)
- \* Bicycle sharing (i.e. B-Cycle)
- \* Additional funding for electric and hybrid fleet conversion
- \* UniverCity Year partnership

Justification:

Phase 2 of the sustainability plan was funded by other means.

The replacement of current lighting with LED lighting is a relatively easy way to improve the City's energy efficiency. There are lights at City Hall, the maintenance facility, and other city buildings that are good candidates for upgrade. This investment will reduce the City's environmental impact as well as reduce energy costs. Grant opportunities will also be explored.

Efficient, widely-used public transportation is one of the City's sustainability goals. As a way to encourage more rider participation, additional bus shelters could be added to existing stops. If riders can wait in a location that is less susceptible to weather, it is more likely that they will utilize public transportation.

The initial phase 1 of a bicycle sharing program (i.e. B-Cycle) is being evaluated with some CEDA funding budgeted in 2022 to support initial capital costs. The remaining costs to implement phase 1 are expected to come from private donors and facilitated through the Chamber. Additional funding is included in this group to install bicycle sharing stations specifically in the qualified census tracts (QCT). This investment supports the City's equity and sustainability goals.

Funding was included in a separate CIP project for the differential in cost between a traditional and electric/hybrid vehicle for City use. Additional funding is included in this group to add to this project and allow quicker and larger purchases.

UW-Madison participates in the UniverCity Alliance, which "connects education, service and research activities across UW-Madison with cities, furthering the practice of sustainability". The City could enter a three year partnership with UniverCity on a project to be determined. Once the project is identified, UW-Madison faculty, staff, and students will complete research and provide recommendations on how to best address the issue. Additional support is provided in year three to assist with tools to implement the ideas.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 8  
Allocated Funding: \$ 429,000

Project Title: Sustainability Initiatives (part 2)

Description (50 - 250 words):

Costs to address sustainability initiatives:

- \* Upgrade park shelter to solar shelter
- \* Solar panel additions
- \* Update street lighting to solar (CIP #3479)

Justification:

A solar shelter is a shelter (park, bus, etc.) where the roof is made up entirely of solar panels. The solar panels will generate energy for the city, producing costs savings and helping us achieve our greenhouse gas emission goals. They are also beautiful and a lovely park amenity (see William G. Lunney Lake Farm County Park). This adds funding to upgrade a forthcoming park shelter to a solar shelter (HUB Phase 1, Stoner Prairie Park and Tower Hill Park may be candidates).

Solar panels dedicated to powering lifts, wells and pumps were added to the CIP in 2021. This amendment may allow us to use one-time funding to pay for those projects or expand upon the project at Lift Station #1 rather than use utility rates. Alternatively, we might use this to fund an additional solar park shelter or upgrade the new bus shelter included in the spending plan to solar shelters. Additional solar power will yield energy cost savings and help us achieve our greenhouse gas emission goals.

The city owns approximately 600 100W high pressure sodium street lights, which cost over \$4,000/month to operate. Reducing energy consumption (by 50%) yields a savings of approximately \$1.50 a month/fixture (for 100W fixtures specifically). This reduction can be accomplished by replacing the lamp itself (~\$175 with install), or the entire fixture with an LED alternative (cost to be determined ~\$200-\$300 (materials only)). In addition to energy savings, there is an inherent maintenance savings. Based off of energy savings alone for lamp replacement, payback period is expected to be less than 10 years. Using one time funding will allow us to reap the cost savings immediately and eliminate the need to finance this through the tax levy. (\$39,000 is \$13,000 per year for three years with plans for that to be matched 100% through grant funding, as laid out in CIP).



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 9  
Allocated Funding: \$ 78,600

Project Title: Technology to Support Virtual Meetings & Telework

Description (50 - 250 words):

Technology costs to promote hybrid/virtual meetings and telework:

- \* ~~Zoom licensing~~
- \* Additional laptops, monitors, accessories for staff that encourage remote work
- \* Hybrid meeting movable equipment including purchase of Owl devices for meeting rooms
- \* Equipment to efficiently facilitate virtual and hybrid meetings in the Jeanie Sieling room, Council Chambers, etc. (phase 1 in Group 4)

Justification:

One extremely effective way to decrease transmission of COVID-19 is to encourage staff to telework and allow remote participation in public meetings. To accomplish this goal, unique technology equipment and software is needed to efficiently facilitate remote meetings and additional hardware is needed for employees to perform City work efficiently from home. The current patch-work processes to complete public meetings are labor intensive and inefficient. Purchasing additional equipment for the rooms most often used for public meetings and events will encourage additional remote participation.

Zoom licensing expected to be ongoing so moved to operating budget and funded by other means.

Various pieces of equipment are needed in FACTv in order to efficiently facilitate hybrid and virtual meetings and events. Allowing virtual participation in public meetings is expected to reduce transmission of COVID-19.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 10  
Allocated Funding: \$ 110,000

**Project Title:** \_\_\_\_\_ TID #6 Additional Costs \_\_\_\_\_

**Description (50 - 250 words):**

Additional administrative costs to defend the City in two lawsuits regarding properties within TID #6.

**Justification:**

Administrative costs through the life of the TID (and shortly after) can be paid by the TID out of the existing increment. However, these lawsuits may extend past the final audit of the TID #6 and it is unclear if we will be able to establish an allowance for those costs as a part of the final audit. In case TID #6 isn't available to pay for those full costs, a portion of the TID #6 closure payment ought to be set aside for these costs.

An alternative to this approach is to keep the TID open until the lawsuits are settled. However, the City intends to close the TID early in order to get the levy limit adjustment that was already utilized during the 2022 budget process.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 11  
Allocated Funding: \$ 200,000

**Project Title:** \_\_\_\_\_ Healthy Neighborhood Areas \_\_\_\_\_

**Description (50 - 250 words):**

Costs to support healthy neighborhood areas:

- \* ~~Neighborhood Hub Phase 1~~
- \* Healthy Neighborhood Initiative Grants
- \* NEW - Neighborhood Hub and Adjoining Parcel Stormwater Improvements

**Justification:**

Hub Phase 1 funded by other means.

Adding more funds to the HNI grant program and working with not-for-profit organizations providing additional services to Qualified Census Tract areas is at the core value of what these funds should be invested. The annual asking for HNI grant funds has increased in the last couple of years and neighborhood needs. This is an excellent opportunity for the City to raise funds allocated to this program.

As the Neighborhood Hub project has continued, a stormwater issue has been identified that concerns the adjoining parcel. This amendment is proposed in the event some City funding is needed to address the stormwater issue and keep the Hub project moving forward.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 12  
Allocated Funding: \$ 4,000

**Project Title:** Fitchburg Greenway System

**Description (50 - 250 words):**

Matching funds to develop Fitchburg Greenway System:

\* Design, map, name, and provide signage for local cycling network

**Justification:**

Greenways system is a corridor of land recognized for connecting people and places together. Greenways link together resources that can be connected in different ways. Most greenways contain trails, bike paths, sidewalks, scenic roads, which improve the recreation opportunities, and Parks, open spaces, and land and water corridors are considered elements of a greenway.

The City of Fitchburg, in partnership with Bike Fitchburg (a local nonprofit bicycle advocacy organization), and the Fitchburg Chamber of Commerce, along with the Parks department, can collaborate and develop and implement this greenway system. Also, to become a Gold Bicycle Friendly Community, the City needs to develop this plan.

Bike Fitchburg will apply to AARP Livability grant and to the Dane County Bicycle Association to fund the signs. The City can help match some funds and provide street maintenance staff to install the signs without incurring additional costs.



City of Fitchburg  
American Rescue Plan Act (ARPA) &  
Tax Increment District (TID) #6 & #4 Closure  
Mayor's Proposed Investment Plan  
2023 Update

Group #: 13  
Allocated Funding: \$ 89,000

Project Title: Transportation

Description (50 - 250 words):

Costs to support transportation initiatives:

- \* Purchase a vehicle to transport residents to the Senior Center
- \* NEW - Conduct a traffic study audit and/or traffic safety analysis
- \* NEW - Speed-feedback boards

Justification:

Currently the transportation to the senior center has limited options that require the senior to stay for long periods. Purchasing of a vehicle with a handicap ramp on the state contract would provide an option for more flexible access to the Center for our residents. The staffing of the drivers needs to be determined as part of this discussion since the ARPA funds are to be used for one time expenses.

A traffic study audit and/or traffic safety analysis will provide data about the number and severity of crashes at the City's intersections. This analysis will help the City identify safety improvements to the City's transportation network and potentially provide better information to pursue grant funding for those projects.

Two-speed boards would be designated for use in each Aldermanic District. Each sign costs \$5,000; depending on where it is located and site-specific installation costs, there may be additional costs for poles and bases up to \$1,000 per sign. This investment is expected to improve traffic safety throughout the City.

Mayor Richardson  
Introduced by

FINANCE  
Prepared by

Finance Committee, Various Others  
Referred to

January 24, 2023  
Date

## RESOLUTION R-22-23

### ADOPTING THE 2023 UPDATE TO THE ARPA/TID CLOSURE INVESTMENT PLAN

**WHEREAS**, the City is expecting to receive federal funding from the American Rescue Plan Act (ARPA) totaling \$3,222,954.14 that must be obligated by 2024 and spent by 2026; and

**WHEREAS**, Tax Incremental District (TID) #6 in Orchard Pointe was closed in 2022 with an expected future excess increment payment to the City of approximately \$1.6 million; and

**WHEREAS**, TID #4 near City Hall and extending up to the Highway 14 Interchange is expected to close in 2023 with a future excess increment payment to the City of approximately \$4 million; and

**WHEREAS**, all of these one-time funding sources should be spent strategically to best meet the needs of the City of Fitchburg; and

**WHEREAS**, the Common Council set the original priorities for the use of this one-time funding through the adoption of an Investment Plan in 2022; and

**WHEREAS**, the Investment Plan was intended to be updated annually based on current information and priorities; and

**WHEREAS**, the Mayor has prepared and various Committees, Commissions, Boards, Authorities, etc. have reviewed the 2023 Update to the Investment Plan; and

**WHEREAS**, public hearings were held on the Investment Plan on February 14, 2023 and March 14, 2023; and

**WHEREAS**, the Common Council has examined the 2023 Update to the Investment Plan and finds the various items therein to be an appropriate list of top tier priorities for the use of this unique funding; and

**NOW BE IT HEREBY RESOLVED**, by the Fitchburg Common Council that it adopts the 2023 Update to the ARPA/TID Closure Investment Plan; and

**BE IT FURTHER RESOLVED**, by the Fitchburg Common Council that it directs staff to research the programs, investigate the logistics, and create a plan for future Council action to implement the priorities identified.

**BE IT FURTHER RESOLVED**, by the Fitchburg Common Council that it commits the City of Fitchburg share of excess increment from the TID #4 and TID #6 closures towards projects included in the Investment Plan, as further refined through the Capital Improvement Plan (CIP) and budget processes.

Adopted this 22<sup>nd</sup> day of March 2023.

  
Aaron Richardson, Mayor

  
Tracy Oldenburg, City Clerk