

CITY OF SUN PRAIRIE *Wisconsin*

2019 Annual Budget





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sun Prairie
Wisconsin**

For the Fiscal Year Beginning

January 1, 2018

Christopher P. Morill

Executive Director

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**CITY OF SUN PRAIRIE
DIRECTORY OF OFFICIALS
2018-2019**

MAYOR

Paul Esser



Steve Stocker
Aldermanic District 1



Emily Lindsey
Aldermanic District 1



Bill Connors
Aldermanic District 2



Theresa Stevens
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



Maureen Crombie
Aldermanic District 3



Mary Polenske
Aldermanic District 4



Al Guyant
Aldermanic District 4



CITY OF
SUN PRAIRIE
Wisconsin

Aaron Oppenheimer

City Administrator

Connie DeKemper

Director of Administrative Services

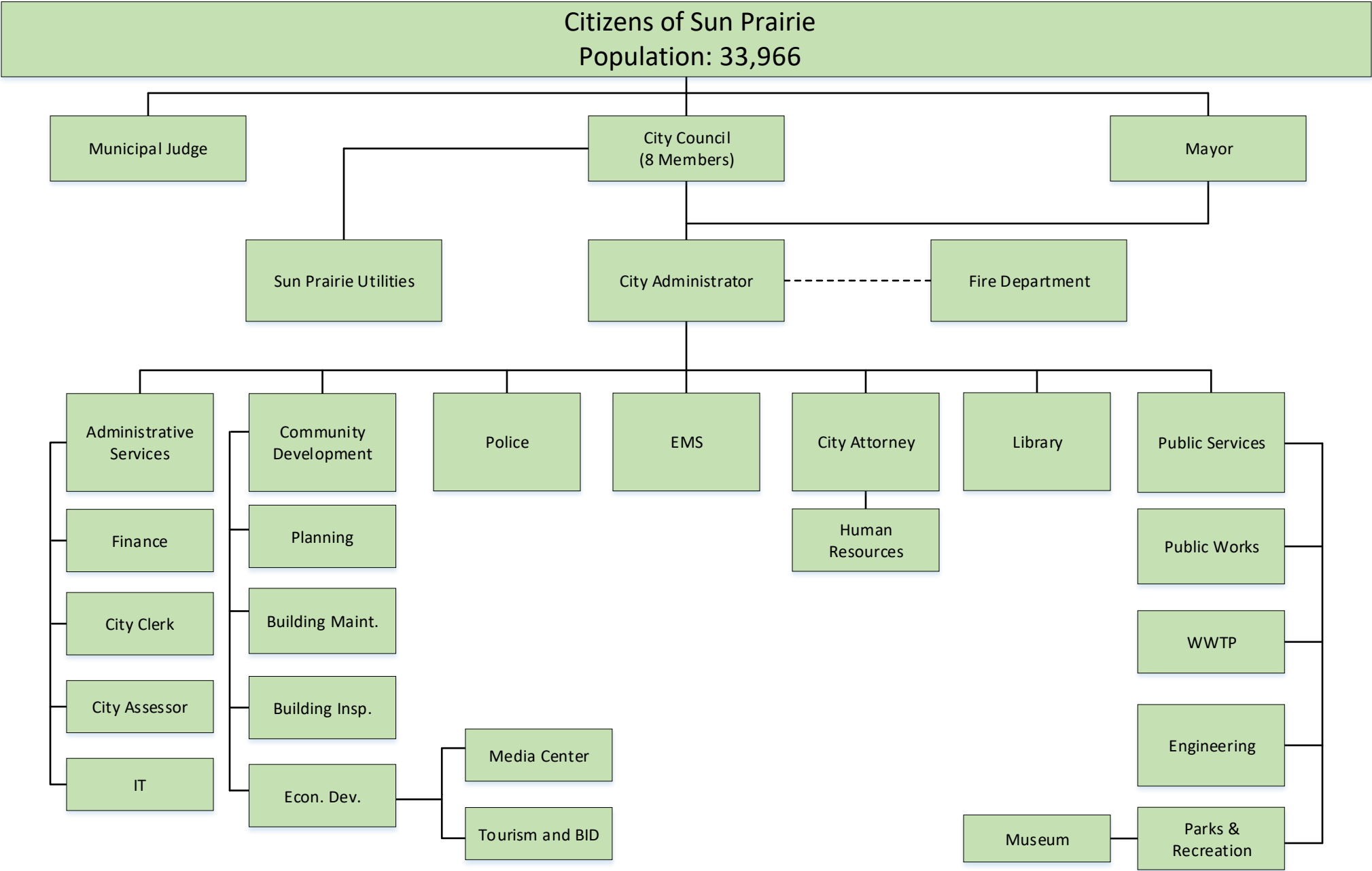
Kristin Vander Kooi
Accounting Manager

Carrie Schneck
Budget Analyst

ADMINISTRATION

City Treasurer
City Assessor
City Clerk
City Engineer
City Attorney
Director of Community Development
Sun Prairie Media Center Director
Director of Building Inspection
Director of Public Works
Director of Economic Development
Planning Director
Assistant City Engineer
EMS Chief
Human Resources Director
Information Technology Director
Library Director
Recreation Director
Police Chief
Fire Chief
WWTP Superintendent
Sun Prairie Utilities Manager

Kristin Vander Kooi
Debbie Mason
Elena Hilby
Adam Schleicher
Mark Leonard
Scott Kugler
Jeffrey Robbins
Brian Flannery
Lee Igl
Neil Stechschulte
Tim Semmann
Tom Veith
Brian Goff
Brenda Sukenik
Vacant
Svetha Hetzler
Kristin Grissom
Pat Anhalt
Christopher Garrison
John Krug
Rick Wicklund





PERSONNEL BY DIVISION	2016 FTE	2017 FTE	2018 FTE	2019 FTE	2018 to 2019 Change
Mayor & Council	*	*	*	*	*
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**	3.25	4.00	4.31	4.56	0.25
Administration	2.00	2.00	3.00	3.00	0.00
Human Resources	2.63	2.80	3.50	3.50	0.00
Finance**	4.63	4.63	5.13	5.13	0.00
Assessing	4.75	4.75	4.00	4.00	0.00
Information Technology	6.13	6.13	6.50	7.00	0.50
Building Maintenance	2.00	2.00	2.25	3.00	0.75
Police Department	73.40	73.40	75.00	76.00	1.00
Emergency Medical Services**	14.00	14.00	15.00	15.00	0.00
Building Inspection**	4.00	5.25	5.25	6.00	0.75
Public Works**	10.00	10.00	10.00	11.00	1.00
Parks Maintenance**	6.00	6.63	6.63	7.00	0.38
Forestry	1.00	1.00	1.00	1.00	0.00
Engineering	5.25	5.25	6.25	6.25	0.00
Economic Development	2.00	3.00	3.00	3.00	0.00
Museum**	stipend	stipend	1.00	1.00	0.00
Recreation Programs**	3.00	3.00	3.00	3.50	0.50
Family Aquatic Center**	seasonal	seasonal	seasonal	seasonal	0.00
Planning	3.75	3.75	4.75	4.75	0.00
Sun Prairie Media Center**	3.88	4.38	5.38	5.38	0.00
Sanitation**	seasonal	seasonal	seasonal	seasonal	0.00
Library**	22.25	22.45	22.45	22.93	0.48
Sun Prairie Utilities	31.00	31.53	31.90	31.90	0.00
Wastewater Utility	10.00	10.00	10.00	11.00	1.00
Stormwater Utility	5.00	5.00	6.00	6.00	0.00
Fleet Inservice Fund	4.00	4.00	4.00	4.00	0.00
Total All Funds	226.91	231.94	242.29	248.90	6.61

* Elected positions

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



Mission Statement

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

Vision Statement

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

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



HISTORY AND DESCRIPTION

In 1837, President Martin Van Buren commissioned a party of men to build a capitol in Madison. The group left Milwaukee and traveled in the rain for days. On June 9, the group emerged at the edge of the prairie and the sun shone for the first time in days; the group carved the words “Sun Prairie” into a tree. Charles Bird returned to the area in 1839 and became the first settler. Sun Prairie was incorporated as a city in 1958.



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

GOVERNMENT AND ORGANIZATION

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

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. The Sun Prairie School District currently has 13 schools; two of these schools open in September 2018.

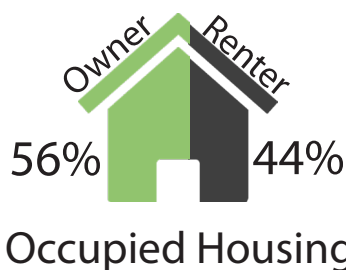
City of Sun Prairie Community Profile



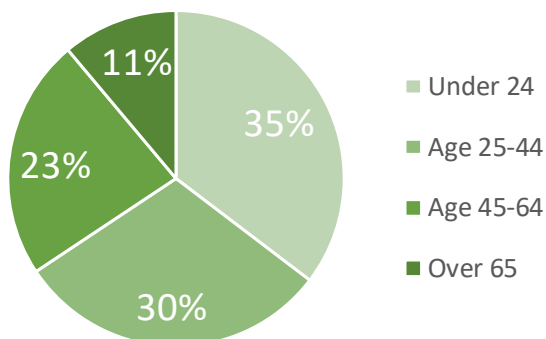
Population per the Wisconsin
Department of Administration 2018

Median Age

34.3



Age Breakdown



\$65,203

Median Household Income

Census Bureau ACS 2011-2016

Top Employers

- 1,501 Sun Prairie Schools
- 505 QBE
- 450 Colony Brands
- 330 Prairie Athletic Club
- 310 Wisconsin Distributors
- 274 Royle Printing
- 264 Continental ContiTech
- 250 Frontier
- 250 Walmart
- 243 Village Hearth





	2014	2015	2016	2017	2018
SUN PRAIRIE					
Population	31,213	31,810	32,613	32,933	33,966
Square Miles	12.06	12.06	12.22	12.46	12.52
General Fund Operating Budget	\$21,970,676	\$21,436,217	\$22,176,805	\$22,798,311	\$24,519,132
Property Tax Rate	8.42	8.49	8.34	8.48	7.72
MADISON					
Population	240,153	242,216	247,207	250,073	252,546
Square Miles	77.80	77.80	77.80	77.80	77.80
General Fund Operating Budget	\$275,775,570	\$281,103,830	\$241,461,848	\$245,611,718	\$256,725,683
Property Tax Rate	9.51	9.49	9.49	9.50	9.32
FITCHBURG					
Population	26,090	26,321	27,635	27,936	28,316
Square Miles	35.20	35.20	35.20	35.20	35.20
General Fund Operating Budget	\$17,116,609	\$17,697,346	\$19,684,246	\$19,143,458	\$20,247,117
Property Tax Rate	7.88	8.29	8.12	8.54	8.55
MIDDLETON					
Population	18,323	18,810	19,317	20,151	20,472
Square Miles	9.30	9.30	9.30	9.30	9.30
General Fund Operating Budget	\$22,120,929	\$23,130,485	\$23,777,629	\$20,680,335	\$21,503,442
Property Tax Rate	6.54	6.59	6.61	6.59	6.52
STOUGHTON					
Population	12,641	12,698	12,819	12,834	12,854
Square Miles	6.10	6.10	6.10	6.10	6.10
General Fund Operating Budget	\$11,725,862	\$12,188,004	\$12,588,698	\$12,881,246	\$13,414,038
Property Tax Rate	8.47	8.54	8.57	8.42	8.43
VERONA					
Population	11,343	11,871	12,100	12,303	12,384
Square Miles	6.80	6.80	6.80	6.80	6.80
General Fund Operating Budget	\$6,942,000	\$7,184,000	\$7,348,000	\$8,124,377	\$8,684,416
Property Tax Rate	6.71	6.71	6.71	6.03	5.77
MONONA					
Population	7,573	7,833	7,864	7,827	7,801
Square Miles	3.30	3.30	3.30	3.30	3.30
General Fund Operating Budget	\$5,663,554	\$5,852,755	\$5,440,291	\$5,745,489	\$5,889,738
Property Tax Rate	6.12	6.12	6.22	6.31	6.48

Notes

Wisconsin Department of Revenue population estimates.

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

BUDGET SUMMARY

I am pleased to present the 2019 Approved Budget. The proposed annual budget of \$112.7 million (excluding transfers and internal service funds) represents a 3.6 percent decrease in expenditures over 2018. The primary factor of the decrease is a decrease in capital project costs.

	2018 Revised Budget	2019 Approved Budget
General Fund	26,352,188	24,504,292
Special Revenue Funds	6,002,210	5,759,691
Debt Service Funds	6,911,809	6,911,809
Capital Projects	29,083,791	28,736,531
Enterprise Funds	47,640,989	45,836,362
Agency Fund	587,338	599,517
Permanent Funds	5,002	5,002
Component Units	332,644	297,227
	116,915,971	112,650,431

The operating budget includes a net staffing increase of 6.61 full time equivalent positions (FTE).

COUNCIL PRIORITIES

The Common Council has communicated several goals for the City of Sun Prairie throughout the last three years. They include financial stability, public safety, transportation, planning and diversity. The 2019 budget includes an emphasis on maintenance of infrastructure, public safety and the enhancement of transportation services. Whereas the 2018 budget focused on planning with the update of the comprehensive plan and public safety with the addition of police officer and emergency medical services positions.

Financial Stability

The Common Council tasked staff to review the City's fund balance policy to make it more relevant for the City as well as the current statutory and economic environment. The updated fund balance policy is in appendix C of this document. Please see the "Use of Fund Balance Reserves" section later in this document for more detailed information.

Staff has been tasked to analyze the condition of the City's infrastructure and develop replacement plans that allow the City to be sustainable in the future. The budget includes the development of an Asset Management System and other software enhancements to assist staff in tracking data to develop efficiencies in management and replacement of the City's infrastructure. During the great recession, the City delayed the replacement of infrastructure to focus on core delivery services.

The City created a Fleet in-service fund in 2015 and has funded this plan for the last four years. The Council continues to make this a priority to have a sustainable fleet replacement plan by 2025. Additional funds have been allocated to the fleet in-service fund in the 2019 budget.

Staff has started to develop a replacement plan for the City's infrastructure but at this time staffing levels of the City are unable to maintain the annual replacement needs, let alone complete the backlog that was built up during the great recession. The Council is committed to adding staffing levels on a gradual basis. Last year the City added an engineer position to assist in the design process of the replacement of infrastructure and this year the Council added two FTE's for the maintenance of our streets. The current budget includes the same amount of miles of street repair as the 2018 budget. The 2019 budget also includes 4.9 miles of street reconstruction and rehabilitation. This is just short of the recommended 5.4 miles to be completed annually.

The last three years the City has been completing maintenance projects for the City's buildings. This included bathroom remodels, ceiling replacements, roof repair and replacements as well as general maintenance of painting and carpet replacements. The City was awarded a grant in 2018 to install solar panels. The 2019 budget includes a reduction of utility costs at City Hall as a result of this installation. The current budget continues this commitment to the City's buildings with additional bathroom remodels and replacement of the city hall lighting system to LED.

The City continues to maintain a consistent debt levy. The City's debt level remains elevated but the City's aggressive repayment schedule, within 10 years, and its strong cash reserves generally offset any negative influence the elevated debt has. The City Council is committed to reduce the City's debt ratio but at this time, the City is using the growth of the City's property value to bring this in alignment with best practices. The City's debt policy recommends that the City's direct debt ratio be no more than 1.75. The City met this ratio in 2017, however it is expected to exceed this ratio for two to three years before beginning to decline due to the increase in the amount of street reconstruction and rehabilitation to 5.4 miles from the average three that the City was providing for in the past.

A budget amendment was completed in 2018 for a cash payment of \$622,252 for the loss of a wrongful termination grievance. Due to this unexpected draw on the City's cash reserves, the City has dropped below the minimum requirement of 16% for its undesignated fund balance. The Council has chosen to reduce the use of undesignated fund balance to balance the budget except for the contingency requirement, a \$150,000 loan to the Boys and Girls Club, and \$21,475 of minor equipment purchases.

Public Safety

The 2019 budget reinforces the Common Council commitment to Public Safety. The proposed budget includes the addition of a lieutenant position in the Police Department. The 2018 budget included a police officer position to allow the canine officer to reside in patrol and still maintain the four district liaison positions. The police department asked that the lieutenant position be funded in 2019 to place the police department in a strategic position for the addition of police officers in the future.

The Capital improvement plan includes the expansion of the City's second fire station at the Westside Community Services Building. The project will expand its current day service to 24/7 service as a result of the City's growing west side. This station is anticipated to open in 2020.

Transportation

The Common Council created an Ad Hoc Steering Committee on Transportation in 2015. The Committee made several recommendations in the areas of transportation. After the committee completed their tasks, the transit committee (recommends and manages the City's share ride taxi program) was reassigned to address and review all of the City's transportation needs. The 2018 budget included a new city planner position to be the liaison for the City's transit commission and assist the City in the expansion of its services.

The City's 2019 budget included an expansion of the Share Ride program. The City won a grant to purchase an additional taxi van. The 2019 budget includes the purchase of this van and an increase in funding for operations. The 2019 budget continues to fund this service as well as a shuttle service to Madison, making the Madison Metro bus service available to Sun Prairie residents. The city had an opportunity to create a new express bus route from the City of Sun Prairie to downtown Madison. Madison Metro Transit approached the City after recognizing capacity to add routes with the current infrastructure. The 2019 budget includes funding for a new express bus service from the City to Downtown Madison beginning in September 2019.

The Transit Commission is reviewing the City's alternate transportation needs, which includes reviewing the plans for new subdivisions. The Commission will make recommendations for new transit service, park and ride locations and the build-out of the City's bike trail network.

Diversity

In 2018, the Common Council approved a new Communications/Diversity position. When the City experiences vacancies, management evaluates the needs and service delivery of the City. The City chose to eliminate the assessing administrative assistant, reorganize the city clerk's office and hire a Communications/Diversity staff member to assist with the implementation of priorities recommended by the Diversity Committee.

ECONOMY AND REVENUES

VALUATION

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

The City of Sun Prairie continues to see an increase in net new construction realizing 11 percent growth. The City's equalized value (market value) increased by \$325 million for a total value of \$ 3.31 billion from 2017 to 2018. In 2018, the city realized increases in both residential and commercial property values. The City had the highest increase in new construction during the 2017 year of \$144 million.

The 2019 proposed budget includes a modest increase in the tax levy of 7.5%. This equates to a \$68 increase on the average home in the City Sun Prairie.

PROPOSED PROPERTY TAX LEVY			
	2018		2019
General Fund	\$ 13,712,996	\$	14,963,565
Grants Fund	-		7,000
Library Fund	1,561,134		1,605,159
Transportation Fund	189,174		285,737
Sanitation Fund	17,811		-
Debt Service Fund	6,460,924		6,449,889
Capital Projects	123,233		-
Fleet Inservice Fund	111,000		50,000
	<u>\$ 22,176,272</u>	✓ \$	<u>23,361,350</u>

STATE SHARED REVENUES AND EXPENDITURE RESTRAINT PROGRAM

State shared revenues declined by \$431,000 or 26.6 percent. During the 2018 budget, the City planned to increase expenditures beyond the State of Wisconsin limit for the Expenditure Restraint program causing the loss of the funds for the 2019 budget. This decision coincided with the closure of the City's Tax Increment District #7 (TID7) in 2017. The Closure of TID7 realized a \$347,000 payment of excess funds reserved for this purpose. The City received \$557,000 in 2018 from the expenditure restraint program. The new construction that occurred in 2017 more than made up for the difference of \$210,000. This program is a challenge for the City in that the City's expenditures for the general fund must not increase greater than a maximum of 2% of net new construction plus the CPI. For a growing city, the loss of this state aid makes it difficult for the City to add resources to maintain service levels.

The City did receive new state aid in the amount of \$118,006 to replace the personal property tax exemption approved by the legislature in 2017. The City will no longer receive property taxes from class 3 personal property (machinery, tools and patterns) in the future. Additionally, the state aid will not increase in the future. For a City that is growing rapidly, this translates into a loss of future revenue.

TRANSPORTATION AIDS

The 2019 Transportation aids remain fairly steady with a minor loss of \$16,000 in 2019.

SANITATION FUND

The sanitation fund charges annual fees for recycling and refuse collection to residential properties. The fees were increased in 2017 to \$48 for recycling and \$75 for refuse collection. The fees were intended to cover the cost of the residential contract for the collection of waste to residential properties. No increase is projected for the contracted costs in 2019.

WATER POLLUTION CONTROL FUND

The water pollution control facility (plant) is in the process of developing a facility expansion plan to meet the statutory required reduction of phosphorous and to meet future growth. This will incorporate the projected costs of the plant upgrade, which will begin design in 2019 and construction in 2020. The 2019 budget includes a rate increase of 9.3% in anticipation of this project.

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 will begin in 2019. A rate increase of 15% to begin July 1st is included in the 2019 budget. This equates to an annual increase for a residential home of \$18.00.

SUN PRAIRIE UTILITIES

The Sun Prairie Utilities manages the City's Electric and Water System. The water utility is in the process of obtaining approval for a program to replace lead laterals. The resident may apply for a 50% grant to offset the cost of this replacement. The water utility is currently undergoing a rate case with the Public Service Commission for approval of the program and the corresponding rate increase this will require. It is expected that this program will begin in 2019.

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 2019 budget includes a 1.5% cost of living increase as of January 1, 2019. Employees receive a performance based step increase on their anniversary. The increase is based on where the employees wage rate falls on the range for the position. Union represented police officers receive a 1.5% increase for the first payroll in January and a 1% increase in the first payroll in July. The City is currently in negotiations with the bargaining unit for paramedics.

The City continues to experience significant increases in healthcare costs and this will be a challenge that the City continues to face in the future. The City converted to a high-deductible healthcare plan in 2016 to attempt to reduce the rising cost of healthcare benefits. The City has experienced 8-10% increases in both 2017 and 2018. Due to an increase in costs exceeding 10%, the City elected to change providers in 2019. This change will cap the 2019 increase to 8.7% with increases for the next two years not to exceed 6.9% in 2020 and 8.9% in 2021. The proposed 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 contributions. Currently all employees will pay 6.55% in 2019 down from 6.7% in 2018. The city contribution for public safety employees (police and paramedics) will decrease to 10.72% in 2019 from 10.93% in 2018. For all other employees, the city is required to pay 6.55% in 2019 down from 6.7% in 2018.

STAFFING

The 2019 Recommended Budget includes additions to staffing to strengthen service to the community as described below:

Description	Budgetary Cost w/ Benefits	FTE	Funding Source	Start Date
GIS Tech (FT from PT)	\$ 49,334	0.50	Enterprise Funds	1/1/2019
Building Maint. Technician	\$ 35,338	0.75	General Fund	4/1/2019
Lieutenant	\$ 107,814	1.00	General Fund	4/1/2019
Assistant Building Inspect.	\$ 65,606	1.00	General Fund	4/1/2019
Streets Maintenance	\$ 49,557	1.00	General Fund	4/1/2019
Administrative Asst - PT	\$ 28,137	0.50	General Fund	1/1/2019
Streets Scapes (FT from PT)	\$ 25,330	0.38	General Fund	1/1/2019
Library Asst I	\$ 15,093	0.48	General Fund	1/1/2019
Wastewater Tech I	\$ 36,422	1.00	WWTP	7/1/2019

USE OF FUND BALANCE RESERVES

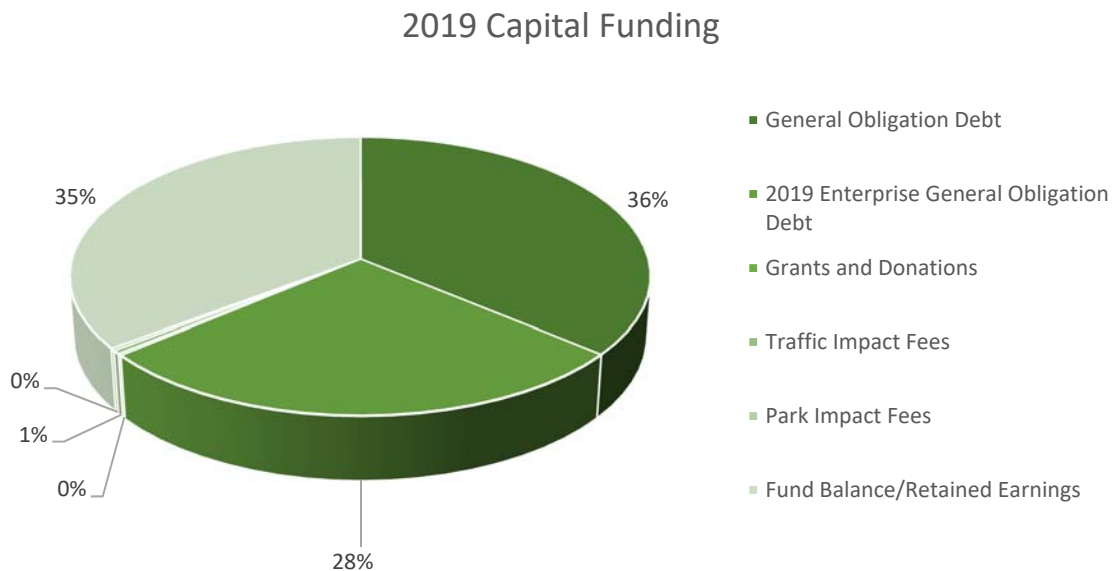
The 2019 Recommended Budget includes the use of existing cash on hand when appropriate. The General fund includes the use of \$798,199, which is comprised of \$378,000 of undesignated general fund balance. The Common Council approved a fund balance policy in 2018 to include a contingency of 1.5% of revenues to be used for emergency expenses. The contingency is funded through the City's undesignated fund balance. This change will attempt to insulate the City from the loss of expenditure restraint state shared revenue due to unforeseen circumstances. The City experienced two significant expenditures in 2018. The first was a natural gas explosion that occurred in the City downtown area on Main Street with an approximate cost of \$179,000 of expenses outside of the infrastructure replacement. The second was a judgement of \$622,252 for a wrongful termination grievance. The grievance was submitted to the Wisconsin Supreme Court for review. However, the Wisconsin Supreme Court declined the request. Due to this reduction of the City's undesignated fund balance the budget includes very little spending from cash reserves outside of the funding for the contingency. The City is proposing to spend \$163,920 from the assigned fund balance for building maintenance, \$35,000 from the assigned fund balance for Information Technology equipment replacement and \$15,430 of assigned fund balance for equipment replacement in police squad cars. The City will spend approximately \$171,475 in unassigned fund balance. The majority of this is a \$150,000 loan to the Boys and Girls club for a site to be developed within the City limits.

CAPITAL IMPROVEMENT PLAN

The City Council approved a five-year capital improvement plan (CIP) for 2019-2023. The 2019 CIP projects have been included in the 2019 budget. Please see appendix E 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 has other funding sources such as general obligation debt (49.3%), general obligation debt abated by enterprise funds (37.9%), grants and donations (0.29%), traffic impact fees (.54%), park impact fees (.37%), fund balance or retained earnings(35.3%).



TRANSFERS AND REPAYMENTS TO GENERAL FUND FROM OTHER FUNDS

REPLACEMENT FUNDS/DESIGNATED FUND BALANCE

The City levy's for the Building Maintenance Fund (assigned general fund balance) each year to assist in the repairs and maintenance of the City's buildings. The 2019 budget includes \$20,000 for this purpose. This is a \$25,000 reduction from the 2018 budget.

TAX INCREMENT DISTRICTS (TIDS)

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

The City currently has six active tax increment districts. Four of the six districts have advances from the general fund. 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. The current budget includes issuing new debt for recent private investment in the districts as well as refinancing debt to mitigate the pressure placed on the general fund. For details on the tax increment financing districts please visit the district operating budgets.

Tax Increment Financing District #6 (TID6) – This district project period has closed. The city anticipates closing TID6 in 2020.

Tax Increment Financing District #8 (TID8) – Currently this district has a general fund advance of approximately \$1.4 million. The City anticipates that this will be paid back to the general fund in 2024 upon retirement of the majority of the debt in TID8. The project period for TID8 closes in 2024. The TID is anticipated to close in 2024.

Tax Increment Financing District #9 (TID9) – Currently this district has a general fund advance of approximately \$530,000. The project period for TID9 closes in 2022. The 2019 budget includes a taxable general obligation borrowing 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. The TID is anticipated to remain open until 2027.

Tax Increment Financing District #11 (TID11) – TID11 does not receive assistance from the general fund. The fund continues to see new development. TID11 project period ends in 2036. 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 \$465,000. The 2019 budget includes a taxable general obligation borrowing to refinance the TID12 state trust fund loan. This borrowing is intended to relieve some of the future pressure to advance funds from the general fund to TID12.

Tax Increment Financing District #13 (TID13) – TID 13 has a small advance of \$50,000. TID 13 was created in 2017. The City has seen development during 2018 and anticipates additional development in 2019. The City expects that the TID will repay the advance in 2020. The project period for this TID ends in 2032.

CONCLUSION

I am pleased to present a budget that considers the economic climate, maintains investment in our existing infrastructure, and provides a similar level of municipal service as in previous years, with an emphasis on improved maintenance of current assets. As a result, the proposed investment supports the high level of service that City has provided in the past.

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BUDGETING TOOLS AND DEVELOPMENT

BUDGET DEVELOPMENT

The City of Sun Prairie employs three primary financial tools to make informed financial decisions. The tools are the Five-Year Capital Improvement Plan (CIP), the Five-Year Financial Management Plan (FMP), and the annual budget.





Five-Year Capital Improvement Plan

The budget cycle begins in March with the development of the five-year capital improvement plan (CIP). The CIP focuses on city assets with value greater than \$25,000 and expected life of more than 10 years. It includes road projects, facility improvements, equipment needs, and other capital asset maintenance and needs. The Capital Improvement Policy and the Debt Management Policy¹ outline the structure to which the Five-Year Capital Improvement Plan must adhere.

The cost of the capital expense and an estimated cost of the asset's operating budget impact are included in the preparation of the plan. Departments propose projects based on the direction of the City's development, the Westside Traffic Impact Fee Report, 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. The draft CIP is submitted to the Committee of the Whole in June and is published on the web and in hard copy for public review. The Committee of the Whole holds several work sessions and a public hearing for citizens to provide input on the proposed projects. The Committee of the Whole votes for its approval of the CIP and forwards the document to City Council for a final vote and approval. The Council approves the CIP by 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 or service delivery
- a need for additional personnel or equipment due to growth of the city
- costs as a result of regulatory changes

¹ See Appendix C for financial policies.



The Finance department forecasts revenues and expenditures in July with an update 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 annual City budget.

Annual City Budget

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

- complete the cost to continue budget for current operation service levels
- identify goals and initiatives for the coming year (including those identified in the FMP)
- project current year end expenditures

The Finance department and other city departments work in conjunction to produce a projection of anticipated revenues in the coming fiscal year. Debt payments and operating costs as determined in the CIP are incorporated into the 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; projected general fund revenues must be equal to or less than budgeted general fund expenditures.

The Mayor presents the Recommended Budget to the City Council on or before October 20, in accordance with state statute. The proposed 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 Library. The public can also view and download the document from the city's website.

The City Council reviews the proposed 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 two-thirds 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 CALENDAR	
March - April	Departments update the 5-year capital improvement plan
May	Finance Department prepares 5-year capital improvement plan document.
June	Presentation of the 5-Year Capital Improvement Plan to Committee of the Whole.
June	Finance Department begins working on the revenue and expenditure forecast and 5-year request for service changes.
August	Council approves the 5-year Capital Improvement Plan. The first year of the plan is incorporated into the budget
July	Finance Department updates personnel budgets.
August	Committee of the Whole reviews the financial management plan and sets priorities.
September	Finance Department completes the draft budget document.
September	City Administrator meets with department directors to review budget change requests (Initiatives).
October	City Administrator and the Mayor review the budget document. The Mayor selects the initiatives to include in the budget by ordinance.
October	Budget presentation to the Council. Council debates the budget during work sessions.
October 30, 2018	Public Hearing regarding budget document.



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.²

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, and to transfer budgeted funds between capital projects. Budget amendments are completed in the last half of the year. This ensures adequate information related to revenue and expenditure trends, performance, and other factors is available prior to passage of a budget amendment.

² See Appendix C for financial policies.



BUDGET POLICIES

The City of Sun Prairie has adopted financial policies that align with state statute 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 function and fund level. The City Administrator may approve transfers within functions and departments. Transfers between functions, departments, or between funds require City Council approval with a two-thirds 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.

Fund Balance Policy

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



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 30% of the total levy amount.
- Increases in the total tax levy will be allocated almost exclusively to providing increased resources for operations; to the extent feasible, the amount of the total tax levy used for payment of general obligation debt will not increase above the 2017 budgeted debt service levy.

Capital Improvement Policy

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

A full version of the policies is include in Appendix C of this document.



BUDGET BASIS

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

1. Encumbrances are recorded as the equivalent of expenditures (budget) as opposed to a reservation of fund balance (GAAP).
2. Certain revenues and expenditures 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).



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.

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.

Special Revenue Funds

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

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

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

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

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



Revolving Loan Fund This fund is designated to make direct business loans to businesses on a companion basis with other funding sources. Revenue for the loans is received from Federal Community Development Block Grants administered by the State.

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

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

Library Fund This fund accounts for grants, fines and forfeitures, and transfers from the General Fund. Expenditures for general operating expenses are recorded in this fund. The fund is governed by state statute.

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 in the general fund. This fund accounts for fund expenditures used to support activities designed to promote Sun Prairie tourism. This fund will be created in the 2019 budget; it was formerly a part of the Grants and Donations Fund.

Transit Fund This fund accounts for revenues received from intergovernmental grants and aids, donations, and taxi program fares. Expenditures for transit services, including share-ride taxi services, are recorded here. This fund will be created in the 2019 budget; it was formerly a part of the Grants and Donations Fund.

Recreation Fund This fund will track revenues and expenditures for new recreation programs as the Recreation Department expands programming with minimal General Fund support. This fund will be created in the 2019 budget.

Capital Project 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 - General 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.



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

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

Debt Service Funds

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

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

TIF District #6 Fund Tax Increment Financing District #6 (TIF 6) has completed its expenditure period as defined by Wisconsin State Statutes. The TIF remains open to accumulate funds to pay remaining principal, interest, and related debt service costs. TIF 6 is expected to close at the end of its life in 2020.

PROPRIETARY FUNDS

Enterprise Funds

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

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



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

Sun Prairie Utilities Sun Prairie Utilities provides water and electric services within the City. In 2017, Sun Prairie Utilities' sold 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.

Healthcare In-service Fund This fund accounts for Health Savings Account payments to employees. It also accounts for health care and dental premiums.

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 principle to remain invested. The fund's income is awarded each year to a citizen of the City of Sun Prairie who has done the most good for the City during the year.

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

AGENCY FUND

Multijurisdictional Public Safety Information System Commission (MPSISC) The City of Sun Prairie is the fiscal agent for the MPSISC, which is a joint venture between five cities for the management of public safety information system infrastructure.



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 entity.

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

The Community Development Authority (CDA) The CDA is a component unit of the City of Sun Prairie. The Community Development Authority (CDA) leases select TIF property and improvements to the City. Currently the CDA is leasing improvements to TIF 8.



GENERAL FUND

GENERAL GOVERNMENT

DEPT # DEPARTMENT

110	MAYOR
115	COUNCIL
120	MUNICIPAL COURT
130	CITY ATTORNEY
140	CITY CLERK
150	ADMINISTRATION
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 SERVICE
240	BUILDING INSPECTION
250	EMERGENCY MANAGEMENT

PUBLIC WORKS

DEPT # DEPARTMENT

310	PUBLIC WORKS
330	ENGINEERING

CULTURE, RECREATION, CONSV, DEVELOPMENT

DEPT # DEPARTMENT

530	MUSEUM
541	SENIOR CITIZEN PROGRAM
542	YOUTH & FAMILIES
545	YOUTH PROGRAMS
549	CEMETERY
550	PARKS & RECREATION
255	FAMILY AQUATIC CENTER
610	PLANNING
620	ECONOMIC DEVELOPMENT
650	FORESTRY
690	TRANSFERS

SPECIAL REVENUE FUNDS

FUND # FUND

200	GRANTS AND DONATIONS
210	TRANSPORTATION IMPACT FEE FUND
220	SUN PRAIRIE MEDIA CENTER FUND
230	REFUSE & RECYCLE FUND
240	REVOLVING LOAN FUND
250	PARK FUND
251	STREET TREE FUND
260	LIBRARY FUND
270	TOURISM FUND
275	TRANSIT FUND
280	RECREATION FUND

CAPITAL PROJECT FUNDS

FUND # FUND

400	CAPITAL PROJECTS FUND
490	DEVELOPMENT PROJECTS FUND
508	TIF DISTRICT NO. 8 FUND
509	TIF DISTRICT NO. 9 FUND
511	TIF DISTRICT NO. 11 FUND
512	TIF DISTRICT NO. 12 FUND
513	TIF DISTRICT NO. 13 FUND

DEBT SERVICE FUNDS

FUND # FUND

300	DEBT SERVICE FUND
506	TIF DISTRICT NO. 6 FUND

ENTERPRISE FUNDS

FUND # FUND

610	WASTEWATER UTILITY
650	STORMWATER UTILITY
699	SUN PRAIRIE UTILITIES
700	FLEET INSERVICE FUND
750	HEALTH INSERVICE FUND

PERMANENT FUNDS

FUND # FUND

697	ASHLEY TRUST FUND
698	LIBRARY TRUST FUND

COMPONENT UNITS

FUND # FUND

810	BUSINESS IMPROVEMENT DISTRICT
850	COMMUNITY DEVELOPMENT AUTHORITY

AGENCY FUND

900	MPSISC
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GENERAL GOVERNMENT
Funding Sources

Department	Division	Functional Area	General	Grants & Donations	Sun Prairie Media Center	Sanitation	Street Trees	Public Library	Transportation	Recreation	TIF Districts	Wastewater	Stormwater	Sun Prairie Utilities	Fleet Inservice	Business Improvement District
Mayor and Council		General Government	X													
Municipal Court		General Government	X													
City Attorney		General Government														
	City Attorney	General Government	X		X						X	X	X			
	Human Resources	General Government	X		X							X	X	X		
City Administrator		General Government	X		X							X	X			
Administrative Services		General Government														
	City Clerk	General Government	X													
	Finance	General Government	X		X						X	X	X			
	Assessing	General Government	X													
	Information Technology	General Government	X		X							X	X			
Police		Public Safety	X	X												
Fire Department		Public Safety	X													
Emergency Medical Services		Public Safety	X	X												
Public Services																
	Public Works	Public Works	X			X							X		X	
	Public Works - Forestry	Conservation & Development	X				X									
	Public Works - Parks Maintenance	Culture, Recreation, & Education	X													
	Engineering	Public Works	X									X	X	X		
	Recreation	Culture, Recreation, & Education	X	X						X						
	Historical Museum	Culture, Recreation, & Education	X	X												
	Water Pollution Control Facility	Special Revenue Fund										X				
Sun Prairie Public Library		Special Revenue Fund	X					X								
Community Development																
	Planning	Conservation & Development	X						X							
	Building Inspection	Public Safety	X													
	Building Maintenance	General Government	X													
	Economic Development	Conservation & Development	X								X					X
	Sun Prairie Media Center	Special Revenue Fund			X											
Sun Prairie Utilities		Enterprise Fund												X		

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Dept	Description	Department Request	Other Revenues	General Fund Balance	Building Maint. Fund	CATV	Library Special Revenue	WWTP Fund	Storm Water	Council Approved	Council Approved Tax Levy
Revenue Initiatives											
	Permit Fee Increase	(60,000)	-	-	-	-	-	-	-	(60,000)	(60,000)
		<u>\$ (60,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (60,000)</u>	<u>\$ (60,000)</u>
Mayor, Council, and Committees											
	Elected Official Stipend Increase	936								936	936
	Colonial Club Funding	10,000								10,000	10,000
	Community Schools	30,000								30,000	30,000
	On-Street Bicycle Facilities	27,039								15,000	15,000
	Transit Vehicle	39,000	31,200	7,800						39,000	-
	Transit Additional Hours	80,375	62,693							80,375	17,682
	Madison Area Transportation Planning Board Contribution	2,000								2,000	2,000
	Metro Transit Commuter Bus	123,528	66,890	-	-	-	-	-	-	123,528	56,638
		<u>\$ 312,878</u>	<u>\$ 160,783</u>	<u>\$ 7,800</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,839</u>	<u>\$ 132,256</u>
Clerk's Office/Elections											
1	Tabulator & Modem Upgrade	8,975		8,975						8,975	-
2	Voter Registration Mailing	1,600	-	-	-	-	-	-	-	1,600	1,600
		<u>\$ 10,575</u>	<u>\$ -</u>	<u>\$ 8,975</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,575</u>	<u>\$ 1,600</u>
Administration											
1	Strategic Planning	25,000	-	-	-	-	-	5,000	5,000	25,000	15,000
		<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 25,000</u>	<u>\$ 15,000</u>
Human Resources											
1	Employee Recognition Program	10,000								5,000	5,000
2	Minority Recruitment	4,500								4,500	4,500
3	Wellness	20,000	-	-	-	-	-	-	-	20,000	20,000
		<u>\$ 34,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 29,500</u>	<u>\$ 29,500</u>
Information Technology											
1	Anitvirus Upgrades	8,000						2,500	1,500	8,000	4,000
2	Website ADA Compliance	4,000	-	-	-	-	-	1,000	1,000	4,000	2,000
		<u>\$ 12,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 2,500</u>	<u>\$ 12,000</u>	<u>\$ 6,000</u>
GIS											
1	GIS Tech LTE to FT	63,374	14,040					24,667	24,667	63,374	-
2	Aerial Imagery Flight	22,100	22,100	-	-	-	-	-	-	22,100	-
		<u>\$ 85,474</u>	<u>\$ 36,140</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,667</u>	<u>\$ 24,667</u>	<u>\$ 85,474</u>	<u>\$ -</u>
Building Maintenance											
1	Building Maintenance Technician	71,568	17,224							52,562	35,338
2	Police Dept. First Floor Carpet Replacement	24,000			24,000					24,000	-
3	Fire/EMS East Furnaces	7,000			7,000					7,000	-
4	Fire/EMS East Garage Door Openers	11,000			11,000					11,000	-
5	Dispatch Carpet Replacement	8,000			8,000					8,000	-
6	Police Dept. East Office Painting	16,500			16,500					16,500	-
7	Police Dept. Guest/Conference Room Chairs	20,000			20,000					20,000	-
8	Police Dept. Task Chairs	12,020			12,020					12,020	-
9	Table Saw and Cordless Tools	4,700		4,700						4,700	-
10	Fire East Dishwasher	2,400			2,400					2,400	-
11	City Hall Chair Replacement	42,000	-	-	42,000	-	-	-	-	42,000	-
		<u>\$ 219,188</u>	<u>\$ 17,224</u>	<u>\$ 4,700</u>	<u>\$ 142,920</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,182</u>	<u>\$ 35,338</u>



Dept	Description	Department Request	Other Revenues	General Fund Balance	Building Maint. Fund	CATV	Library Special Revenue	WWTP Fund	Storm Water	Council Approved	Council Approved Tax Levy
Police Department											
1	Lieutenant	142,922	-	-	-	-	-	-	-	107,814	107,814
		\$ 142,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,814	\$ 107,814
Emergency Medical Service											
1	Peak Hours Ambulance	103,660	53,674	-	-	-	-	-	-	103,660	49,986
		\$ 103,660	\$ 53,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,660	\$ 49,986
Building Inspection											
1	Assistant Building Inspector	89,164	-	-	-	-	-	-	-	65,606	65,606
		\$ 89,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,606	\$ 65,606
Public Works											
1	Streets Maintenance Worker	67,632	-	-	-	-	-	-	-	49,557	49,557
		\$ 67,632	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,557	\$ 49,557
Engineering											
1	Infrastructure Asset Management Software	75,000	45,000	-	-	-	-	15,000	15,000	75,000	-
		\$ 75,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 75,000	\$ -
Parks & Recreation											
1	PT Administrative Assistant	28,137	-	-	-	-	-	-	-	28,137	28,137
2	FAC Management Restructure	10,811	-	-	-	-	-	-	-	10,811	10,811
		\$ 38,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,948	\$ 38,948
Parks Maintenance											
1	Street Scapes PT to FT	25,330	-	-	-	-	-	-	-	25,330	25,330
		\$ 25,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,330	\$ 25,330
Sun Prairie Media Center											
1	Studio Rewiring	5,000	-	-	-	5,000	-	-	-	5,000	-
2	TelVue Hypercaster	15,000	-	-	-	15,000	-	-	-	15,000	-
		\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Library											
1	Library Assistant I (Information Desk)	15,093	-	-	-	-	-	-	-	15,093	15,093
2	Self Checkout Kiosks	10,800	-	-	-	-	-	-	-	10,800	10,800
3	Library Assistant I (Adult Services)	15,093	-	-	-	-	-	-	-	15,093	15,093
4	Library Page 1	5,815	-	-	-	-	-	-	-	5,815	5,815
5	Fundraising	40,000	-	-	-	-	40,000	-	-	40,000	-
6	Youth Services Programs	2,500	-	-	-	-	-	-	-	2,500	2,500
		\$ 89,301	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 89,301	\$ 49,301
Wastewater Treatment Plan											
1	WWTP Tech I (July 1st)	36,422	-	-	-	-	-	36,422	-	36,422	-
2	Television Inspection Equipment	70,500	-	-	-	-	-	70,500	-	70,500	-
		\$ 106,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,922	\$ -	\$ 106,922	\$ -
Stormwater											
1	Crew Leader	12,299	-	-	-	-	-	-	12,299	12,299	-
		\$ 12,299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,299	\$ 12,299	\$ -
Fleet											
1	Fleet Contribution	50,000	-	-	-	-	-	-	-	50,000	50,000
		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
GRAND TOTAL - ALL INITIATIVES			\$ 312,821	\$ 21,475	\$ 142,920	\$ 20,000	\$ 40,000	\$ 155,089	\$ 59,466	\$ 1,408,008	\$ 656,237



	Increase Expenditures	Revenues	Fund Balance	Tax Levy	Borrowing	Notes
10/23/2018						
Amendment 1	123,528	66,890		56,000		Madison Metro Bus Services
Amendment 2	(1,000)			(1,000)		International Fair
10/30/2018						
Amendment 3	638			638		Correct Madison Metro Bus Service
Amendment 4			7,800	(7,800)		Change fund source for Transit Vehicle
			8,975	(8,975)		Change fund source for Tabulator & Modem
			4,700	(4,700)		Change fund source for Table Saw & Cordless Tools
	15,093			15,093		Add Library Assitant I (Adult Services)
	5,815			5,815		Add Library Page I
Amendment 3	2,500			2,500		Add Library Youth Services Programming
Amendment 4	5,000			5,000		Increase Bicycle Lane Street Striping
11/13/2018						
Amendment 5	(25,000)			(25,000)		Remove Election Technology
Amendment 6	(25,000)			(25,000)		Reduce Building Maintenance Annual Contribution
Total Amendments	\$101,574	\$66,890	\$21,475	\$12,571	-	

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The primary factors that impact City of Sun Prairie revenue and expenditures are city growth, levy limits, state aids, and expenditure restraint.

Total revenue for 2019 is \$112.7 million of which \$77.3 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; 2019 property taxes will provide \$16.9 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 2022. 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 2018 (budget year 2019) was 4.83%, a significant increase over the 2017 value of 2.295%. The 2018 increase was larger due to the construction of a hotel and several apartment complexes. The city does not expect to maintain this level of new growth and is forecasting a five-year average future increase of 1.52%. 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. Properties increased in value on average 6.16% in 2018 and 5.59% in 2017.

NET NEW CONSTRUCTION AS A PERCENT OF EQUALIZED VALUE

	Net New Construction	Total Equalized Value	Net New Construction as a percent of Equalized Value
2014	44,732,500	2,413,488,900	1.85%
2015	82,736,600	2,566,183,900	3.22%
2016	75,325,100	2,772,245,800	2.72%
2017	63,614,800	2,984,707,700	2.13%

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. Due to the growth of the city in 2018, 0.89% of net new construction was not available for increases in expenditures due to the cap.

STATE SHARED REVENUE					
	2019	2018	2017	2016	2015
State Shared Revenue	694,988	698,166	689,245	691,403	688,629
State Aid - Exempt Computers	253,770	284,529	250,094	289,632	373,372
State Aid - Personal Property	118,006	-	-	-	-
	1,066,764	982,695	939,339	981,035	1,062,001
Percent Change	8.55%	4.62%	-4.25%	-7.62%	
State Expenditure Restraint	-	557,329	582,873	570,852	569,947
		-4.38%	2.11%	0.16%	

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. The 2019 budget will qualify for expenditure restraint funds that will be received in 2020. Unless the growth of the city slows, it is expected that the city will have to exceed the limit every two years to continue receiving the funds based on the current expenditure forecast.

In 2018, the state passed an exemption of personal property taxes for machinery and equipment. The State then created a new state aid to compensate for this loss, however; this aid is fixed and will not increase in future years. As the city grows, the property tax revenues from this exemption will need to be made up by all remaining taxable property.

The increased construction activity has added to the city's license and permit revenue through increased building permits. It would be to the city's detriment to use the temporary upturn in building related revenues for permanent operating cost increases. Therefore, the 2019 budget plans to expend the additional revenue from licenses and permits to pay for one-time expenditures that can be eliminated in future budgets. The level of income from building permits is projected to slowly decline in the near future.

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 2019 budget includes a rate increase for both the Water Pollution Control Facility and the Storm Water Utility. The rate increases are driven by increased infrastructure construction in the Storm Water utility and a plant expansion in the Wastewater Utility. The Wisconsin Public Service Commission (PSC) regulates rates for the Electric Utility and the Water Utility. The city's Water Utility has submitted a plan to provide financial assistance to property owners who need to replace a lead service line. The plan requires PSC approval. The plan would include a rate increase to cover the additional utility cost (\$150,000) of the program.

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REVENUE /RESOURCES	FY 2017 Actual	FY 2018 Budget	% Change	FY 2018 Revised	% Change	FY 2019 Budget	% Change
General Fund	20,850,459	22,153,411	6.2%	25,559,785	15.4%	26,352,188	3.1%
Special Revenue Funds	5,154,872	3,559,173	-31.0%	3,268,123	-8.2%	6,658,699	103.7%
Debt Service	6,826,128	6,643,514	-2.7%	6,761,776	1.8%	6,910,771	2.2%
Capital Projects Fund	9,940,207	20,984,809	111.1%	24,700,095	17.7%	28,749,508	16.4%
Enterprise Funds	46,373,143	51,443,938	10.9%	51,362,994	-0.2%	51,721,970	0.7%
Internal Service Fund	1,821,988	1,432,274	-21.4%	1,838,183	28.3%	5,218,033	183.9%
Permanent Funds	60,800	5,002	-91.8%	5,002	0.0%	25,002	399.8%
Total Revenues/Resources	91,027,597	106,222,121	16.7%	113,495,958	6.8%	125,636,171	10.7%

EXPENDITURES/USES	FY 2017 Actual	FY 2018 Budget	% Change	FY 2018 Revised	% Change	FY 2019 Budget	% Change
General Fund	20,313,714	22,597,273	11.2%	25,633,803	13.4%	26,352,188	2.8%
Special Revenue Funds	4,887,337	5,214,543	6.7%	4,805,621	-7.8%	6,190,210	28.8%
Debt Service Funds	7,099,098	6,633,701	-6.6%	6,633,701	0.0%	6,911,809	4.2%
Capital Projects Fund	16,759,462	23,071,501	37.7%	25,556,128	10.8%	29,083,791	13.8%
Enterprise Funds	34,532,666	53,333,393	54.4%	55,518,731	4.1%	47,640,989	-14.2%
Internal Service Fund	1,337,984	2,357,698	76.2%	2,731,646	15.9%	6,027,394	120.7%
Permanent Funds	20,756	5,002	-75.9%	5,002	0.0%	5,002	0.0%
Total Expenditures/Uses	84,951,017	113,213,111	33.3%	120,884,632	6.8%	122,211,383	1.1%



	General Fund	Special Revenue	Debt Service Funds	Capital Projects Fund	Enterprise Funds	Internal Service Funds	Permanent Funds	Component Units
Revenues								
Taxes	17,116,671	228,665	6,577,524	3,820,608	-	-	-	-
Special Assessments	3,500	-	-	-	-	-	-	102,000
Intergovernmental	2,747,812	1,223,802	800	331,532	100,000	31,200	-	-
Licenses and Permits	789,945	423,906	-	-	-	-	-	-
Fines and Forfeitures	172,000	13,500	-	-	-	-	-	-
Charges for Services	1,903,024	2,124,132	-	314,500	40,051,928	-	-	-
Interdepartmental Charges	-	-	-	-	-	4,216,557	-	-
Other	769,150	106,274	61,925	2,313,000	2,588,665	1,822	25,002	188,203
General Obligation Debt	-	-	-	21,722,675	6,853,257	842,650	-	-
Total Revenues	23,502,102	4,120,279	6,640,249	28,502,315	49,593,850	5,092,229	25,002	290,203
Transfers In	2,151,887	2,143,322	-	185,093	-	50,000	-	-
Transfers Out	1,947,896	430,519	-	347,260	1,804,627	-	-	-
Fund Balance Appl/Cash Reserves*	798,199	395,098	270,522	62,100	2,128,120	75,804	-	7,024
Total Funding Sources	24,504,292	6,228,180	6,910,771	28,402,248	49,917,343	5,218,033	25,002	297,227
Expenditures								
General Government	4,832,472	-	-	-	-	-	-	-
Public Safety	12,790,035	29,355	-	-	-	-	-	-
Public Works	3,204,034	2,588,316	-	-	-	-	-	-
Health and Human Resources	332,332	-	-	-	-	-	-	-
Culture, Recreation, Education	2,101,441	2,992,020	-	-	-	-	5,002	-
Conservation and Development	941,310	150,000	-	-	-	-	-	-
Water Pollution Control Facility	-	-	-	-	2,617,297	-	-	-
Stormwater Facility	-	-	-	-	1,100,126	-	-	-
Sun Prairie Utilities	-	-	-	-	30,156,776	-	-	-
Fleet Inservice Fund	-	-	-	-	-	648,543	-	-
Health Insurance Fund	-	-	-	-	-	2,801,480	-	-
Business Improvement District	-	-	-	-	-	-	-	132,024
Capital Outlay	-	-	2,875	18,289,522	9,035,097	2,255,508	-	-
Debt Service	-	-	6,908,934	10,447,009	2,927,066	321,863	-	165,203
Contingency	302,668	-	-	-	-	-	-	-
Total Expenditures	24,504,292	5,759,691	6,911,809	28,736,531	45,836,362	6,027,394	5,002	297,227



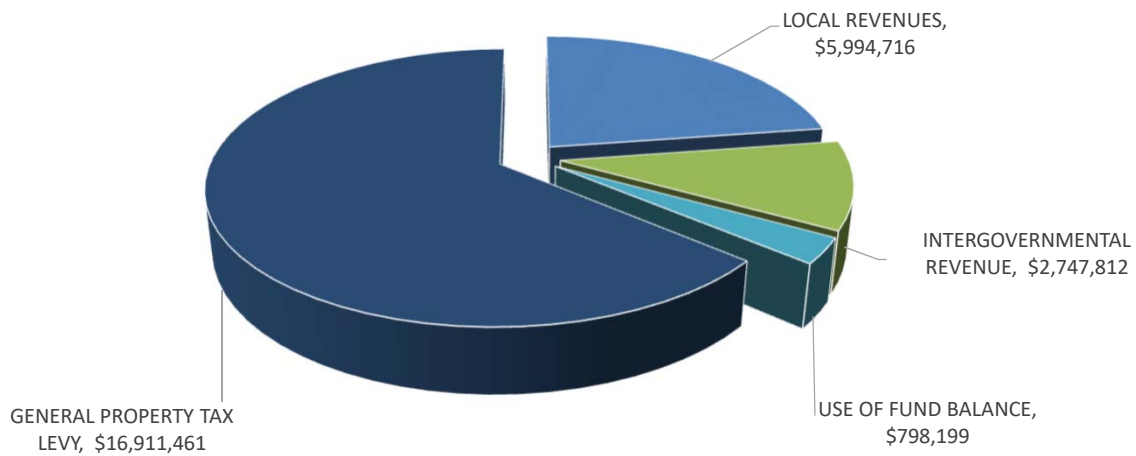
FUND TYPE	Projected 2019 Beginning	2019 APPROVED BUDGET		Projected 2019 Ending	Property Tax Levy
	Fund Balance	Revenues	Expenditures	Fund Balance	Contribution
GENERAL FUND	\$ 10,729,613	\$ 26,452,188	\$ 26,452,188	\$ 10,729,614	\$ 16,911,461
SPECIAL REVENUE FUNDS					
Park Improvement Fund	1,681,243	424,250	278,000	1,827,493	-
Street Tree Fund	213,955	70,000	150,000	133,955	-
WDF-Revolving Loan Fund	153,495	600	-	154,095	-
Grants and Donations Fund	387,523	57,177	302,603	142,097	-
Sun Prairie Media Fund	165,391	440,828	440,828	165,391	-
Transportation Impact Fee Fund	1,284,160	320,000	110,093	1,494,067	-
Sanitation Fund	302,690	1,438,463	1,438,463	302,690	-
Library Fund	282,191	2,212,931	2,212,931	282,191	-
Recreation Fund	-	69,506	63,939	5,567	-
Tourism Fund	-	472,032	43,500	428,532	-
Transportation Fund	-	1,152,912	1,149,853	3,059	-
Total Special Revenue Funds	4,470,648	6,658,699	6,190,210	4,939,137	-
CAPITAL PROJECTS FUNDS					
Capital Projects	73,700	12,788,126	13,103,286	(241,460)	-
TIF No. 8	(1,454,196)	1,930,199	1,953,872	(1,477,869)	-
TIF No. 9	(604,698)	5,409,944	5,140,184	(334,938)	-
TIF No. 11	15,115	367,371	242,519	139,967	-
TIF No. 12	(531,593)	4,016,469	4,449,304	(964,428)	-
TIF No. 13	1,464,818	3,937,399	3,894,626	1,507,591	-
Development Projects	(123,982)	300,000	300,000	(123,982)	-
Total Capital Projects Funds	(1,160,836)	28,749,508	29,083,791	(1,495,119)	-
DEBT SERVICE FUNDS					
Debt Service Fund	400,664	6,763,731	6,763,731	400,664	6,449,889
TIF No. 6	(250,891)	147,040	148,078	(251,929)	-
Total Debt Service Funds	149,773	6,910,771	6,911,809	148,735	6,449,889
PERMANENT FUNDS					
Ashley Trust Fund	1,000	2	2	1,000	-
Library Trust Fund	<u>448,618</u>	<u>25,000</u>	<u>5,000</u>	<u>468,618</u>	-
Total Permanent Funds	449,618	25,002	5,002	469,618	-
ENTERPRISE FUNDS					
Fleet Inservice	3,959,610	2,416,553	3,225,914	3,150,249	-
Healthcare Inservice Fund	-	2,801,480	2,801,480	-	-
Water Pollution Control	50,224,860	8,274,454	7,379,726	51,119,588	-
Stormwater Utility	40,583,502	8,140,104	7,729,816	40,993,790	-
Water & Light	<u>77,190,799</u>	<u>35,307,412</u>	<u>32,531,447</u>	<u>79,966,764</u>	-
Total Enterprise Funds	167,999,161	56,940,003	53,668,383	172,080,142	-
AGENCY FUNDS					
MPSISC	<u>290,052</u>	<u>599,517</u>	<u>599,517</u>	<u>290,052</u>	-
Total Agency Funds	290,052	599,517	599,517	290,052	-
COMPONENT UNITS					
Business Improvement District	13,669	132,024	132,024	13,669	-
Community Development Authority	<u>288,061</u>	<u>165,203</u>	<u>165,203</u>	<u>288,061</u>	-
Total Component Units	301,730	297,227	297,227	301,730	-
Grand Total	\$182,740,980	\$126,008,396	\$122,603,608	\$186,956,168	\$23,361,350
TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION					23,361,350

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	2016 ACTUALS	2017 ACTUALS	2018		2019 RECOMMEND BUDGET	2019 APPROVED BUDGET
			PROJECTED	AMENDED BUDGET		
TAXES (EXCLUDING LEVY)	128,652	130,763	164,439	144,705	205,210	205,210
SPECIAL ASSESSMENTS	19,500	4,434	3,600	15,500	3,500	3,500
LICENSES AND PERMITS	482,874	533,275	900,736	592,600	789,945	789,945
FINES, FORFEITS & PENALTIES	192,788	191,014	165,055	188,000	172,000	172,000
PUBLIC CHARGES FOR SERVICES	1,525,024	1,409,067	1,614,640	1,626,640	1,903,024	1,903,024
INVESTMENT INCOME	28,648	57,036	180,000	65,000	140,000	140,000
MISCELLANEOUS REVENUE	895,347	497,216	205,157	382,618	247,199	247,199
OTHER FINANCING SOURCES	2,255,511	2,239,925	2,272,352	2,365,232	2,533,838	2,533,838
LOCAL REVENUES	5,528,344	5,062,730	5,505,979	5,380,295	5,994,716	5,994,716
INTERGOVERNMENTAL REVENUE	3,836,072	3,821,053	3,226,207	3,219,270	2,747,812	2,747,812
TOTAL REVENUES	9,364,416	8,883,783	8,732,186	8,599,565	8,742,528	8,742,528
USE OF FUND BALANCE	-	85,553	-	588,554	626,724	798,199
TOTAL REVENUE & FUND BALANCE	9,364,416	8,883,783	8,732,186	9,188,119	9,369,252	9,540,727
GENERAL PROPERTY TAX LEVY	12,890,432	13,536,285	15,730,735	15,715,348	16,898,890	16,911,461
TOTAL SOURCES	22,254,848	22,420,068	24,462,921	24,903,467	26,268,142	26,452,188

2019 GENERAL FUND REVENUES





FUNCTION	2016 ACTUAL	2017 ACTUAL	8/31/2018 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 APPROVED	INCREASE (DECREASE)
<u>PROPERTY TAXES</u>							
GENERAL PROPERTY TAXES	10004000-401000	\$ 13,546,267	\$ 14,299,794	\$ 15,715,346	\$ 15,730,650	\$ 15,715,348	\$ 1,196,113
ILLEGAL TAXES	10004000-401500	(10,521)	(919)	(216)	(216)	-	-
OMITTED PROPERTY TAXES	10004000-402000	-	-	301	301	-	-
PROPERTY TAX CHARGEBACKS	10004000-403000	539	143	-	-	-	-
SUB-TOTAL		13,536,285	14,299,018	15,715,431	15,730,735	15,715,348	1,196,113
<u>OTHER TAXES</u>							
PUBLIC ACCOMODATION TAX	10004100-414000	22,628	32,423	17,326	57,231	34,554	63,446
PAYMENTS IN LIEU OF TAXES	10004100-415000	106,794	108,136	38,183	105,408	108,151	(2,741)
INTEREST AND PENALTY ON TAXES	10004100-418000	1,341	2,180	1,751	1,800	2,000	(200)
SUB-TOTAL		130,763	142,739	57,261	164,439	144,705	60,505
<u>SPECIAL ASSESSMENTS</u>							
SPECIAL ASSESSMENTS	10004200-421000	1,343	1,091	-	-	-	-
INTEREST SPECIAL ASSESSMENTS	10004200-428000	1,115	883	575	600	500	-
DELQ SA HELD BY COUNTY	10004200-429000	1,976	9,527	-	3,000	3,000	(12,000)
SUB-TOTAL		4,434	11,501	575	3,600	15,500	(12,000)
<u>INTERGOVERNMENTAL REVENUE</u>							
FEDERAL GRANTS - POLICE	10004300-432205	-	2,759	-	-	-	-
STATE SHARED REVENUE	10004300-434100	691,403	689,245	102,964	686,425	686,424	8,564
STATE EXPENDITURE RESTRAINT	10004300-434200	570,852	582,873	557,329	557,329	-	(557,329)
STATE AID - EXEMPT COMPUTERS	10004300-434300	289,632	250,094	284,529	284,529	253,770	-
STATE FIRE INSURANCE TAX	10004300-434400	103,188	117,213	120,244	120,244	120,000	-
STATE AID - PERSONAL PROPERTY	10004300-434500	-	-	-	-	118,006	118,006
STATE GRANTS - GENERAL	10004300-435000	-	-	-	1,000	-	(1,000)
STATE GRANTS - POLICE	10004300-435210	25,723	11,046	-	-	-	-
STATE AID - ROAD ALLOTMENT	10004300-435310	1,513,602	1,362,242	1,032,133	1,376,177	1,361,239	(16,031)
STATE AID - CONNECTING STREETS	10004300-435330	53,960	54,676	41,233	54,977	54,939	(38)
COUNTY AID - LIBRARY	10004300-437520	424,164	-	-	-	-	-
SCHOOL DISTRICT - PD LIASION	10004300-438210	148,529	155,433	81,803	146,526	144,870	(16,630)
MISCELLANEOUS GRANTS	10004300-438215	-	2,000	-	-	7,000	(7,000)
SUB-TOTAL		3,821,053	3,227,581	2,220,235	3,226,207	3,219,270	(471,458)
<u>LICENSES AND PERMITS</u>							
LIQUOR & MALT BEV. LICENSES	10004400-441100	47,145	45,151	53,435	65,000	45,000	12,000
BARTENDER LICENSES	10004400-441150	18,192	16,535	13,780	15,000	15,000	-
CIGARETTE LICENSES	10004400-441200	2,750	2,600	2,525	2,525	2,600	-
OTHER BUSINESS LICENSES	10004400-441900	10,503	12,417	10,125	11,215	12,000	(700)
DOG LICENSES	10004400-442200	11,006	9,906	5,550	10,671	10,000	-
CHICKEN KEEPING LICENSE	10004400-442300	-	-	45	45	-	45
BUILDING PERMITS	10004400-443100	118,098	258,643	141,165	204,051	145,000	192,000
OCCUPANCY PERMITS	10004400-443150	8,925	19,988	12,150	17,121	15,000	-
PLUMBING PERMITS	10004400-443200	57,082	150,361	87,767	127,809	74,500	104,000
ELECTRICAL PERMITS	10004400-443300	64,572	149,259	87,404	126,272	84,000	112,000
HVAC PERMITS	10004400-443400	64,433	144,081	100,448	145,737	78,500	112,000
STREET OPENING PERMITS	10004400-443500	22,600	21,125	23,925	42,883	20,000	41,000
STORMWATER EROSION CONT FEE	10004400-443852	38,005	32,772	28,032	44,538	30,000	40,000
ZONING AND PLAT APPROVAL FEES	10004400-444100	43,110	40,530	36,125	47,973	35,000	41,000
OTHER PERMITS AND FEES	10004400-449300	20,428	28,276	21,479	33,628	20,000	31,000
WEIGHTS & MEASURES	10004400-449400	6,426	5,486	514	6,268	6,000	-
SUB-TOTAL		533,275	937,130	624,470	900,736	592,600	789,945
<u>FINES, FOREFEITS, AND PENALTIES</u>							
COURT PENALTIES AND COSTS	10004500-451100	142,454	124,342	96,074	125,036	140,000	(14,000)
PARKING VIOLATIONS	10004500-451300	48,560	46,830	31,772	40,019	48,000	(2,000)
SUB-TOTAL		191,014	171,172	127,846	165,055	188,000	(16,000)
<u>PUBLIC CHARGES FOR SERVICES</u>							
CLERK FEES	10004600-461400	41,168	39,347	29,312	40,000	40,000	-
INFORMATION TECHNOLOGY FEES	10004600-461800	38	38	144	144	-	-
POLICE DEPARTMENT FEES	10004600-462100	17,239	12,716	9,919	18,005	17,500	(500)
POLICE ANIMAL POUND FEES	10004600-462105	120	180	30	30	100	(100)
AMBULANCE FEES	10004600-462300	845,357	974,495	578,414	971,000	966,580	1,234,000
EMS TOWNSHIPS CHARGES	10004600-462305	58,020	63,377	-	62,325	62,256	64,820
BUILDING INSPECTION CHARGES	10004600-462400	5,690	(79)	380	511	5,000	500
SEWER INSPECTION CHARGES	10004600-462405	5,700	5,832	4,500	6,000	4,700	4,000
HVAC PLAN REVIEW	10004600-462410	-	1,400	3,800	4,500	7,500	4,500
BUILDING PLAN REVIEW	10004600-462420	-	10,975	30,765	40,000	47,500	38,000
FIRE ALARM PLAN REVIEW	10004600-462430	-	1,260	980	1,500	3,500	1,500
FIRE SUPPLY PLAN REVIEW	10004600-462440	-	3,760	1,940	3,500	3,500	-
PLUMBING PLAN REVIEW	10004600-462450	-	6,670	20,485	40,000	10,000	31,450
PUBLIC WORKS MISC CHARGES	10004600-463100	19,545	16,306	9,754	10,000	18,000	16,675
ENGINEERING REVIEW FEES	10004600-463305	7,610	22,052	11,746	15,500	10,600	15,000

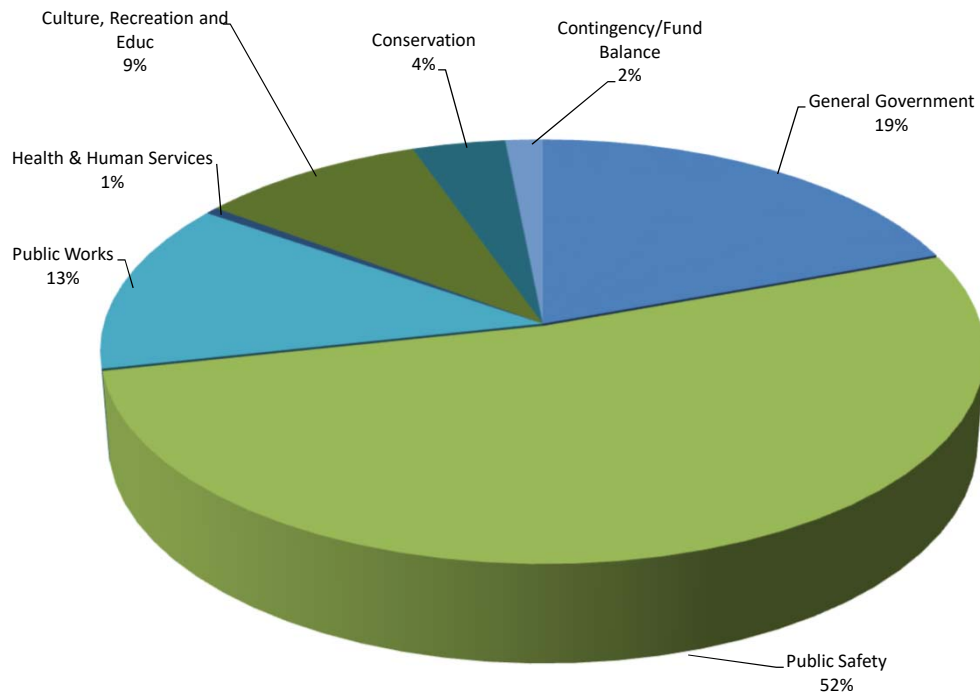


FUNCTION		2016 ACTUAL	2017 ACTUAL	8/31/2018 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 APPROVED	INCREASE (DECREASE)
PARKS MISCELLANEOUS CHARGES	10004600-465500	16,475	23,531	24,560	25,600	29,670	25,500	(4,170)
FAMILY AQUATIC CENTER FEES	25504600-465502	221,885	200,815	189,487	192,013	205,000	205,000	-
SUMMER RECREATION FEES	10004600-465503	100,339	98,217	98,708	99,012	108,359	-	(108,359)
WINTER RECREATION FEES	10004600-465504	69,881	64,568	44,224	65,000	68,000	-	(68,000)
DOG PARK USE FEES	10004600-465505	-	22,623	18,800	20,000	18,000	18,000	-
PLANNING MISC CHARGES	10004600-466100	-	200	-	-	875	-	(875)
ADULT PROGRAM FEES	10004600-465510	-	-	-	-	-	50,872	50,872
PRESCHOOL PROGRAM FEES	10004600-465511	-	-	-	-	-	36,218	36,218
YOUTH PROGRAM FEES	10004600-465512	-	-	-	-	-	69,892	69,892
TEEN PROGRAM FEES	10004600-465513	-	-	-	-	-	13,456	13,456
FAMILY & MISC PROGRAM FEES	10004600-465514	-	-	-	-	-	9,141	9,141
SPECIAL EVENT PROGRAM FEES	10004600-465515	-	-	-	-	-	4,000	4,000
SUB-TOTAL		1,409,067	1,568,283	1,077,946	1,614,640	1,626,640	1,903,024	276,384
INVESTMENT INCOME								
INVESTMENT INCOME	10004700-471000	57,036	95,084	149,277	180,000	65,000	140,000	75,000
SUB-TOTAL		57,036	95,084	149,277	180,000	65,000	140,000	75,000
MISCELLANEOUS REVENUE								
MISCELLANEOUS RENTS	10004800-482100	25,724	13,699	8,928	9,200	4,485	5,985	1,500
POLICE AUCTION	10004800-483100	-	3,993	-	-	500	-	(500)
SALE OF MATERIAL AND EQUIPMENT	10004800-483200	33,080	43,658	33,717	47,340	30,000	35,000	5,000
INSURANCE DIVIDEND & RECOVERY	10004800-484000	74,441	63,858	24,461	24,461	229,333	57,828	(171,505)
DONATIONS - LIBRARY	10004800-485520	453	4,000	4,000	4,000	4,000	-	(4,000)
DONATIONS - CONCERTS IN THE PA	10004800-485552	1,906	2,650	3,000	3,000	1,300	-	(1,300)
CAMERA REPLACEMENT	10004800-488102	3,425	-	-	-	-	-	-
PAYMENT FROM CATV	10004800-488510	13,789	-	-	-	-	-	-
PAYMENT FROM WWTP UTILITY	10004800-488810	80,953	-	-	-	-	-	-
PAYMENT FROM STORMWATER UTILITY	10004800-488850	153,106	-	-	-	-	-	-
PAYMENT FROM BID	10004800-481610	-	-	-	-	-	58,386	58,386
MISCELLANEOUS REVENUES	10004800-489000	91,677	66,699	103,017	108,500	113,000	90,000	(23,000)
AG USE PENALTIES	10004800-489200	18,662	15,913	8,656	8,656	-	-	-
SUB-TOTAL		497,216	214,470	185,780	205,157	382,618	247,199	(135,419)
OTHER FINANCING SOURCES								
HUMAN RESOURCES CHARGEBACKS	10004900-481550	5,000	20,000	-	20,000	20,000	20,000	-
FINANCE CHARGEBACKS	10004900-481600	-	-	-	2,400	2,400	2,400	-
ENGINEERING CHARGEBACKS	10004900-483300	261,521	163,473	-	312,640	388,640	303,870	(84,770)
ECONOMIC DEV CHARGEBACKS	10004900-486210	-	-	-	-	-	55,681	55,681
TRANSFER IN	10004900-492100	185,332	85,152	87,796	117,061	117,061	347,260	230,199
TRANSFER IN - PARK FUND	25504900-492100	-	-	-	-	16,880	-	(16,880)
TRANSFER IN - W&L PILOT	10004900-492199	1,788,072	1,751,696	-	1,820,251	1,820,251	1,804,627	(15,624)
SUB-TOTAL		2,239,925	2,020,321	87,796	2,272,352	2,365,232	2,533,838	168,606
FUND BALANCE APPLIED								
WMIC AMORTIZATION		34,374	34,374	34,374	-	34,374	-	(34,374)
POLICE REPLACEMENT		-	-	-	-	-	798,199	648,199
GENERAL FUND BALANCE		51,179	259,058	462,180	-	462,180	-	(462,180)
BUILDING MAINTENANCE REPLACEMENT FUND		-	-	92,000	-	92,000	-	(92,000)
SUB-TOTAL		85,553	293,432	588,554	-	588,554	798,199	59,645
GENERAL FUND REVENUES		\$ 22,505,621	\$ 22,980,731	\$ 20,835,170	\$ 24,462,921	\$ 24,903,467	\$ 26,452,188	\$ 1,398,721



	2016 ACTUAL EXPENDITURES	2017 ACTUAL EXPENDITURES	2018 PROJECTED EXPENDITURES	BUDGET	2019 RECOMMEND BUDGET	2019 APPROVED BUDGET
General Government	4,360,023	4,218,871	5,165,644	5,286,469	4,808,139	4,757,140
Public Safety	10,288,497	10,854,381	11,966,869	12,161,220	12,790,035	12,790,035
Public Works	2,690,441	2,915,594	3,060,229	2,865,569	3,199,034	3,204,034
Health & Human Services	56,749	88,026	91,167	92,332	132,332	132,332
Culture, Rec and Education	1,549,566	1,689,991	2,009,178	2,074,266	2,151,441	2,301,441
Conservation	740,297	546,845	916,591	1,018,611	941,310	941,310
	19,685,573	20,313,708	23,209,678	23,498,467	24,022,291	24,126,292
Contingency/Fund Balance	-	-	-	115,000	378,000	378,000
Transfers	392,539	2,075,672	2,019,089	2,019,089	1,867,850	1,947,896
Total General Expenses	20,078,112	22,389,380	25,228,767	25,632,556	26,268,141	26,452,188

**2019 GENERAL FUND
EXPENDITURES BY FUNCTION**





FUNCTION		2016 ACTUAL	2017 ACTUAL	8/31/2018 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 APPROVED	INCREASE / (DECREASE)
GENERAL GOVERNMENT	DEPT							
MAYOR	110	38,546	29,174	29,174	39,966	39,672	41,632	1,960
COUNCIL	115	65,132	48,491	48,491	101,860	100,649	72,092	(28,557)
MUNICIPAL COURT	120	102,286	66,794	66,794	110,675	108,753	110,359	1,606
CITY ATTORNEY	130	221,522	148,527	148,527	236,270	220,986	231,597	10,611
CITY CLERK	140	316,543	200,812	200,812	315,281	305,020	377,462	72,442
ELECTIONS	140	28,767	87,833	87,833	130,196	134,998	53,125	(81,873)
ADMINISTRATION	150	264,144	183,860	183,860	286,121	284,073	355,486	71,413
HUMAN RESOURCES	155	298,628	214,926	214,926	334,238	327,544	368,819	41,275
FINANCE	160	542,434	369,678	369,678	544,387	543,087	564,534	21,447
RISK MANAGEMENT	165	410,439	144,679	144,679	803,578	800,204	172,375	(627,829)
ASSESSING	170	358,030	295,369	295,369	445,734	473,368	414,217	(59,151)
INFORMATION TECHNOLOGY	180	999,274	662,135	662,135	1,031,497	1,097,454	1,091,175	(6,279)
GIS	181	-	79,580	79,580	111,276	115,681	120,213	4,532
BUILDING MAINTENANCE	320	573,126	367,993	367,993	674,565	734,980	784,054	49,074
SUB-TOTAL		4,218,871	2,899,852	2,899,852	5,165,644	5,286,469	4,757,140	(529,329)
PUBLIC SAFETY	DEPT							
POLICE DEPARTMENT	210	7,531,345	5,176,677	5,176,677	8,083,210	8,282,459	8,653,868	371,409
FIRE DEPARTMENT	220	1,158,482	870,841	870,841	1,292,984	1,298,065	1,399,977	101,912
EMERGENCY MEDICAL SERVICE	230	1,697,499	1,079,356	1,079,356	2,028,766	2,025,118	2,111,861	89,478
EMERGENCY MANAGEMENT	250	6,645	4,981	4,981	7,500	7,500	7,500	-
BUILDING INSPECTION	330	460,411	346,711	346,711	554,409	548,078	616,829	68,751
SUB-TOTAL		10,854,381	7,478,566	7,478,566	11,966,869	12,161,220	12,790,035	631,550
PUBLIC WORKS	DEPT							
PUBLIC WORKS DEPARTMENT	310	2,369,051	1,406,321	1,406,321	2,392,676	2,202,570	2,546,175	343,605
ENGINEERING	330	546,543	405,176	405,176	667,553	662,999	657,859	(5,140)
SUB-TOTAL		2,915,594	1,811,497	1,811,497	3,060,229	2,865,569	3,204,034	338,465
HEALTH & HUMAN SERVICES	DEPT							
YOUTH PROGRAMS	545	75,000	15,000	15,000	75,000	75,000	115,000	40,000
YOUTH & FAMILY COMMISSION	542	3,526	1,359	1,359	6,667	7,832	7,832	-
CEMETERY	549	9,500	9,500	9,500	9,500	9,500	9,500	-
SUB-TOTAL		88,026	25,859	25,859	91,167	92,332	132,332	40,000
CULTURE, REC AND EDUCATION	DEPT							
MUSEUM	530	35,768	16,604	16,604	59,725	74,657	100,638	25,981
SENIOR CITIZENS PROGRAM	541	180,000	126,667	126,667	190,000	190,000	200,000	10,000
PARKS AND MAINTENANCE	550	811,067	620,824	620,824	958,041	1,011,342	977,745	(33,597)
RECREATION PROGRAMS	550	385,023	340,354	340,354	487,261	490,666	696,840	205,839
FAMILY AQUATIC CENTER	550	278,133	285,975	285,975	314,151	307,601	326,218	18,617
SUB-TOTAL		1,689,991	1,390,424	1,390,424	2,009,178	2,074,266	2,301,441	226,840
CONSERVATION	DEPT							
PLANNING	610	339,777	283,534	283,534	500,985	569,681	520,090	(49,591)
ECONOMIC DEVELOPMENT	620	131,486	191,320	191,320	301,314	303,721	326,937	23,216
FORESTRY	650	75,582	68,836	68,836	114,292	145,209	94,283	(50,926)
SUB-TOTAL		546,845	543,690	543,690	916,591	1,018,611	941,310	(77,301)
TRANSFERS & CONTINGENCY	DEPT							
TRANSFERS	690	2,075,672	1,477,215	1,477,215	2,019,089	2,019,089	1,947,896	(71,193)
PERSONNEL CONTINGENCY	150	-	-	-	-	-	-	-
GENERAL CONTINGENCY	160	-	-	-	-	115,000	378,000	263,000
SUB-TOTAL		2,075,672	1,477,215	1,477,215	2,019,089	2,134,089	2,325,896	191,807
GENERAL FUND EXPENDITURES		22,389,380	15,627,103	15,627,103	25,228,767	25,632,556	26,452,188	822,032



Transfers In

General Fund	347,260
General Fund	1,804,627
Grants and Donations Fund	7,000
Transportation Fund	285,737
Transportation Fund	3,059
Tourism Fund	242,367
Capital Projects	110,093
Capital Projects	75,000
Library Special Revenue Fund	1,605,159
Fleet Inservice Fund	50,000
Fleet Inservice Fund	-
	4,530,302

Transfers Out

Capital Projects	347,260
Sun Prairie Utilities	1,804,627
General Fund	7,000
General Fund	285,737
Grants and Donations Fund	3,059
Grants and Donations Fund	242,367
Westside Traffic Impact Fee Fund	110,093
Parks Fund	75,000
General Fund	1,605,159
General Fund	50,000
Grants and Donations Fund	-
	4,530,302



MISSION

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

DESCRIPTION

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

The mayor appoints representatives to various committees, boards and commissions and ensures that the city ordinances and state

statutes are observed and enforced. Annually, the Mayor presents a balanced budget outlining his mission for the future. The mayor also serves as a voting chairperson of the plan commission. He chairs and represents the city on the community development authority.

2019 BUDGET HIGHLIGHTS

- The mayor's compensation will be increased to \$21,425 per year after the 2019 mayoral election.

2018 BUDGET OVERVIEW

- The budget for membership expenses increased to accommodate organizational fee increases.



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.

2019 BUDGET HIGHLIGHTS

- The annual stipend for council members was increased to \$6,963. State law requires the increase to take effect after an election has occurred.

2018 BUDGET OVERVIEW

- The 2018 budget included a 4% increase in alder compensation. One-half of the council was elected in 2018 and received the increase. The remaining alders will receive the increase following the 2019 election cycle.
- The Council voted to provide \$30,000 for citizen needs not met by other fund sources following the gas explosion in July 2018.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Mayor	-	-	-	-	-	-
Council	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

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

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Mayor	38,546	39,966	39,672	42,632	41,632	1,960
Council	65,132	101,860	100,649	72,092	72,092	(28,557)
Total Expenditures	103,678	141,826	140,321	114,724	113,724	(26,597)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	81,276	82,335	83,361	85,524	85,524	2,163
Materials & Supplies	524	1,536	1,150	2,750	1,750	600
Contractual Services	5,014	37,200	37,200	7,700	7,700	(29,500)
Professional Development	16,864	20,755	18,610	18,750	18,750	140
Capital Items	-	-	-	-	-	-
Total Expenditures	103,678	141,826	140,321	114,724	113,724	(26,597)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	103,678	141,826	140,321	114,724	113,724	(26,597)
Net Operating Result	(103,678)	(141,826)	(140,321)	(114,724)	(113,724)	26,597

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MISSION

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

DESCRIPTION

Municipal Court presides over matters that originate when a City of Sun Prairie police officer 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.

2019 BUDGET HIGHLIGHTS

- There are no notable changes in the 2019 budget.

2018 BUDGET OVERVIEW

- The 2018 budget increased the Municipal Judge salary by two percent, effective January 1, 2018.



PERFORMANCE MEASUREMENT

Adjudicate city ordinance violations.

Measure	2014	2015	2016	2017	2018
Traffic Citations Processed	1,467	1,360	1,701	1,359	658
Ordinance Citations	862	789	788	561	320
Court Trials	19	25	20	21	12

** 2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Municipal Court	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	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	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Municipal Court	102,286	110,675	108,753	110,359	110,359	1,606
Total Expenditures	102,286	110,675	108,753	110,359	110,359	1,606

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	93,408	101,235	97,513	100,719	100,719	3,206
Contractual Services	7,760	7,600	9,100	7,700	7,700	(1,400)
Professional Development	1,118	1,840	2,140	1,940	1,940	(200)
Total Expenditures	102,286	110,675	108,753	110,359	110,359	1,606

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	171,172	165,055	188,000	172,000	172,000	(16,000)
Total Expenditures	102,286	110,675	108,753	110,359	110,359	1,606
Net Operating Result	68,886	54,380	79,247	61,641	61,641	(17,606)

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MISSION

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

DESCRIPTION

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

Full-time in house counsel and additional expertise of outside contractual legal services provide the legal services required under the City Charter. This insures that the office is able

to effectively anticipate and avoid risk and actionable legal problems. The augmentation of in house counsel with external attorneys most effectively promotes avoidance of City liability thereby reducing the overarching costs for legal services.

2019 BUDGET HIGHLIGHTS

- Membership and dues budget increased to reflect the City Attorney's membership in the ICMA, an organization that trains and supports City leaders to promote excellence in local government.
- The outside legal counsel line is increased \$5,000 due to ongoing needs.

2018 BUDGET OVERVIEW

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



PERFORMANCE MEASUREMENT

Provide legal analysis and advice to City Departments and Council.

Measure	2014	2015	2016	2017	2018
Development Agreements	9	9	8	17	7
Ordinance Amendments	9	14	18	21	4

**2018 data reflects information through July 31, 2018.*

Prosecute and collect forfeitures imposed by the court.

Measure	2014	2015	2016	2017	2018
OWI	87	148	87	106	38
Retail Theft	220	208	137	104	62
THC	107	115	100	73	51
Other Municipal Citations	1,997	1,833	1,713	1,633	762

**2018 data reflects information through July 31, 2018.*

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

Measure	2014	2015	2016	2017	2018
Pretrial Conferences	173	153	238	139	66
Forfeitures from Pretrial Stage	\$47,188	\$44,866	\$62,651	\$34,820	\$21,130
Total Forfeitures Assessed	\$353,770	\$305,156	\$325,478	\$260,153	\$126,035

**2018 data reflects information through July 31, 2018.*

Collect delinquent EMS fees and Municipal Court forfeitures.

Measure	2014	2015	2016	2017	2018
EMS Fees	\$53,572	\$42,868	\$35,732	\$18,865	\$28,900
Forfeitures	\$130,411	\$103,197	\$97,479	\$89,221	\$69,458

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
City Attorney	2.00	2.00	2.00	2.00	2.00	-
Allocated FTE	(0.27)	(0.28)	(0.28)	(0.54)	(0.28)	-
Total Personnel	1.73	1.72	1.72	1.46	1.72	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
City Attorney	221,522	236,270	220,986	231,597	231,597	10,611
Total Expenditures	221,522	236,270	220,986	231,597	231,597	10,611

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	174,073	186,995	181,511	189,427	189,427	7,916
Materials & Supplies	1,424	1,500	2,000	1,600	1,600	(400)
Contractual Services	37,706	38,025	25,700	31,040	31,040	5,340
Professional Development	8,319	9,750	11,275	9,530	9,530	(1,745)
Capital	-	-	500	-	-	(500)
Total Expenditures	221,522	236,270	220,986	231,597	231,597	10,611

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	221,522	236,270	220,986	231,597	231,597	10,611
Net Operating Result	(221,522)	(236,270)	(220,986)	(231,597)	(231,597)	(10,611)

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MISSION

Serve as the gateway to open government. Our team professionally provides Sun Prairie with:

- equitable access to open meetings and public records,
- impartial license administration, and
- fair, secure, and transparent elections.

Our ability to work as a team toward the common goal of providing exceptional customer service is based on a strong foundation of integrity, equity and transparency.

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, and issues 2,600 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 Clerk's office meets this goal by educating voters and providing comprehensive training for over 390 election officials.

2019 BUDGET HIGHLIGHTS

- Continue efforts to encourage voter registration and participation through extended office hours, a reminder in the Sun Prairie Utility bill, and the ability to vote absentee at the Sun Prairie Public Library.
- Increase citizen access to licensing and permitting by offering the process online.
- Purchase an additional vote tabulator to reduce voting time.
- Upgrade modems per Dane County requirements.

2018 BUDGET OVERVIEW

- Migrated meeting agendas and minutes to reliable software.
- Updated machines and services to ensure voting accessibility to all community members, including individuals with disabilities and individuals in need of onsite language translation.
- Added the Sun Prairie Public Library as a location to submit absentee ballots.
- Improved efficiency and collaboration through a re-design of the front office.
- A 2018 budget amendment transferred 0.25 FTE from building inspection and provided 0.50 LTE. The revised staffing plan allows the Clerk's Office to supervise and maintain a consistent level of customer service across Building Inspection, the Clerk's office, and Assessing.



PERFORMANCE MEASUREMENT

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

Measure	2014	2015	2016	2017	2018
Council & Special Meetings	21	27	25	17	13
Committee of the Whole	40	49	42	23	14
Board of Review	4	2	2	7	2
Alcohol License Review Board	4	7	4	1	2
TOTAL	69	85	73	48	31

**2018 data reflects information through July 31, 2018.*

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

Measure	2014	2015	2016	2017	2018
Special Event Permit	6	5	2	5	4
Cigarette and Tobacco Retail License	31	28	27	26	24
Dog License	1,251	1,192	1,157	1,267	1,156
Dog Park Permit	628	517	673	984	667
Liquor Establishment License	57	56	56	57	62
Operator License	478	336	322	424	346
Temporary Nightclub License	1	1	1	0	0
Nightclub License	6	6	7	9	10
Secondhand Dealer License	4	6	8	9	4
Solicitor's Permit	29	25	26	32	41
Temporary Beer/Wine License	13	14	13	16	15
Street Use Permit	23	23	21	23	18
Taxi Cab Driver License	26	16	18	22	17
Amusement Device License	108	118	124	142	222
Blasting Permit	1	0	2	3	1
Chicken License	0	0	0	3	5
Mobile Food Cart	0	0	0	1	4
Mobile Food Vendor	0	0	0	5	4
TOTAL	2,662	2,343	2,457	3,028	2,600

**2018 data reflects information through July 31, 2018.*

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

Measure	2014	2015	2016	2017	2018
Number of Elections	3	2	4	2	2
Total Election Officials	105	76	152	82	123
Average Registered Voters	17,929	18,507	19,245	20,543	16,518
Average Ballots Cast	5,887	3,241	8,543	3,198	4,485
Average Turnout %	32.3%	17.5%	43.1%	15.6%	21.1%

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
City Clerk	4.00	4.31	4.31	4.56	4.56	0.25
Total Personnel	4.00	4.31	4.31	4.56	4.56	0.25

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
City Clerk	316,543	315,281	305,020	377,462	377,462	72,442
Elections	28,767	130,196	134,998	78,125	53,125	(81,873)
Total Expenditures	345,310	445,477	440,018	455,587	430,587	(9,431)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	300,338	336,875	336,911	364,973	364,973	28,062
Materials & Supplies	10,324	22,596	22,342	15,309	15,309	(7,033)
Contractual Services	29,695	40,070	35,100	35,200	35,200	100
Professional Development	4,953	5,964	5,965	6,130	6,130	165
Capital	-	39,972	39,700	33,975	8,975	(30,725)
Total Expenditures	345,310	445,477	440,018	455,587	430,587	(9,431)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	154,232	178,084	144,600	166,945	166,945	22,345
Total Expenditures	345,310	445,477	440,018	455,587	430,587	(9,431)
Net Operating Result	(191,078)	(267,393)	(295,418)	(288,642)	(263,642)	31,776

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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.

2019 BUDGET HIGHLIGHTS

- Funding for the development of a strategic plan. The plan will produce a comprehensive vision for the city, set goals, and provide staff with a clear course to achieve the Council's desired outcomes.

2018 BUDGET OVERVIEW

- The 2018 budget did not have any significant changes.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
City Administrator	2.00	3.00	3.00	3.00	3.00	-
Allocated FTE	(0.14)	(0.18)	(0.18)	(0.49)	(0.49)	(0.31)
Total Personnel	1.86	2.83	2.83	2.52	2.51	(0.31)

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
City Administrator	264,144	286,121	284,073	355,486	355,486	64,008
Total Expenditures	264,144	286,121	284,073	355,486	355,486	71,413

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	233,392	244,384	236,668	300,676	300,676	64,008
Materials & Supplies	1,800	3,677	6,830	3,750	3,750	(3,080)
Contractual Services	7,667	16,980	19,480	28,020	28,020	8,540
Professional Development	18,052	20,310	20,325	22,240	22,240	1,915
Capital	7,795	770	770	800	800	30
Total Expenditures	268,705	286,121	284,073	355,486	355,486	71,413

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	268,705	286,121	284,073	355,486	355,486	71,413
Net Operating Result	(268,705)	(286,121)	(284,073)	(355,486)	(355,486)	(71,413)



MISSION

Employ and retain well-qualified and productive 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, 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.

2019 BUDGET HIGHLIGHTS

- \$4,500 for targeted recruitment services through a contracted firm to improve our engagement with other agencies and attract minority candidates.

- Encourage internships and apprenticeships to develop relationships with community agencies and educational institutions.
- \$20,000 for employee wellness initiatives aimed at lowering health insurance costs.
- \$10,000 to reinstate employee recognitions including an employee picnic, holiday parties, and small financial rewards for employee-of-the-year for each department/division.

2018 BUDGET OVERVIEW

- Improved our recruitment presence in the region through branding and outreach.
- Implemented discounted employee wellness programs through local vendors.
- Achieved efficiencies in onboarding, employee evaluations, and records retention through utilization of electronic resources.
- The newly developed Employee Benefits Committee worked with a contracted vendor to create a four-year health insurance strategic plan.
- Supervisory training included WI social media law, Fair Labor Standards Act, and constitutional law.



PERFORMANCE MEASUREMENT

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2014	2015	2016	2017	2018
Positions filled (PT/FT)	35	38	37	45	20
Average number of days to fill positions	54	40	46	42	47
Applications received	1,709	1,478	1,548	1,848	1500
% minority applicants	14%	15%	14%	18%	18%

**2018 data reflects information through July 31, 2018.*

Promote safety and wellness in the workplace.

Measure	2014	2015	2016	2017	2018
Worker's compensation claims	18	20	26	16	16
Worker's compensation cost	\$79,365	\$178,729	\$218,784	\$122,784	\$7,907
Lost days due to Workers Compensation injuries/illnesses	34	185	251	25	31
Biometric testing participation		New	91%	85%	94%
Percentage of employees who rate their general health as Good, Very Good, or Excellent		New measure	93%	95%	93%

**2018 data reflects information through July 31, 2018.*

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

Measure	2014	2015	2016	2017	2018
Annual Turnover rate non-seasonal (FT Turnover rate)	29% (16%)	19% (13%)	14% (14%)	11% (8.6%)	9% (8%)
FMLA Requests	47	55	47	46	39
FMLA Hours Used	6,250	6,797	4,094	5,842	2,995
Increase in Health Plan Cost	4.6%	2.5%	4%	14%	TBD
Authorized FT positions	171	178	180	185	190
Authorized PT & LTE positions	33	39	37	31	33

**2018 data reflects information through July 31, 2018.*



Continually update policies to promote management best practices and reduce organizational risk.

Measure	2014	2015	2016	2017	2018
Policies or Ordinances revised/drafted	6	4	10	11	6
Job descriptions updated	16	20	24	39	20
Positions reviewed by job evaluation system	29	17	20	17	23
ERD/EEOC Complaints/Claims	1	0	1	0	0
Determination of Probable Cause	0	n/a	0	n/a	n/a

**The 2017 data reflects performance through August 18, 2017.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Human Resources	2.80	3.50	3.50	3.50	3.50	-
Allocated FTE	(0.34)	(0.40)	(0.40)	(0.40)	(0.40)	
Total Personnel	2.46	3.10	3.10	3.10	3.10	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Human Resources	298,628	334,238	327,544	368,819	368,819	41,275
Total Expenditures	298,628	334,238	327,544	368,819	368,819	41,275

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	242,032	273,196	267,503	278,882	278,882	11,379
Materials & Supplies	1,701	1,921	1,121	1,317	1,317	196
Contractual Services	46,377	52,800	52,800	57,300	57,300	4,500
Professional Development	7,593	6,321	6,120	31,320	31,320	25,200
Capital	925	-	-	-	-	-
Total Expenditures	298,628	334,238	327,544	368,819	368,819	41,275

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	20,000	20,000	20,000	20,000	20,000	-
Total Expenditures	298,628	334,238	327,544	368,819	368,819	41,275
Net Operating Result	(278,628)	(314,238)	(307,544)	(348,819)	(348,819)	(41,275)



MISSION

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

DESCRIPTION

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

2019 BUDGET HIGHLIGHTS

- No notable changes

2018 BUDGET OVERVIEW

- Implemented the Business License module, Payroll Encumbrances, and Project Ledger within the City's financial software.
- Completed the City's first GFOA awarded budget.
- Implemented a transparency module of the city's financial software to allow for citizen access to city financial records.
- Ambulance collections responsibilities transferred from the City Attorney's office.
- Reorganized the department after a late 2017 resignation. The reorganization elevated an Account Clerk position to an Accountant and added a PT Account Clerk.
- Transitioned check scanning services to a new vendor, which significantly reduced costs.



PERFORMANCE MEASUREMENT

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	2014	2015	2016	2017	2018
Payments by ETF	-	\$ 862,559	\$ 2,876,627	\$4,507,406	\$4,707,817
Payments by procurement card	\$1,844,879	\$3,190,276	\$4,106,642	\$2,499,935	\$1,631,855
Collections by credit card/e-check	\$17,012	\$ 184,956	\$239,111	\$156,165	\$99,910
Tax collections by credit card/e-check	\$325,122	\$ 636,247	\$925,584	\$995,113	\$257,286

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
Total	47	-	\$153,541	\$ 35,464	\$120,331

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	-	-	-	-
Total	129	\$ 55,320	\$ 434,823	-	\$ 485,143



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Finance	4.63	5.13	5.13	5.13	5.13	-
Risk	-	-	-	-	-	-
Allocated FTE	(0.57)	(0.64)	(0.64)	(0.64)	(0.64)	-
Total Personnel	4.06	4.49	4.49	4.49	4.49	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Finance	542,434	544,387	658,087	942,533	942,534	284,446
Risk	410,439	803,578	800,204	172,375	172,375	(627,829)
Total Expenditures	952,873	1,347,965	1,458,291	1,114,908	1,114,909	(343,383)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	377,981	396,289	381,966	402,313	402,313	20,347
Materials & Supplies	87,595	77,895	85,202	82,650	82,651	(2,552)
Contractual Services	67,782	63,432	70,524	73,710	73,710	3,186
Insurance	375,900	769,204	751,680	138,001	138,001	(613,679)
Professional Development	4,799	4,559	5,545	5,560	5,560	15
Transfers/Bad Debt	2,719	1,684	-	-	-	-
Contingency	-	-	115,000	378,000	378,000	263,000
Capital	36,097	34,374	34,374	34,674	34,674	300
Total Expenditures	952,873	1,347,437	1,444,291	1,114,908	1,114,909	(329,383)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	2,400	2,400	2,400	2,400	-
Total Expenditures	952,873	1,347,437	1,444,291	1,114,908	1,114,909	(329,383)
Net Operating Result	(952,873)	(1,345,037)	(1,441,891)	(1,112,508)	(1,112,509)	329,383

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MISSION

Assess all taxable real and personal property fairly and accurately in accordance with Wisconsin State Statutes and the Wisconsin Property Assessment Manual. 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). The assessor follows the Wisconsin Property Assessment Manual's guidelines and Wis. Stat. Ch. 70.

The office discovers and lists properties by reviewing permits, sales, and conducting interior and/or exterior inspections of properties to ensure property data is current. The office performs statistical analysis of data on a mass appraisal basis after consideration of market conditions, neighborhood analysis, physical, economic, governmental, and social factors to determine current valuation amounts. If citizens disagree with the

Assessor's valuation, they can review records during the Open Book period, conducted immediately following the publishing of the initial annual Assessment Roll. During the Open Book period, the assessor dedicates time to meet with property owners to explain valuation methods and listen to their concerns regarding property valuation. The Board of Review follows with official hearings where the assessor formally defends a property's assessment.

2019 BUDGET HIGHLIGHTS

- 2019 Citywide Revaluation

2018 BUDGET OVERVIEW

- Net new construction increased by 73% over last year.
- The City added 878 new real estate parcels in the last two years. A total of 730 new parcels were added in the prior ten years.
- Personal Property value decreased 37.91% primarily due to an amendment to state statute that exempts machinery.
- There were no 2018 Board of Review property assessment appeals.
- Five commercial property owners waived their rights to a Board of Review hearing to advance their cases directly to circuit court. All are continuations of their excessive assessment claims for their 2017 assessments.



PERFORMANCE MEASUREMENT

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	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval
Level of Assessment	99.59%	99.23%	92.40%	100.00%	93.59%

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

Measure	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval
Total Real Estate Parcels	11,335	11,422	11,422	11,452	11,795
Total Personal Property Accounts	1,183	1,201	1,201	1,108	999

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

Measure	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval
Interior Inspections	521	756	636	651	465
Exterior Inspections	458	544	522	396	290
Other On-site Visits	451	684	557	18	9
Drive-by Reviews	196	1,148	162	1,885	1,430
Ag Reviews	395	477	433	648	553
Office Reviews	706	1,516	784	1,235	306
Real Estate Transfers Reviewed	1,460	1,199	1,156	1,417	1,235
Permits Reviewed	1,512	1,402	1,445	1,412	1,789
Personal Property Accounts Assessed	1,102	1,116	1,113	1,027	1,000



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	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval
Real Estate Parcels or Personal Property Accounts Reviewed	96	81	22	262	113
Number of Adjustments	33	61	20	162	111
Net \$ Adjustments (-) or (+)	-\$2,918,100	-\$3,184,300	-\$313,700	-\$6,458,000	-\$5,725,700

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

Measure	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval	2018 Non-Reval
Real Estate Parcels or Personal Property Accounts Valuation Decisions	3	5	9	29	1
Number of Adjustments	3	4	7	14	1
Net \$ Adjustments (-) or (+)	\$14,700	-\$608,500	-\$1,428,610	-\$4,303,200	-\$1,003,100



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Assessing	5.00	4.00	4.00	4.00	4.00	-
Allocated (Decrease)	(0.25)	-	-	-	-	-
Total Personnel	4.75	4.00	4.00	4.00	4.00	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Assessing	358,030	445,734	473,368	414,217	414,217	(59,151)
Total Expenditures	358,030	445,734	473,368	414,217	414,217	(59,151)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	329,623	417,010	428,843	379,483	379,483	(49,360)
Materials & Supplies	8,741	10,609	23,134	12,598	12,598	(10,536)
Contractual Services	15,865	12,300	13,300	15,660	15,660	2,360
Professional Development	3,801	5,815	8,091	6,476	6,476	(1,615)
Capital	-	-	-	-	-	-
Total Expenditures	358,030	445,734	473,368	414,217	414,217	(59,151)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	358,030	445,734	473,368	414,217	414,217	(59,151)
Net Operating Result	(358,030)	(445,734)	(473,368)	(414,217)	(414,217)	59,151



MISSION

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

DESCRIPTION

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

The IT Department budget is divided into two organization codes in the accounting system; the GIS budget is tracked separately from general IT operations.

2019 BUDGET HIGHLIGHTS

- Wi-Fi replacement & upgrades.
- Data storage upgrades.
- Anti-virus software updates.
- Replace the City Hall server room's Uninterruptible Power Supply.
- Implement more robust disaster recovery and business continuity processes.
- Increase the maintenance agreements budget due to higher software licensing charges.
- Modify the City's website to ensure ADA compliance.
- The GIS Tech is currently an LTE position; the budget provides FTE authority and funding to modify the position to a full-time permanent position.
- Provide \$22,100 for an aerial imagery flight, in partnership with Dane County and other local municipalities. Aerial imagery is an important tool to assist in the decision making process for future project, tracking city growth, and verification of data.

2018 BUDGET OVERVIEW

- Upgraded building access and security.
- A part-time IT support position transitioned to a full-time position in July 2018, due to increasing demands for IT support.



2018 BUDGET OVERVIEW (cont.)

- Cameras installed at all city cash handling locations to mitigate risks identified in the City's last financial audit.
- Implemented a cloud-based system to track open records requests across all departments.

PERFORMANCE MEASUREMENT

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

Measure	2016	2017	2018
Issues Resolved On-time	66%	68%	79%
Issues Resolved On First Contact	66%	61%	61%
Issues Resolved to Satisfaction*	-	97%	97%

2017 was the first year for satisfaction surveys

2018 data reflects information through July 31, 2018.

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

Measure	2016	2017	2018
Average Time to First Response	18:30	24:30	15:09
Average Time Between Responses	17:20	18:20	11:28
Average Time to Resolution	47:50	46:30	43:48

The time format above is hours:minutes.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Information Technology	6.13	5.00	5.00	5.00	5.00	-
GIS	-	1.50	1.50	2.00	2.00	0.50
Allocated (Decrease)	(0.43)	(0.56)	(0.56)	(1.06)	(1.06)	(0.50)
Total Personnel	5.70	5.94	5.94	5.94	7.00	0.50

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

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Information Technology	999,274	1,031,497	1,097,454	1,091,175	1,091,175	(6,279)
GIS	-	111,276	115,681	120,213	120,213	4,532
Total Expenditures	999,274	1,142,773	1,213,135	1,211,388	1,211,388	(1,747)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	431,613	510,783	570,814	539,357	539,357	(31,457)
Materials & Supplies	219,759	262,565	260,504	321,681	321,681	61,177
Contractual Services	74,922	81,200	83,286	68,825	68,825	(14,461)
Professional Development	7,822	10,225	9,970	10,525	10,525	555
Capital	265,158	278,000	288,561	271,000	271,000	(17,561)
Total Expenditures	999,274	1,142,773	1,213,135	1,211,388	1,211,388	(1,747)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	38	144	-	-	-	-
Total Expenditures	999,274	1,142,773	1,213,135	1,211,388	1,211,388	(1,747)
Net Operating Result	(999,236)	(1,142,629)	(1,213,135)	(1,211,388)	(1,211,388)	1,747

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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.

2019 BUDGET HIGHLIGHTS

- Decrease the annual contribution to the Building Maintenance Fund to \$20,000.
- Reduce utilities budget by \$10,000 to reflect a sustained lower trend. This is the result of efforts to maintain buildings using sustainable and energy efficient equipment and practices.
- Provide funding and position authority for a full-time Building Maintenance

Technician. LTE savings will partially offset the cost of this position.

- \$4,700 to purchase a table saw and cordless tools.
- Repairs and maintenance utilizing the Building Maintenance Fund:
 - Replace carpeting in Police and Dispatch facilities.
 - Replace chairs in City Hall in public and police areas.
 - Replace Fire/EMS East furnaces.
 - Replace Fire/EMS East garage door openers.
 - Install a dishwasher at the Fire East facility.
 - Paint police offices.

2018 BUDGET OVERVIEW

- First floor office and service counter workspace was remodeled in order to improve workflow, efficiency, and customer service.
- Cooling tower, pre-heating/cooling pumps, and miscellaneous HVAC components replaced.
- City Hall roof will be replaced and solar panels installed.
- The Division will contract with a vendor to complete a facility analysis by the end of the year. The facility analysis will include a replacement schedule for City facilities (ex. heating units, elevators, etc.) and assist in financial planning.



PERFORMANCE MEASUREMENT

The Building Maintenance Division implemented a new service/incident ticket system in February 2017 for facility maintenance work orders and needs.

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

Measure	2017	2018
Number of tickets received	527	436
Average response time (hours)	9:16	11:19
Average resolution time (hours)	23:26	28:26

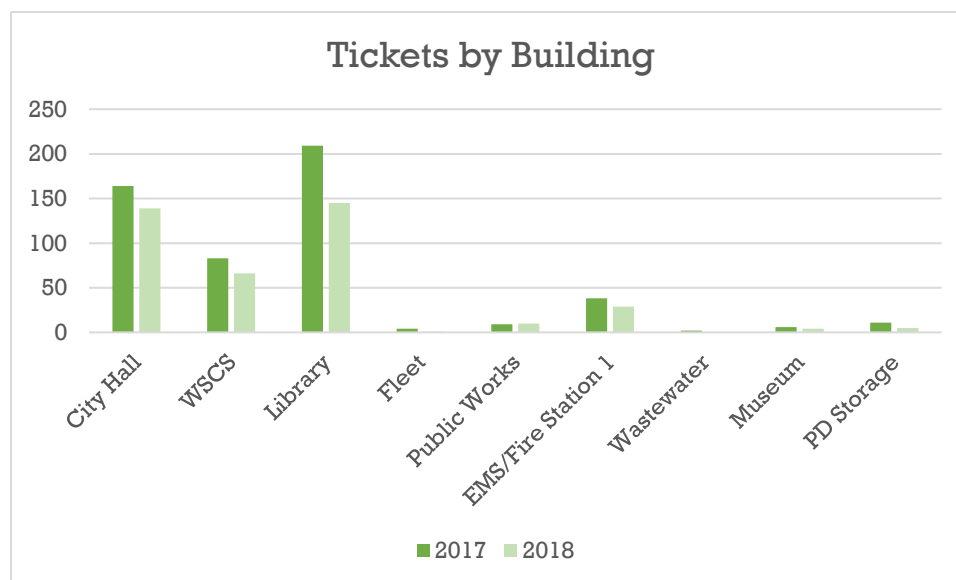
**2018 data reflects information through July 31, 2018.*

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

Measure	2017	2018
No. of urgent and high priority tickets	73	51
Average response time (hours)	6:41	2:54
Average resolution time (hours)	17:47	18:26

**2018 data reflects information through July 31, 2018.*

Maintenance tickets submitted.





PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Building Maintenance	2.00	2.25	2.25	3.00	3.00	0.75
Total Personnel	2.00	2.25	2.25	3.00	3.00	0.75

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Building Maintenance	573,126	674,565	734,980	809,054	784,054	49,074
Total Expenditures	573,126	674,565	734,980	809,054	784,054	49,074

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	162,700	188,474	185,812	231,621	231,621	45,809
Materials & Supplies	190,180	209,983	237,185	205,101	205,101	(32,084)
Contractual Services	150,808	155,760	172,200	163,212	163,212	(8,988)
Professional Development	641	250	550	200	200	(350)
Capital	68,797	120,098	139,233	208,920	183,920	44,687
Total Expenditures	573,126	674,565	734,980	809,054	784,054	49,074

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	573,126	674,565	734,980	809,054	784,054	49,074
Net Operating Result	(573,126)	(674,565)	(734,980)	(809,054)	(784,054)	(49,074)

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MISSION

Build relationships and solve problems.

DESCRIPTION

Administration

There are five members of administration. Four command level sworn officers provide overall organizational leadership. The Police Chief, with assistance from the Assistant Chief of Police, is responsible for broad vision and direction for the organization's operations. One lieutenant provides leadership and management for patrol operations and another lieutenant for support services operations. An executive assistant provides operational support.

Patrol Division

Sworn field officers provide district policing efforts direct to the community. There are seven sergeants, thirty patrol officers, four district liaison officers, and two community service officers. A lieutenant leads the division.

District Liaison Program

A team of four officers are assigned to a specific patrol district that focus on neighborhood problem solving, community engagement, crime prevention services, mental health intervention, and drug and gang activity.

Detective Bureau

An assigned sergeant supervises a team of five detectives. The team provides police response and investigation into high level, complicated, time intensive, and serious investigations. Detectives coordinate complex investigative efforts, lead investigative teams, conduct interviews, make complicated legal charging decisions, collect evidence at crime scenes, and work closely with the District Attorney's Office. A civilian evidence officer reports to the detective sergeant within this unit.

School Liaison Program

Two officers are assigned to the high school, the alternative school, the upper middle school, and lower level schools respectively. These officers provide proactive problem solving and relationship building in the schools. This an extension of our policing philosophy into the school district in partnership with district staff.

Dispatch Services

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. A dispatch supervisor leads the unit.



Records Division

The records division performs tasks related to police records, including open records processing, social media management, citizen fingerprinting, license and permit processing, and staffing a service window. Service windows are available at the East and West locations. One staff member is dedicated to county court officer duties.

Community Policing Services

Community Policing Services are a section of the department's budget that provides resources for equipment and supplies necessary for community policing efforts. Costs include the honor guard and department chaplains. Other programs include Citizen Academy, National Night Out, Youth Academy, and other outreach activities.

Crossing Guards Services

The city contracts for crossing guard services stationed throughout the community to ensure student safety. The program is monitored in partnership with the school district.

2019 BUDGET HIGHLIGHTS

- Add funding and position authority for a full-time Lieutenant position. The Lieutenant will perform administrative functions currently assigned to Sergeants. This will provide Sergeants with greater ability to focus on directly

monitoring district policing efforts, mentoring officers, and performing quality assurance activities.

- Decreases in systems and maintenance agreement costs.
- Increase in the patrol communications budget due to an increase in fees.
- Increase in the scheduling software maintenance agreement in accordance with the contract.
- Decrease in the police video system maintenance agreement.
- Increase in the crossing guard professional services agreement to reflect the new contract.

2018 BUDGET OVERVIEW

- Added a district liaison officer to improve the effectiveness of the district liaison program and the K-9 unit.
- Reclassified an officer position to a detective position to address detective caseload.
- Implemented body cameras to create a safer community and maintain public trust.
- Added crossing guard members in the fall of 2018 for the two new elementary schools.
- Purchased an additional squad car for the fleet.
- Improved debt collection efforts related to delinquent forfeitures originating from municipal court.
- Budget amendments totaling \$84,300 for explosion-related expenses.



PERFORMANCE MEASUREMENT

Maintain a low crime rate.

Measure	2014	2015	2016	2017	2018
Violent Crime (per 1,000 residents)	3.78	3.21	3.19	2.61	1.31
Property Crime (per 1,000 residents)	23.55	19.62	17.57	15.7	11.45

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	5.00	5.00	5.00	6.00	6.00	1.00
Patrol	39.00	39.00	39.00	40.00	40.00	1.00
Investigation	6.50	7.00	7.00	7.00	7.00	-
District Liaison Officers	4.50	5.00	5.00	4.00	4.00	(1.00)
School Liaison Officers	2.00	2.00	2.00	2.00	2.00	-
Community Policing	-	-	-	-	-	-
Crossing Guards	-	-	-	-	-	-
Communications	9.00	9.00	9.00	9.00	9.00	-
Records	7.40	8.00	8.00	8.00	8.00	-
Vehicles	-	-	-	-	-	-
Total Personnel	73.40	75.00	75.00	76.00	76.00	1.00
Sworn Personnel*	53.00	54.00	54.00	55.00	55.00	
Civilian Personnel	20.40	21.00	21.00	21.00	21.00	

*One FTE is 1,950 hours for patrol officers

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	901,250	1,003,882	1,020,669	1,041,439	1,041,439	20,770
Patrol	3,605,588	3,955,594	3,927,705	4,094,221	4,094,221	166,516
Investigation	697,966	769,073	808,247	848,560	848,560	40,313
District Liaison Officers	436,341	420,198	520,698	440,270	440,270	(80,428)
School Liaison Officers	208,219	221,391	211,577	212,371	212,371	794
Community Policing	8,284	6,700	6,700	6,950	6,950	250
Crossing Guards	91,396	120,879	120,879	135,892	135,892	15,013
Communications	708,480	744,030	814,366	775,036	775,036	(39,330)
Records	430,239	483,830	492,785	532,970	532,970	40,185
Vehicles	443,582	357,633	358,833	566,159	566,159	207,326
Total Expenditures	7,531,345	8,083,210	8,282,459	8,653,868	8,653,868	371,409

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	6,395,789	6,889,887	7,074,773	7,362,769	7,362,769	287,996
Materials & Supplies	564,774	511,966	510,068	697,103	697,103	187,035
Contractual Services	436,293	586,905	595,206	484,721	484,721	(110,485)
Professional Development	73,847	72,752	72,682	76,106	76,106	3,424
Capital	60,642	21,700	29,730	33,169	33,169	3,439
Total Expenditures	7,531,345	8,083,210	8,282,459	8,653,868	8,653,868	371,409

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	186,127	164,561	179,600	161,870	161,870	(17,730)
Total Expenditures	7,531,345	8,083,210	8,282,459	8,653,868	8,653,868	371,409
Net Operating Result	(7,345,218)	(7,918,649)	(8,102,859)	(8,491,998)	(8,491,998)	(389,139)



MISSION

Deliver professional service to our community by protecting life, property, and the environment. Carry out these functions by providing courteous and effective responses through quality training with the highest standards of integrity and performance. In partnership with our community, strive for excellence through training, prevention, and education.

DESCRIPTION

The Sun Prairie Fire Department (SPFD) is contracted by the City of Sun Prairie to deliver fire service. Services include all-hazards emergency response, fire prevention, fire education, and assistance to Sun Prairie Emergency Medical Services Department and Sun Prairie Police Department. The SPFD district encompasses approximately 96 square miles and over 43,000 residents of the City of Sun Prairie, and Townships of Burke, Bristol, and Sun Prairie.

The SPFD operates out of two stations located within the City. The SPFD continuously staffs Station 1 with a minimum of four firefighters, with a combination of career and volunteer/Paid-on-Premise staff. Career staff work from 6:00 am until 6:00 pm daily and a volunteer crew staffs 6:00 pm to 6:00 am.

Since July 2017, SPFD Station II has been staffed Monday through Friday for 8-hour shifts with career staff, and weekends with Paid on Call personnel. This is an incremental step to staffing Station II 24 hours a day.

The SPFD continues to implement the 2014 Fire Department Review & Assessment consultant's recommendations for the future of fire protection.

2019 BUDGET HIGHLIGHTS

- Increased wages and operating costs.

2018 BUDGET OVERVIEW

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



PERFORMANCE MEASUREMENT

Respond to citizens' call for service.

Measure	2014	2015	2016	2017	2018
Calls for Service	1,003	1,020	1,120	1,699	1,075

**Information for 2018 reflects call volume through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Fire*	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

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

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Fire	1,158,482	1,292,984	1,298,065	1,399,977	1,399,977	101,912
Total Expenditures	1,158,482	1,292,984	1,298,065	1,399,977	1,399,977	101,912

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	-	-	-	-	-	-
Materials & Supplies	35,811	8,494	8,494	17,104	17,104	8,610
Contractual Services	1,069,217	1,284,490	1,289,571	1,382,873	1,382,873	93,302
Capital	53,454	-	-	-	-	-
Total Expenditures	1,158,482	1,292,984	1,298,065	1,399,977	1,399,977	101,912

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	1,158,482	1,292,984	1,298,065	1,399,977	1,399,977	101,912
Net Operating Result	(1,158,482)	(1,292,984)	(1,298,065)	(1,399,977)	(1,399,977)	(101,912)

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MISSION

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

DESCRIPTION

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

Sun Prairie EMS has evolved its role commensurately with demands for service. Sun Prairie EMS services include preventative outreach programs, including community education such as CPR and AED training. Additionally, Sun Prairie EMS provides support to both public and private community events.

2019 BUDGET HIGHLIGHTS

- The billing service vendor is paid a percentage of collections. The budget for vendor payment is increased because collections will grow due to revised ambulance service fees.
- Enhancements in patient care technology improve the patient experience. This will include greater use of features of the patient care reporting system.
- Implement a peak-hours ambulance crew to enhance reliability and improve ambulance availability during times of peak demand.
- The material and supplies budget is lower in 2019 due to a one-time ambulance purchase in 2018.

2018 BUDGET OVERVIEW

- Ambulance transport fees were re-evaluated and adjusted. The result is a reduction in the taxpayer's burden to support the service.
- Equipment upgrades provided consistent equipment availability in all three ambulances. This reduces downtime related to vehicle switch-out, and allows for service expansion at minimal expense.
- Increased access to, and use of, technology. It improves system efficiency and provides the means for data-driven initiatives and patient care methodologies.



PERFORMANCE MEASUREMENT

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

Measure	2014	2015	2016	2017	2018
Call volume	2,205	2,391	2,467	2,828	1,550
Response time: En route	1:25	1:22	1:25	1:45	1:45
Response time: To scene	4:41	4:20	4:21	4:33	4:36
Response time: To hospital	21:36	20:33	19:24	19:03	18:33

**2018 data reflects information through July 31, 2018.*

***Response times are measured in minutes.*

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

Measure	2014	2015	2016	2017	2018
IV success rate	64%	64%	63%	70%	72%
First-pass intubation success rate	41%	78%	73%	87%	90%

**2018 data reflects information through July 31, 2018.*

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

Measure	2014	2015	2016	2017	2018
Ambulance service users	54%	59%	52%	58%	48%
Taxpayers	46%	41%	48%	42%	52%

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
EMS*	14.00	15.00	15.00	15.00	15.00	-
Total Personnel	14.00	15.00	15.00	15.00	15.00	-

* 1 FTE is 2,912 hours for paramedics.

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
EMS	1,697,499	2,028,766	2,025,118	2,111,861	2,111,861	89,478
Total Expenditures	1,697,499	2,028,766	2,025,118	2,111,861	2,111,861	89,478

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	1,359,394	1,487,293	1,480,345	1,735,661	1,735,661	258,051
Materials & Supplies	215,283	449,748	453,023	271,360	271,360	(181,663)
Contractual Services	100,645	81,175	81,300	93,700	93,700	12,400
Professional Development	8,661	10,550	10,450	11,140	11,140	690
Capital	13,516	-	-	-	-	-
Total Expenditures	1,697,499	2,028,766	2,025,118	2,111,861	2,111,861	89,478

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	1,037,872	1,033,325	1,028,836	1,298,820	1,298,820	269,984
Total Expenditures	1,697,499	2,028,766	2,025,118	2,111,861	2,111,861	89,478
Net Operating Result	(659,627)	(995,441)	(996,282)	(813,041)	(813,041)	180,506

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MISSION

Plan, prepare for, and respond to disasters so that our community can most effectively protect lives and property.

DESCRIPTION

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

2019 BUDGET HIGHLIGHTS

- Training funds will enhance disaster preparedness; the budgeted amount remains the same as prior years.
- Operating improvements to the EOC are a continual focus with available funding. The budget for repairs and maintenance remains the same.

2018 BUDGET OVERVIEW

- The downtown explosion reinforced the concepts and structure of Incident Command System principles. The EOC was within the evacuation zone and was displaced. After-action reviews will evaluate city response and use of principles. Emergency management staff members will be a key component to this evaluation.
- A large amount of 2018 funding was allocated to severe weather siren repair. One of the city sirens did not function during testing and required repair work.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Emergency Management	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Emergency Management	6,645	7,500	7,500	7,500	7,500	-
Total Expenditures	6,645	7,500	7,500	7,500	7,500	-

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Materials & Supplies	6,645	5,500	5,000	5,000	5,000	-
Professional Development	-	2,000	2,500	2,500	2,500	-
Capital	-	-	-	-	-	-
Total Expenditures	6,645	7,500	7,500	7,500	7,500	-

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	6,645	7,500	7,500	7,500	7,500	-
Net Operating Result	(6,645)	(7,500)	(7,500)	(7,500)	(7,500)	-



MISSION

Advance quality and building safety 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.

2019 BUDGET HIGHLIGHTS

- Increase the permitting fee by \$0.01 per square foot for building, electrical, plumbing, and HVAC permits.
- Provide funding and position authority for a full-time Assistant Building Inspector beginning April 1, 2019.

2018 BUDGET OVERVIEW

- The Building Inspection fee schedule was reviewed and amended to ensure uniformity in fee permits. The revised fee schedule better reflects the cost of providing review and inspection services.
 - Minimum permit increased from \$25 to \$50.
 - Permits now based on square footage rather than per project cost.
- The City received authority from the Wisconsin Department of Safety and Professional Services (DSPS) to perform complex plan review in lieu of the DSPS for all multi-family, commercial and industrial projects within the city. The budget provided funding and authority to hire an LTE position to assist with reviews as the Division evaluated the time associated with this new workload.
 - The Division has performed over 200 plan reviews.
- Higher than normal workloads resulted in larger than anticipated staff overtime and seasonal staff expenses.



PERFORMANCE MEASUREMENT

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

Measure	2015	2016	2017	2018
Total Inspections	6,754	6,777	8,909	6,407
Inspection completed same day	86%	92%	78%	82%
Inspection completed within 1 day	7%	5%	13%	7%
Inspection completed in 2 or more days	7%	3%	9%	11%

**2018 data reflects information through July 31, 2018.*

Calls for service statistics.

Measure	2015	2016	2017	2018
Permit Applications	1,823	1,750	2,264	1,341
Code Enforcement Cases	396	468	378	174
Field Inspections	6,754	6,779	8,909	6,407

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Building Inspection	5.25	5.25	5.25	6.00	6.00	0.75
Total Personnel	5.25	5.25	5.25	6.00	6.00	0.75

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Building Inspection	460,411	554,409	548,078	616,829	616,829	68,751
Total Expenditures	460,411	554,409	548,078	616,829	616,829	68,751

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	430,178	506,782	489,133	550,033	550,033	60,900
Materials & Supplies	19,719	17,914	38,945	47,596	47,596	8,651
Contractual Services	6,725	24,180	15,100	14,000	14,000	(1,100)
Professional Development	3,261	5,000	4,900	5,200	5,200	300
Capital	528	533	-	-	-	-
Total Expenditures	460,411	554,409	548,078	616,829	616,829	68,751

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	757,636	723,269	484,700	624,450	624,450	139,750
Total Expenditures	460,411	554,409	548,078	616,829	616,829	68,751
Net Operating Result	297,225	168,860	(63,378)	7,621	7,621	70,999

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MISSION

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

DESCRIPTION

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

The Parks and Recreation Director and Administrative/Recreation Programs Coordinator co-manage the Family Aquatic Center, with the Director overseeing general operations and risk management, while the Coordinator oversees personnel, admissions/concessions and staffing.

Additionally, three seasonal managers are staffed at the pool during all open and programmed hours to ensure safety, security, quality and staff support.

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

2019 BUDGET HIGHLIGHTS

- Implement a new registration system. The new system allows for key tag season passes with barcode reader and eliminates the outdated sew-on season pass entry system.
- Install second admissions counter cashiering station to enhance customer experience and eliminate long wait times to enter.
- Restructure the aquatics center management team. A restructure will ensure highly qualified individuals are in critical management positions and lessen employee burnout. The budget provides wage increases commensurate with increased levels of responsibility, as well as computers and phones for management.

2018 BUDGET OVERVIEW

- The aquatic center was fitted with cashiering equipment and software utilized at other city facilities.
- Free wi-fi was installed and made available for public use.
- New shade covers were purchased for the pool and sand playground areas.
- Aesthetic upgrades to the facility.
- A high-end pool vacuum was rented for the season. This was the first year renting a vacuum; previously the City purchased a vacuum but found the repair costs to be burdensome.



PERFORMANCE MEASUREMENT

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	2014	2015	2016	2017	2018
Number of lessons offered	179	174	174	174	149
Number of available spots	1,813	1,783	1,822	1,735	1,137
Swim Lessons Enrollment	1,263	1,303	1,234	1,320	964
Percentage to full program capacity	70%	73%	68%	76%	85%

**2018 data reflects information through July 31, 2018.*

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	2014	2015	2016	2017	2018
Resident Family	98	98	115	98	102
Non-Resident Family	32	24	25	18	28
Resident Family ½ Price	9	20	12	15	8
Non-Resident Family ½ Price	2	5	1	4	0
Caregiver Pass	n/a	n/a	n/a	10	19
Total Family Season Passes	141	147	153	145	157
Resident Individual	24	10	17	13	18
Non-Resident Individual	1	1	2	2	4
Resident Individual ½ Price	1	2	2	3	0
Non-Resident Individual ½ Price	0	0	0	0	0
Total Individual Season Passes	26	13	21	18	22
Cumulative Season Passes	167	160	174	163	179

**2018 data reflects information through July 31, 2018.*

Token Sales	2014	2015	2016	2017	2018
Single Tokens	2,149	1,782	610	686	877
10 Pack Tokens	112	174	315	307	135
Total Number of Tokens Sold	3,269	3,522	3,760	3,756	2,227

**2018 data reflects information through July 31, 2018.*



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.

Attendance	2014	2015	2016	2017	2018
June	7,562	6,357	8,921	7,204	7,512
July	7,957	14,852	13,467	11,984	6,924
August	7,762	8,842	8,928	7,165	N/A
Total	23,281	30,051	31,316	26,353	14,436

**2018 data reflects information through July 31, 2018.*

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	2014	2015	2016	2017	2018
FAC Revenues	\$184,078	\$191,484	\$210,241	\$200,815	\$139,021
FAC Expenses	\$241,214	\$322,391	\$273,910	\$278,068	\$248,582
Recovery Percentage	76%	59%	77%	72%	56%
Property Tax Revenue	\$57,136	\$130,907	\$63,669	\$77,253	\$109,561

**2018 data reflects information through July 31, 2018.*

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MISSION

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

DESCRIPTION

This narrative focuses on the Administration, Operations, Snow & Ice, Traffic Control, and Streets functions performed by the Public Works Department. Other divisions in the Public Works Department include parks maintenance (general fund), forestry (general fund), and refuse and recycling (special revenue fund). These Divisions have separate narratives because they are classified in another functional area or fund.

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

The Traffic Control division maintains and repairs traffic signals, signage and lane markings. The Snow & Ice Division removes snow and ice from streets, parking lots, bike paths and sidewalks.

2019 BUDGET HIGHLIGHTS

- Provide funding and position authority for a full-time Streets Maintenance Worker beginning April 1, 2019.
- \$15,000 for on-street bicycle facilities.
- Complete over seven miles of chip sealing in 2019. In the past, streets maintenance applied either chip seal or slurry seal. The life and performance of the chip seal has greatly outlasted the slurry seal and we have moved to completing only chip seal.
- Fleet rental charges increased. Fleet rental charges fluctuate depending on the number of replacement public works vehicles purchased during a year. Vehicle purchases are scheduled based on the fleet replacement plan.

2018 BUDGET OVERVIEW

- The budget provided \$2,800 for a Traffic Control maintenance worker to achieve a certification to diagnose, repair, and install more equipment on traffic signals.
- The city owns land on Bailey Road for future public works facility needs. A consultant completed a needs assessment. The next steps are design and construction.
- Install traffic responsive signal programming for all signals in the Prairie Lakes Corridor. General Fund balance will be used for this project. Final completion may continue into 2019.



PERFORMANCE MEASUREMENT

Maintain city streets.

Measure	2014	2015	2016	2017	2018
Lane Miles of Streets	335	340	350	380	391
Pounds of crack filling material	43,200	43,200	86,400	86,400	86,400
Diggers locates marked			4,037	9,951	10,442

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	2.00	2.00	2.00	2.00	2.00	-
Operations	8.00	8.00	8.00	9.00	9.00	1.00
Snow & Ice Control	-	-	-	-	-	-
Traffic Control	-	-	-	-	-	-
Street Maintenance	-	-	-	-	-	-
Allocated Increase	0.40	0.40	0.40	0.40	0.40	-
Allocated (Decrease)	(1.40)	(1.40)	(1.40)	(1.40)	(1.40)	-
Total Personnel	9.00	9.00	9.00	10.00	10.00	1.00

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	197,476	214,162	212,198	221,850	221,850	9,652
Operations	872,746	898,228	715,166	1,011,704	1,011,704	296,538
Snow & Ice Control	350,637	446,686	418,106	423,771	423,771	5,665
Traffic Control	102,947	71,350	84,850	88,850	93,850	9,000
Street Maintenance	845,245	762,250	772,250	795,000	795,000	22,750
Total Expenditures	2,369,051	2,392,676	2,202,570	2,541,175	2,546,175	343,605

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	744,303	849,914	766,253	887,511	887,511	121,258
Materials & Supplies	672,673	655,687	535,076	727,809	727,809	192,733
Contractual Services	896,834	864,575	870,801	902,000	907,000	36,199
Professional Development	2,906	8,500	9,440	10,355	10,355	915
Capital	52,335	14,000	21,000	13,500	13,500	(7,500)
Total Expenditures	2,369,051	2,392,676	2,202,570	2,541,175	2,546,175	343,605

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	1,502,082	1,501,294	1,500,232	1,477,338	1,477,338	(22,894)
Total Expenditures	2,369,051	2,392,676	2,202,570	2,541,175	2,546,175	343,605
Net Operating Result	(866,969)	(891,382)	(702,338)	(1,063,837)	(1,068,837)	(366,499)

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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. 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 prioritization of a street for reconstruction due to utility needs. In addition, pedestrian needs must be taken into account. The Engineering Department works with all appropriate entities to ensure long-term plans reflect all relevant factors. The information gathered is used to develop a plan for the timing and financing of street improvements in the five-year Capital Improvement Plan (CIP).

The Department develops construction schedules and cost estimates for all street and sidewalk projects. Engineering collects, distributes, reports on, and maintain records of public infrastructure improvements. The Engineering Department also inspects public improvements in private developments. Properly designed and constructed projects can result in a longer life for improvements and lower maintenance costs.

2019 BUDGET HIGHLIGHTS

- Purchase asset management software to track and manage the installation, maintenance, repair, and condition of city owned assets.
- The cost to continue budget includes increases in maintenance agreements and communications to reflect current costs in these areas.
- Meetings and trainings budget is increased to allow engineers to attend conferences and training on engineering, software, and tools.

2018 BUDGET OVERVIEW

- The Department added one engineer, who works 50% on engineering and 50% on stormwater projects.



PERFORMANCE MEASUREMENT

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

Measure	2014	2015	2016	2017	2018
City's Capital Improvement Projects	6	8	13	10	11
CIP Projects size (millions)	\$7.1	\$5.4	\$7.0	\$6.5	\$10.9
New Private Development Projects	10	8	6	12	2
Private Development Size (millions)	\$3.3	\$5.0	\$4.0	\$10.0	\$2.1

**2018 data reflects information through July 31, 2018.*

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

Measure	2014	2015	2016	2017	2018
Total Contracts	6	8	13	10	11
Contracts advertised before March 31	5	*5	12	10	9
Total Contracts/Contracts Inspected by Engineering Dept.	6/6	8/7	13/13	10/9	11/9

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

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

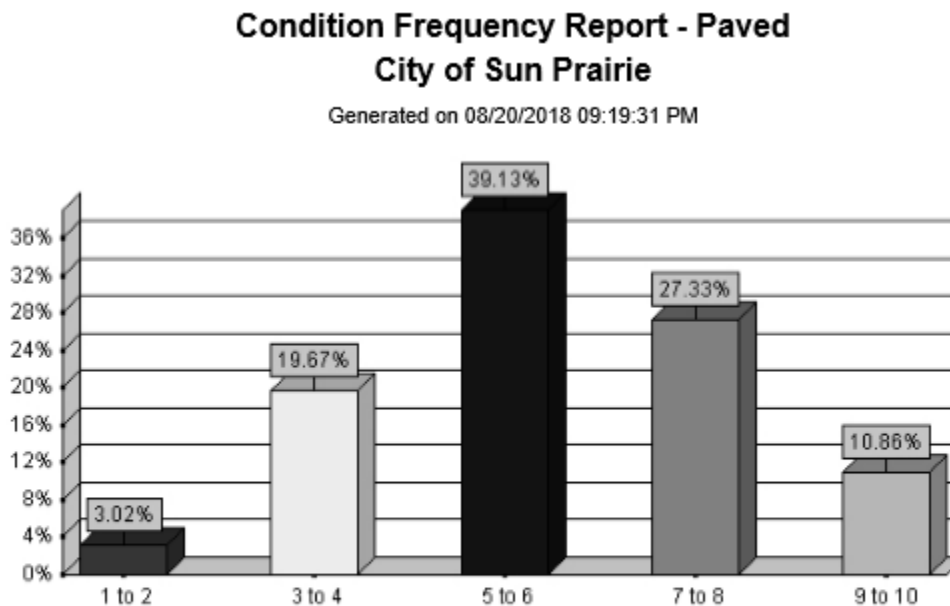
WISLR (Wisconsin Information System for Local Roads) is an excellent tool to analyze existing conditions of pavement within the City limits. The State requires city staff to provide updated pavement ratings every other year. Pavement rating are based on a PASER rating (ranging 1-10 with 1=failed, 2-3=poor,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

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

Measure	2014	2015	2016	2017	2018
Street Projects with component requested by a Utility Owner	2	2	2	3	8
Street Projects with Pedestrian component	3	6	9	5	6



The chart below shows the street inventory and associated ratings:



Rating Range

- Based on 135.28 miles of rated roadways.
- There are 2.35 miles of unrated roadways.

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

Measure	2014 Miles	2015 Miles	2016 Miles	2017 Miles	2018 Miles
Street Projects with 3 Rating or less	0.78	0.26	0.65	0.66	2.60
Street Projects with 4 Rating	0.03	0.93	0.93	2.45	1.91
Street Projects with 5 Rating	0.00	0.00	0.25	0.63	0.21
Street Projects with 6 Rating	0.00	0.00	0.00	0.06	0.15



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Engineering	5.00	6.00	6.00	6.00	6.25	-
Allocated Increase	0.25	0.25	0.25	0.25	0.25	-
Allocated (Decrease)	(1.05)	(1.58)	(1.58)	(1.58)	(1.58)	-
Total Personnel	4.20	4.67	4.67	4.67	4.92	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Engineering	546,543	667,553	662,999	657,859	657,859	(5,140)
Total Expenditures	546,543	667,553	662,999	657,859	657,859	(5,140)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	497,438	592,156	575,197	608,980	608,980	33,783
Materials & Supplies	20,461	35,975	34,374	32,644	32,644	(1,730)
Contractual Services	6,414	33,323	46,148	5,260	5,260	(40,888)
Professional Development	1,671	3,300	3,880	7,950	7,950	4,070
Capital	20,559	2,799	3,400	3,025	3,025	(375)
Total Expenditures	546,543	667,553	662,999	657,859	657,859	(5,140)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	239,422	415,561	449,240	399,870	399,870	(49,370)
Total Expenditures	546,543	667,553	662,999	657,859	657,859	(5,140)
Net Operating Result	(307,121)	(251,992)	(213,759)	(257,989)	(257,989)	(44,230)



MISSION

Preserve and interpret the history of Sun Prairie and the surrounding area in order to effectuate a community which understands and has pride in its past.

DESCRIPTION

The museum provides a wide range of services to the community, under the leadership of a fulltime Museum Director. These services include changing exhibits to provide a fresh, new display of art, artifacts, manuscripts, photographs and educational materials of interest to visitors. The museum preserves all donations to the collection in climate controlled storage and monitors temperature and humidity on a regular schedule to prevent damage to items in the collection. An accessioning process is in place to record, label, number, and store items donated to the museum.

The museum installed new database software to better organize the museum's records of all art, artifacts, manuscripts, photographs, and educational materials. Museum staff will use the software to create a "Virtual Museum" that will allow more of the collection to be viewed. The museum currently has 2-3% of its collection on display.

2019 BUDGET HIGHLIGHTS

- Hire a consultant to create a strategic plan. The Friends of the Museum will fund plan development.
- Grand Reopening of the museum and celebration of the Museum's 50th anniversary.

2018 BUDGET OVERVIEW

- A 2018 budget amendment approved FTE authority and funding to create a full-time Museum Director position, replacing the part-time Curator position.
- Museum operation hours were reduced to appointments only in the interim period between the former Curator's retirement and the hiring of a new fulltime director.
- Staff and volunteers began adding new records to the digital database.



PERFORMANCE MEASUREMENT

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

Museum Attendance	2015	2016	2017	2018
Total number of visitors	1,067	2,886	3,642	350

**2018 data reflects information through July 31, 2018.*

**The museum was open for appointments only beginning in June and limited hours the remaining of the year, due to staff changes.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Historical Museum	-	1.00	1.00	1.00	1.00	-
Total Personnel	-	1.00	1.00	1.00	1.00	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Historical Museum	35,768	59,725	74,657	100,638	100,638	25,981
Total Expenditures	35,768	59,725	74,657	100,638	100,638	25,981

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	19,247	33,510	44,777	70,764	70,764	25,987
Materials & Supplies	7,261	11,905	12,785	12,479	12,479	(306)
Contractual Services	6,236	11,390	11,895	11,695	11,695	(200)
Professional Development	150	420	300	800	800	500
Capital	2,874	2,500	4,900	4,900	4,900	-
Total Expenditures	35,768	59,725	74,657	100,638	100,638	25,981

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	35,768	59,725	74,657	100,638	100,638	25,981
Net Operating Result	(35,768)	(59,725)	(74,657)	(100,638)	(100,638)	(25,981)

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MISSION

The YMCA managed Youth Center is a safe, alcohol and drug free meeting place for Middle School Youth to participate in positive, social, recreational, educational, and community service activities.

DESCRIPTION

The YMCA of Dane County (Northeast Branch) currently operates the Sun Prairie Youth Center at Prairie Phoenix Academy. The Youth Center provides a safe place for teens to go after school and during the summer for a healthy snack and positive mentoring. Funds provided by the City of Sun Prairie offset some of the YMCA of Dane County's general operating costs, especially those costs associated with after school tutoring and mentoring programs. Participants do not pay a fee for any of the available programs.

2019 BUDGET HIGHLIGHTS

- No notable changes.

2018 BUDGET OVERVIEW

- No notable changes.



PERFORMANCE MEASUREMENT

Serve Sun Prairie Youth through the Youth Center at Prairie Phoenix Academy.

Measure	2017-2018
Youth served	321

Data reflects the period July 2017 to June 2018.



MISSION

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

DESCRIPTION

Sun Prairie Community Schools oversees community programs and partnerships at two sites, Westside Elementary and Prairie Phoenix Academy. 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.

2019 BUDGET HIGHLIGHTS

- \$30,000 to expand Community Schools to C.H. Bird Elementary.
- Transfer \$10,000 for the Camp Buena Vista summer program at Westside Elementary from the Recreation Department to Community Schools.

2018 BUDGET OVERVIEW

- \$60,000 for partial funding of two Site Coordinators and one Director.



PERFORMANCE MEASUREMENT

Increase student achievement for students of color and students qualifying for Free and Reduced Meals.

Percentage of students with proficient scores in Language Arts FORWARD Exam, Wisconsin’s proficiency exam.		
Measure	2017	2018
Westside African American students	9%	Data not yet available
Low Income Students	20%	
Percentage of students with proficient scores in Math FORWARD Exam, Wisconsin’s proficiency exam.		
Measure	2017	2018
Westside African American students	11%	Data not yet available
Low Income Students	16%	



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 liaison to the Common Council.

The Youth and Families Commission'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.

2019 BUDGET HIGHLIGHTS

- No notable changes.

2018 BUDGET OVERVIEW

- A recurring \$5,000 was added to the Commission's budget in order to increase outreach efforts through targeted local events.



MISSION

Maintain the Sun Prairie Cemetery.

DESCRIPTION

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

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

2019 BUDGET HIGHLIGHTS

- No notable changes.

2018 BUDGET OVERVIEW

- The City continued its support by allocating \$9,500 to the cemetery.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Youth Programs *	-	-	-	-	-	-
Cemetery	-	-	-	-	-	-
Youth & Family Commission	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Youth Programs *	75,000	75,000	75,000	115,000	115,000	40,000
Cemetery	9,500	9,500	9,500	9,500	9,500	-
Youth & Family Programs	3,526	6,667	7,832	7,832	7,832	-
Total Expenditures	88,026	91,167	92,332	132,332	132,332	40,000

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	1,098	1,332	2,072	2,072	2,072	-
Materials & Supplies	530	3,000	10	2,510	2,510	2,500
Contractual Services	86,014	86,535	89,500	127,450	127,450	37,950
Professional Development	384	300	750	300	300	(450)
Total Expenditures	88,026	91,167	92,332	132,332	132,332	40,000

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	88,026	91,167	92,332	132,332	132,332	40,000
Net Operating Result	(88,026)	(91,167)	(92,332)	(132,332)	(132,332)	(40,000)

* Youth programs includes Community Schools and YMCA.

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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.

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, United Way funds, grants, and Medicaid-related funding for select services.

2019 BUDGET HIGHLIGHTS

- A \$10,000 funding increase for the Colonial Club to continue to serve Sun Prairie residents.

2018 BUDGET OVERVIEW

- Funding increased from \$180,000 to \$190,000 in the 2018 budget. The increased funding addressed growth in case management and transportation services.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Colonial Club	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Colonial Club	180,000	190,000	190,000	200,000	200,000	10,000
Total Expenditures	180,000	190,000	190,000	200,000	200,000	10,000

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Contractual Services	180,000	190,000	190,000	200,000	200,000	10,000
Total Expenditures	180,000	190,000	190,000	200,000	200,000	10,000

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	180,000	190,000	190,000	200,000	200,000	10,000
Net Operating Result	(180,000)	(190,000)	(190,000)	(200,000)	(200,000)	(10,000)



MISSION

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

DESCRIPTION

The Parks and Recreation Department consists of four divisions: Administration, Recreation Services, Family Aquatic Center, and the Historical Museum.

The Administration Division coordinates, monitors, and manages the four divisions. It forms 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, Aquatic Programs, Special Events, Out of School Time, and Trips.

The Parks and Recreation Department also works in cooperation with the Parks and Forestry Division to develop and maintain quality parks and recreational facilities for the community.

2019 BUDGET HIGHLIGHTS

- Provide funding and position authority for a part-time administrative assistant.
- Implementation of a new registration system, allowing for an enhanced customer experience and more accurate reporting.
- Increase in programs offered through vendors and in-house, to ensure quality and support the goals of the department.
- Continue to investigate and pursue new opportunities for partnerships, sponsorships and alternative revenue sources.
- Create a special revenue fund to track revenue and expenditures of new programs. (A narrative is in the Special Revenue Section).

2018 BUDGET OVERVIEW

- Increased advertising and wages to improve employee recruitment and retention.
- Expanded the Movies and Concerts in the Park series to include an additional movie night.
- Implemented fees based on cost recovery levels set forth in national standards and best practices.
- Implemented the Neighborhood Navigators program in partnership with the Sun Prairie Youth & Families Commission and Dane County.



PERFORMANCE MEASUREMENT

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

The Parks and Recreation Department strives to achieve a rating of 90% or more of returned surveys reporting their overall satisfaction with the program, department and registration process as "Good" or "Very Good."

Measure	2014	2015	2016	2017	2018
Number of Evaluations Distributed	3,466	3,096	2,953	2,893	1,421
Number of Evaluations Returned	651	730	585	493	274
Return Rate	19%	24%	20%	17%	19%
Percentage of Evaluations reporting "Good" or "Very Good" Overall Satisfaction	91%	95%	94%	96%	95%

**2018 data reflects information through July 31, 2018.*

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	2014	2015	2016	2017	2018
Total Number of Enrollments	5,657	5,233	4,986	4,983	2,756
Total Number of Programs Offered	815	595	629	642	524
Total Number of Programs Cancelled due to low or no enrollment	240	87	85	118	151
Program Success Rate	71%	85%	86%	82%	71%

**2018 data reflects information through July 31, 2018.*



Maintain a fiscally responsible Parks and Recreation Department

In 2018, the Parks, Recreation and Forestry Commission, which set forth Cost Recovery Goals aligned with national standards and best practices, approved a Fees and Charges Policy. The cost recovery goals are based on the impact the program or service has on the community as a whole, with a higher impact receiving a higher subsidy and a lower impact receiving lower or no subsidy.

2018 Cost Recovery Goals:

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

Cost Recovery Level	2014	2015	2016	2017	2018
Community Benefit CR	113%*	108%*	96%*	94%*	99%*
Community Investment CR	\$20,563	\$13,461	\$7,543	\$10,768	\$842
Individual Benefit CR	contribution to General Fund	contribution to General Fund	community investment	community investment	community investment
Highly Specialized CR					
TOTAL Subsidy/Surplus	\$20,563	\$13,461	(\$7,543)	(\$10,768)	(\$842)

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

**Cost Recovery is currently calculated as a whole, rather than for each level of community benefit. Beginning in 2019, each level of community benefit will be calculated separately.*

**2018 data reflects information through July 31, 2018.*

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

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

Measure	2014	2015	2016	2017	2018
Collaborative Partnerships	13	16	21	21	28



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	3.00	3.00	3.00	3.50	3.50	0.50
Adult Programs	-	-	-	-	-	-
Preschool Programs	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-
Teen Programs	-	-	-	-	-	-
Special Events	-	-	-	-	-	-
Family & Misc Programs	-	-	-	-	-	-
Family Aquatic Center	-	-	-	-	-	-
Total Personnel	3.00	3.00	3.00	3.50	3.50	0.50

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	205,965	279,542	271,404	356,149	356,149	84,745
Adult Programs	118,771	126,425	142,747	50,056	50,056	(92,691)
Preschool Programs	54,782	74,022	69,445	38,013	38,013	(31,432)
Youth Programs	-	-	-	70,605	70,605	70,605
Teen Programs	-	-	-	12,757	12,757	12,757
Special Events	5,505	7,272	7,070	7,335	7,335	(70)
Family & Misc Programs	-	-	-	11,925	161,925	161,925
Family Aquatic Center	278,133	314,151	307,601	326,218	326,218	18,617
Total Expenditures	663,156	801,412	798,267	873,058	1,023,058	224,456

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	451,641	561,057	527,666	605,038	605,572	77,372
Materials & Supplies	96,655	105,785	111,401	125,251	125,251	13,850
Contractual Services	109,105	111,545	137,520	131,965	281,965	144,445
Professional Development	1,053	4,563	5,100	5,770	5,770	670
Capital	4,702	18,462	16,580	4,500	4,500	(12,080)
Total Expenditures	663,156	801,412	798,267	872,524	1,023,058	224,257

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	366,250	359,025	382,659	388,579	388,579	5,920
Total Expenditures	663,156	801,412	798,267	872,524	1,023,058	224,257
Net Operating Result	(296,906)	(442,387)	(415,608)	(483,945)	(634,479)	(218,337)



MISSION

Improve quality of life through provision of high quality services, parks, open spaces, facilities, and a variety of programs and special events.

DESCRIPTION

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

2019 BUDGET HIGHLIGHTS

- The 2018 budget provided funding and authority for an LTE position dedicated to cleaning the concession stand and bathhouse at the FAC. The position will move to the Recreation Department in 2019 so the Manager present at the FAC has supervisory authority.
- Provide FTE authority and funding to increase an existing street scapes position from part-time to full time. The

position is responsible for the repair and maintenance of sidewalks, curb and gutter repairs, marking digger hotline locales, and maintaining median vegetation.

- Design for the Reserve Park parking lot, dog park, and shelter.

2018 BUDGET OVERVIEW

- Renovated the athletic fields at Wyndham Hills Park and Stoneridge Park.
- Relocated basketball courts at Stoneridge Estates Park to facilitate the installation of new athletic fields.
- Installed a new sand volleyball court at Stoneridge Estates Park.
- The budget provided \$25,400 in one-time funding to install camera systems at five city parks.
- Purchased and installed \$45,000 of playground surface material to ensure safe landing zones under playground structures.
- Removed 38 stumps following ATC tree removal under power lines.



PERFORMANCE MEASUREMENT

Maintain parks and facilities citywide.

Measure	2014	2015	2016	2017	2018
Shelter and gazebo rentals (cleaning)				308	338
Soccer and Softball field rentals				523	591
Tree pruning	380	540	220	418	680
Remove or repair graffiti or damage to structures	29	42	68	37	17

**2018 data reflects information through July 31, 2018.*



Park Maintenance

PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Park Maintenance	6.63	6.63	6.63	7.00	7.00	0.38
Allocated Increase	0.50	0.50	0.50	0.50	0.50	-
Allocated (Decrease)	(0.40)	(0.50)	(0.50)	(0.50)	(0.50)	-
Total Personnel	6.73	6.63	6.63	7.00	7.00	0.38

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Park Maintenance	811,067	958,041	1,011,342	977,745	977,745	(33,597)
Total Expenditures	811,067	958,041	1,011,342	977,745	977,745	(33,597)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	495,827	583,494	598,481	621,271	621,271	22,790
Materials & Supplies	261,071	296,246	338,951	308,354	308,354	(30,597)
Contractual Services	51,957	49,153	44,700	44,200	44,200	(500)
Professional Development	2,212	3,748	3,810	3,920	3,920	110
Capital	-	25,400	25,400	-	-	(25,400)
Total Expenditures	811,067	958,041	1,011,342	977,745	977,745	(33,597)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	46,154	45,600	64,550	43,500	43,500	(21,050)
Total Expenditures	811,067	958,041	1,011,342	977,745	977,745	(33,597)
Net Operating Result	(764,913)	(912,441)	(946,792)	(934,245)	(934,245)	12,547

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MISSION

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

DESCRIPTION

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

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

2019 BUDGET HIGHLIGHTS

- Annual funding to implement recommendations in the city's comprehensive plan and undertake on-going planning efforts
- Establish an annual payment to the Madison Area Transportation Planning Board. The Board leads regional transportation planning, provides traffic forecasts, and assists with transportation studies.
- Replace office chairs for department staff.

2018 BUDGET OVERVIEW

- Addition of a new Planner to staff.
- Updated the city's Comprehensive Plan.
- Promoted the Principal Planner to Planning Director.



PERFORMANCE MEASUREMENT

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
Avg. work days for full approval of staff review items	6.2 days	11.2	11.4

2018 figures reflect actuals through July 31, 2018.

Review and Issue zoning permits in 3 days or less

Measure	2014	2015	2016	2017	2018
Avg. days for zoning permit review	2.0 days	1.8 days	2.6 days	2.2 days	2.7 days*

2018 figures reflect actuals through July 31, 2018.

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

Measure	2015	2016	2017	2018
Total Submissions	53	46	53	50
Upheld	45	37	44	41
Modified	8	7	9	5
Rejected	0	2	0	2
Neutral	0	0	0	2

2018 figures reflect actuals through July 31, 2018.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Planning	4.00	5.00	5.00	5.00	5.00	-
Allocated	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)	-
Total Personnel	3.75	4.75	4.75	4.75	4.75	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Planning	339,777	500,985	569,681	520,090	520,090	(49,591)
Total Expenditures	339,777	500,985	569,681	520,090	520,090	(49,591)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	330,014	408,591	417,452	471,050	471,050	53,598
Materials & Supplies	545	1,224	2,974	755	755	(2,219)
Contractual Services	4,131	82,565	140,500	39,900	39,900	(100,600)
Professional Development	5,087	6,730	6,880	7,385	7,385	505
Capital	-	1,875	1,875	1,000	1,000	(875)
Total Expenditures	339,777	500,985	569,681	520,090	520,090	(49,591)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	40,730	47,973	35,875	41,000	41,000	5,125
Total Expenditures	339,777	500,985	569,681	520,090	520,090	(49,591)
Net Operating Result	(299,047)	(453,012)	(533,806)	(479,090)	(479,090)	54,716

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MISSION

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

- facilitate private sector job creation and retention of employment opportunities with competitive, living wage levels of compensation,
- enhance and expand the local property tax base,
- provide resources to local businesses that will increase the skill level of the local workforce, and
- provide residents the opportunity for a better quality of life and general betterment of the City as a whole.

DESCRIPTION

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

Currently, the division's key areas of focus are the facilitation of development agreements for

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

2019 BUDGET HIGHLIGHTS

- No significant changes.

2018 BUDGET OVERVIEW

- There were no significant changes in the 2018 budget.



PERFORMANCE MEASUREMENT

Workforce Development

Measure	2014	2015	2016	2017	2018
Workforce Development Efforts (Meetings, Referrals, Training, etc.)	N/A	13	11	15	12

**2018 data reflects information through July 31, 2018.*

Retain and expand business in Sun Prairie.

Measure	2014	2015	2016	2017	2018
Formal Retention Contacts (Surveys, Meetings, etc.)	15	68	109	115	198
Major Projects	7	9	11	16	16
Targeted Marketing Efforts	4	19	13	9	5
Contacts with Potential Start-Ups	0	4	3	2	6
Lot Sales/Acres Sold	1/5.0	0/0	2/15.9	2/1.65	1/3.9

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Economic Development	3.00	3.00	3.00	3.00	3.00	-
Total Personnel	3.00	3.00	3.00	3.00	3.00	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Economic Development	131,486	301,314	303,721	326,937	326,937	23,216
Total Expenditures	131,486	301,314	303,721	326,937	326,937	23,216

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	113,768	282,701	278,186	292,582	292,582	14,396
Materials & Supplies	1,703	635	635	100	100	(535)
Contractual Services	9,086	11,100	18,100	28,100	28,100	10,000
Professional Development	6,929	6,878	6,800	6,155	6,155	(645)
Capital	-	-	-	-	-	-
Total Expenditures	131,486	301,314	303,721	326,937	326,937	23,216

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	32,423	57,231	34,554	153,681	153,681	119,127
Total Expenses	131,486	301,314	303,721	326,937	326,937	23,216
Net Operating Result	(99,063)	(244,083)	(269,167)	(173,256)	(173,256)	95,911

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MISSION

Improve quality of life through provision of high quality services, parks, open spaces, facilities, and a variety of programs and special events.

DESCRIPTION

Provide a healthy, managed urban forest for the community to enhance the city's aesthetic, recreational value, and to assist in cooling. The Forestry Division's arborists accomplish 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.

2019 BUDGET HIGHLIGHTS

- EAB treatments are now on an every other year basis for all ash trees, with the next application in 2020.

2018 BUDGET OVERVIEW

- Treated 86 trees for Emerald Ash Borer in the spring and will treat 513 trees in the fall.
- Will plant 278 trees by November.
- Reviewed over 250 trees for residents and other departments. The review takes one to two hours and consists of examining a tree for disease, overall health, safety concerns, etc.
- Oversaw the Gypsy Month spraying conducted by Dane County.



PERFORMANCE MEASUREMENT

Take appropriate action to respond to the Emerald Ash Borer.

Measure	2015	2016	2017	2018
Ash tree treatment	150	480	60	86
Ash tree replacement		800	0	0

**2018 data reflects information through July 31, 2018.*

Plant new trees and maintain existing trees within the City.

Measure	2015	2016	2017	2018
Tree removals and stump grinding		820	54	61
New resident tree planting	95	90	120	78
Tree review			196	258

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Forestry	-	-	-	-	-	-
Allocated (Increase)	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	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Forestry	75,582	114,292	145,209	94,283	94,283	(50,926)
Total Expenditures	75,582	114,292	145,209	94,283	94,283	(50,926)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	68,679	75,957	77,395	81,228	81,228	3,833
Materials & Supplies	3,621	3,900	5,000	6,250	6,250	1,250
Contractual Services	1,636	32,075	60,114	4,075	4,075	(56,039)
Professional Development	1,646	2,360	2,700	2,730	2,730	30
Capital	-	-	-	-	-	-
Total Expenditures	75,582	114,292	145,209	94,283	94,283	(50,926)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	-	-	-
Total Expenditures	75,582	114,292	145,209	94,283	94,283	(50,926)
Net Operating Result	(75,582)	(114,292)	(145,209)	(94,283)	(94,283)	50,926

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PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Transfers	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Transfers	2,075,672	2,019,089	2,019,089	1,867,850	1,947,896	(71,193)
Total Expenditures	2,075,672	2,019,089	2,019,089	1,867,850	1,947,896	(71,193)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Library	1,679,217	1,561,134	1,561,134	1,581,751	1,605,159	44,025
Transit	194,175	189,174	189,174	229,099	285,737	96,563
Fleet Inservice Fund	141,993	111,000	111,000	50,000	50,000	(61,000)
Grants & Donations	22,106	-	-	7,000	7,000	7,000
Park Fund	9,248	-	-	-	-	-
Sanitation Fund	14,933	17,668	17,668	-	-	(17,668)
Family Aquatic Center	-	16,880	16,880	-	-	(16,880)
Capital Projects	14,000	123,233	123,233	-	-	(123,233)
Total Expenditures	2,075,672	2,019,089	2,019,089	1,867,850	1,947,896	(71,193)

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MISSION

Use available external fund sources to support City functions.

DESCRIPTION

City departments receive donations and grants from a variety of entities. The special revenue fund segregates donations designated for a specific purpose from general fund revenues and expenditures.

2019 BUDGET HIGHLIGHTS

- New funds were created to segregate transportation and tourism funds from grants and donations.

2018 BUDGET OVERVIEW

- No notable changes



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Police	-	-	-	-	-	-
EMS	-	-	-	-	-	-
Risk	-	-	-	-	-	-
Museum	-	-	-	-	-	-
Parks & Recreation	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-
Tourism	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Police	7,870	5,050	10,355	10,355	10,355	-
EMS	13,866	8,126	18,520	5,000	5,000	(13,520)
Risk	-	3,435	-	14,000	14,000	14,000
Museum	293	250	7,000	7,000	7,000	-
Library	-	-	-	-	-	-
Parks & Recreation	1,306	12,424	16,562	20,822	20,822	4,260
Economic Development	70,440	-	-	-	-	-
Tourism	34,403	55,675	27,700	-	-	(27,700)
Transfers	-	-	-	245,426	245,426	245,426
Total Expenditures	128,178	84,959	80,137	302,603	302,603	222,466

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	68,639	8,074	14,068	17,983	17,983	3,915
Materials & Supplies	17,539	16,360	32,369	33,194	33,194	825
Contractual Services	3,071	3,000	4,000	4,000	4,000	-
Professional Development	35,709	57,525	29,700	2,000	2,000	(27,700)
Capital	3,220	-	-	-	-	-
Transfers	-	-	-	245,426	245,426	245,426
Total Expenditures	128,178	84,959	80,137	302,603	302,603	222,466

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Police Revenues	12,101	11,400	8,500	10,355	10,355	1,855
EMS Revenues	4,810	5,202	18,520	5,000	5,000	(13,520)
Risk Revenues	1	-	-	7,000	7,000	7,000
Museum Revenues	2,288	500	7,000	7,000	7,000	-
Parks & Recreation Revenues	4,693	14,926	15,762	20,822	20,822	5,060
Library Revenues	59	-	-	-	-	-
Economic Development Revenues	18	-	-	-	-	-
Tourism	75,135	83,028	80,626	-	-	(80,626)
Transfers In	108,889	-	-	7,000	7,000	7,000
Total Expenditures	93,775	34,486	52,437	302,603	302,603	250,166
Net Operating Result	114,219	80,570	77,971	(245,426)	(245,426)	(242,771)

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Net Increase/(Decrease)	114,219	80,570	77,971	(245,426)	(245,426)	(323,397)
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	195,333	309,552	309,552	387,523	387,523	77,971
Ending fund Balance	309,552	390,122	387,523	142,097	142,097	(245,426)



MISSION

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

DESCRIPTION

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

In 2014, the Traffic Impact Fee program was updated to account for changes in the planned street projects and to account for actual construction costs and impact fees collected rather than the estimated amounts used for program adoption. Updates to the City's impact fee ordinance addressed ambiguities in the ordinance and designated the Community

Development Director as the Impact Fee Administrator. The per-trip impact fee increased as part of the ordinance amendment.

In 2016, the fee was updated again to account for significant changes in the City's land use plan, and the fee was modestly increased. The fee increase in 2016 allows for collection of the full Westside share of infrastructure.

2019 BUDGET HIGHLIGHTS

- Complete S. Thompson Road street improvements.

2018 BUDGET OVERVIEW

- Reiner Road extension and intersection improvements will be completed before the end of the year.
- Signalization of the Reiner/O'Keeffe intersection will be completed in 2018, providing access to the Park 151 Business Park.
- Signals installed at Blue Aster and Grand.
- S. Thompson Road street improvements (partial).



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Westside Traffic Impact Fee	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Westside Traffic Impact Fee	849,576	1,500,000	1,639,719	110,093	110,093	(1,529,626)
Total Expenditures	849,576	1,500,000	1,639,719	110,093	110,093	(1,529,626)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Professional Development	-	-	25,000	-	-	(25,000)
Transfers	849,576	1,500,000	1,614,719	110,093	110,093	(1,504,626)
Total Expenditures	849,576	1,500,000	1,639,719	110,093	110,093	(1,529,626)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Public Works Revenues	1,052,579	283,671	192,500	320,000	320,000	127,500
Total Expenditures	849,576	1,500,000	1,639,719	110,093	110,093	(1,529,626)
Net Operating Result	203,003	(1,216,330)	(1,447,219)	209,907	209,907	1,657,126

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase / (Decrease)	203,003	(1,216,330)	(1,447,219)	209,907	209,907
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	2,297,486	2,500,489	2,500,489	1,053,270	1,053,270
Ending Fund Balance	2,500,489	1,284,160	1,053,270	1,263,177	1,263,177



MISSION

The Sun Prairie Media Center 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 Sun Prairie Media Center (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 provides programming that features interviews with city staff and other community leaders that explores important city issues in depth. 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 2018 count indicated 185 members, including the roughly 55 participants in the KIDS-4 media literacy program

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

The SPMC consists of three major entities: The TV channels KIDS-4 and KSUN and 103.5 FM The Sun Community Radio. All entities run 24 hours a day, 7 days a week. All radio stations are available to livestream 24/7 on sunprairiemediacenter.com. In addition, hundreds of video and audio programs are available to watch and/or listen to on-demand online.

2019 BUDGET HIGHLIGHTS

- Increase maintenance agreement costs to provide more storage space for on-demand video.
- Maintain membership in Wisconsin Community Media and send a maximum of two people to the 2019 conference. The cost will be approximately \$1,000.
- Rewire the audio in the TV studios.
- Upgrade software used to schedule broadcasts.

2018 BUDGET OVERVIEW

- Implemented a membership program to raise revenue and encourage volunteers that are more dedicated.



Resulted in \$5,455 in additional revenue through August 2018.

- Working with IT to install a swipe card entry system to enhance building security.
- Implemented open captioning to comply with ADA and FCC requirements. Also implementing closed captioning.
- Implemented a new digital signage system.
- Implemented an asset management system to track studio reservations and equipment.
- KSUN and KIDS-4 were added to TDS TV channel lineups in Sun Prairie and surrounding communities.
- Invested in TV studio lighting upgrades to improve the energy efficiency,

flexibility, and performance of lights. Estimated 80% savings in energy efficiency.

- Opened a second radio studio to alleviate reservation demands.
- Purchased equipment to allow for HD coverage of city meetings and sporting events at Sun Prairie High School. Began TV broadcasts in HD for the first time.
- Developed channels for Roku and Apple TV services.
- Purchased new wireless microphone kits to replace microphones using frequencies no longer permitted by the FCC.
- Began live streaming KIDS-4 24/7 at kids4.tv.



PERFORMANCE MEASUREMENT

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. We aim for a yearly 10 percent increase.

Utilize volunteers and paid staff to provide programming.

Measure	2014	2015	2016	2017	2018
Volunteer Hours	4,264	4,186 -2%	6,017 44%	6,665 11%	3,574
Programs Produced	1,134	1,455	3,508	4,308	2,353

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

**2018 data reflects information through July 31, 2018.*

Raise revenue internally, largely through workshop fees, memberships, and business sponsorships of programming. We aim for a yearly 10 percent increase.

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

Measure	2014	2015	2016	2017	2018
Additional revenue	\$17,265	\$23,322 35%	\$26,873 15%	\$35,355 32%	\$19,312

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Sun Prairie Media Center	4.38	5.38	5.38	5.38	5.38	-
Total Personnel	4.38	5.38	5.38	5.38	5.38	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Sun Prairie Media Center	410,479	612,460	623,528	440,828	440,828	(182,700)
Total Expenditures	410,479	612,460	623,528	440,828	440,828	(182,700)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	315,147	360,594	354,377	375,275	375,275	20,898
Materials & Supplies	10,715	18,722	16,994	22,113	22,113	5,119
Contractual Services	29,061	38,150	38,775	19,840	19,840	(18,935)
Insurance	1,672	1,194	1,194	1,940	1,940	746
Professional Development	8,781	2,800	1,230	1,660	1,660	430
Transfers	-	-	-	-	-	-
Capital	45,103	191,000	210,958	20,000	20,000	(190,958)
Total Expenditures	410,479	612,460	623,528	440,828	440,828	(182,700)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Operating Revenues	411,592	405,129	625,501	440,828	440,828	(184,673)
Total Expenditures	410,479	612,460	623,528	440,828	440,828	(182,700)
Net Operating Result	1,113	(207,331)	1,973	-	-	(1,973)

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	1,113	(207,331)	1,973	-	-
Fund Balance Applied	-	-	200,000	36,303	36,303
Beginning Fund Balance	364,754	365,867	365,867	167,840	167,840
Ending Fund Balance	365,867	158,536	167,840	131,537	131,537



MISSION

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

DESCRIPTION

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

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

2019 BUDGET HIGHLIGHTS

- No notable changes.

2018 BUDGET OVERVIEW

- Additional number of refuse and recycling collection units increased 2%.
- Completed two spring and two fall yard waste collections in 2018.



PERFORMANCE MEASUREMENT

Measure	2014	2015	2016	2017	2018
Units Collected	9,468	9,661	9,788	9,917	10,118
Contractor Cost per Unit	\$11.19	\$11.45	\$8.90	\$9.20	\$9.50
Recycling Collection (tons)	1,838	2,763	2,584	2,578	1,592
Refuse Collection (tons)	4,460	7,250	7,185	7,494	4,318
Yard Waste Processed (Cu. Yards)	7,544	7,423	7,041	6,113	811

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Sanitation	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Sanitation	1,243,122	1,259,414	1,319,971	1,438,463	1,438,463	118,492
Total Expenditures	1,243,122	1,259,414	1,319,971	1,438,463	1,438,463	118,492

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	16,576	14,899	19,588	18,726	18,726	(862)
Materials & Supplies	2,931	3,100	4,825	35,858	35,858	31,033
Contractual Services	1,170,080	1,241,415	1,246,683	1,338,879	1,338,879	92,196
Capital	53,535	-	48,875	45,000	45,000	(3,875)
Total Expenditures	1,243,122	1,259,414	1,319,971	1,438,463	1,438,463	118,492

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Public Works Revenue	1,305,005	1,314,724	1,302,303	1,438,463	1,438,463	136,160
Transfer In	14,933	17,668	17,668	-	-	(17,668)
Total Expenditures	1,243,122	1,259,414	1,319,971	1,438,463	1,438,463	118,492
Net Operating Result	76,816	72,978	-	-	-	-

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	76,816	72,978	-	-	-
Fund Balance Applied	-	-	-	125,645	125,645
Beginning Fund Balance	225,874	302,690	302,690	302,690	302,690
Ending Fund Balance	302,690	375,668	302,690	177,045	177,045

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MISSION

Provide a supplementary financing tool to qualified businesses that will have a positive economic impact but are unable to secure adequate funds through traditional financing. These businesses will create full-time jobs and increase opportunity for low-to-moderate income persons.

DESCRIPTION

The Revolving Loan Fund Program is designed to encourage the creation and retention of permanent jobs and redevelopment or new development within the City. It is sometimes termed the Wisconsin Development Fund. The fund is designated to make direct business loans on a companion basis with other financing sources (public sector loans, governmental loans/grants, equity, etc.). The recipient of funds must agree that a minimum of 51 percent of the jobs created or retained shall be made available to low and moderate income persons at wages above the federal minimum wage.

Funding for the Revolving Loan Fund is derived from federal Community Development Block Grants administered by the State. The program complies with federal, state and local program requirements.

The Director of Administrative Services and the Director of Economic Development serve as the RLF Program Coordinators for this fund, and act as staff liaisons to the Sun Prairie Community Development Authority (CDA). The CDA serves as the RLF Committee. A City Council member serves as a voting member of the RLF Committee. The RLF Committee reviews applications for assistance through the program and makes recommendations to the City Council.

2019 BUDGET HIGHLIGHTS

- Staff is currently working with the Wisconsin Department of Administration on closing out the fund and a possible grant back to the community in 2019.

2018 BUDGET OVERVIEW

- The final payment on the loan to a local restaurant was received March 2018.
- No further applications are being accepted.



PERFORMANCE MEASUREMENT

Provide loans to eligible applicants. Ensure outstanding loans are repaid within the agreed upon terms.

Measure	2014	2015	2016	2017	2018
New applications received	0	0	0	0	0
New loans approved	0	0	0	0	0
Outstanding loans in compliance	1/1	1/1	1/1	1/1	0

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED
Wisconsin Development Fund	-	-
Total Personnel	-	-

ASSETS	2017 ACTUAL	2018 PROJECTED
Cash and Investments	146,385	154,535
Loan Receivable	4,003	-
Total Assets	150,388	154,535

LIABILITIES AND FUND BALANCE	2017 ACTUAL	2018 PROJECTED
Reserved for Loan	4,003	-
Fund Balance	146,385	154,535
Total Liabilities and Fund Balance	150,388	154,535

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MISSION

Improve quality of life through provision of high quality services, parks, open spaces, facilities and a variety of programs and special events.

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.

2019 BUDGET HIGHLIGHTS

- Park impact fees fund capital projects included in the Capital Improvement Plan. Projects planned for 2019 include:
 - o Design of the new Reserve Park, which will include a shelter /

learning center, playground, trails and a dog exercise area.

- o Splash pad design.
- o Providence Bike Trail Connection.
- o Wyndham Hills Park Trail Lighting
- o Smith's Crossing Shelter installation.
- o Liberty Park shelter installation was delayed to 2019.

2018 BUDGET OVERVIEW

- Park impact fees funded capital projects in the CIP including:
- Sheehan Park trail lighting
- Installed a sand volleyball court and a basketball court at Stoneridge Estates Community Park.
- Installed a stone pathway and solar lighting at the Pet Exercise area.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Park Impact Fee Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Park Impact Fee Fund	396,678	169,485	308,802	278,000	278,000	(61,604)
Total Expenditures	396,678	169,485	308,802	278,000	278,000	(61,604)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Materials & Supplies	240	8,455	-	-	-	-
Contractual Services	-	24,000	24,000	10,000	10,000	(28,000)
Transfers	77,477	11,312	11,312	75,000	75,000	127,376
Capital	318,961	125,718	273,490	193,000	193,000	(160,980)
Total Expenditures	396,678	169,485	308,802	278,000	278,000	(61,604)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Public Works Revenues	846,475	477,024	255,612	424,250	424,250	337,276
Total Expenditures	396,678	169,485	308,802	278,000	278,000	(61,604)
Net Operating Result	449,797	307,539	(53,190)	146,250	146,250	398,880

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	449,797	307,539	(53,190)	146,250	146,250
Fund Balance Applied	-	-	11,312	193,150	193,150
Beginning Fund Balance	923,907	1,373,704	1,373,704	1,309,203	1,309,203
Ending Fund Balance	1,373,704	1,681,243	1,309,203	1,262,303	1,262,303



MISSION

The Street Tree Fund shares in the Public Works mission statement: Improve quality of life through provision of high quality services, parks, open spaces, facilities and a variety of programs and special events.

DESCRIPTION

At the time of new building construction permit issuance, the City of Sun Prairie charges a fee for street trees. The funds are used to plant a tree in the terrace in front of the new structure.

This fee is charged for both residential and non-residential structures. For a building with up to four dwelling units, a fee is charged per dwelling unit. Non-residential building and buildings with five or more units are charged a fee at the rate of one tree per 50 feet of public street lot frontage.

The charge is \$325.00 per unit or per 50 feet of public street frontage.

2019 BUDGET HIGHLIGHTS

- Continue to plant a tree in the terrace of all new homes built.
- Replace all trees removed from the street terrace.
- Ensure all homes on a street being reconstructed have a tree in the terrace.

2018 BUDGET OVERVIEW

- Planted 78 trees in the spring.
- Project planting 200 trees in the fall.



PERFORMANCE MEASUREMENT

Street trees planted.

Measure	2015	2016	2017	2018
Trees	95	90	110	78

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Street Tree Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Street Tree Fund	30,486	95,000	95,000	150,000	150,000	55,000
Total Expenditures	30,486	95,000	95,000	150,000	150,000	55,000

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Materials & Supplies	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
Capital	30,486	95,000	95,000	150,000	150,000	55,000
Total Expenditures	30,486	95,000	95,000	150,000	150,000	55,000

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Public Works Revenue	124,991	72,508	51,300	70,000	70,000	18,700
Total Expenditures	30,486	95,000	95,000	150,000	150,000	55,000
Net Operating Result	94,505	(22,492)	(43,700)	(80,000)	(80,000)	(36,300)

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	94,505	(22,492)	(43,700)	(80,000)	(80,000)
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	141,950	236,455	236,455	192,755	192,755
Ending Fund Balance	236,455	213,963	192,755	112,755	112,755

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MISSION

Serve the community as an activity center to support lifelong learning by providing educational, cultural, and recreational opportunities for all people.

DESCRIPTION

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

The Sun Prairie Public Library is open seven days a week from Labor Day to Memorial Day, for 68 hours of service. During the summer months, the library is open six days a week for 64 hours of service. Additionally, the Sun Prairie Public Library's digital and online services give patrons access to downloadable materials and databases 24 hours/day, every day of the year.

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

2019 BUDGET HIGHLIGHTS

- In 2018, the library used Fund Balance revenue to support a one-year, limited term Information Desk Intern and an LTE Page I position. The 2019 budget provides tax levy funding and position authority to make these positions permanent.
- Position authority and funding for a Library Assistant 1 in the adult services department, to provide equitable services to both youth and adults.
- The library expects to replace self-check-out kiosks every five years. The budget establishes a replacement fund to purchase four machines every five years; the annual contribution is \$10,800 per year.
- A 2018 architectural analysis found the library would need to triple the size of the facility in order to meet service standards over the next 20 years. The budget provides \$40,000 for a contracted fundraising service to raise monies for library capital needs.
- \$2,500 for youth services summer events.
- A \$3,330 increase to operating supplies for our collection. The library is purchasing more "slim cases" and radio frequency identification (RFID) tags. Slim cases for DVDs allow the library to purchase and shelve more materials without the need to purchase more



shelving units. The library uses RFID tags for automated material handling.

- An \$18,000 increase to repairs and maintenance for updates necessary to maintain the building as a welcoming environment for all patrons.
- Revenue highlights include:
 - An increase of \$41,975 in County and Adjacent County aid.
 - An increase of \$2,000 in Fines, based on 2018 actuals.
 - An increase of \$8,000 in Library Miscellaneous Charges, based on 2018 actuals.

grants and partnerships, financial reporting, professional reference and technical assistance, and paid and volunteer staff development.

- Increase Circulation and Library Youth Services staff capacity.
- Extend library hours on Friday evenings and increase supervision on weekends.
- Added materials across all genres.
- An architectural analysis has prepared the library for future building repairs and modifications.

2018 BUDGET OVERVIEW

- Staffing authority and funding were increased to:
 - Enhance an existing position to Administrative & Project Librarian to address the library's growing administrative needs, including pursuing



PERFORMANCE MEASUREMENT

The Sun Prairie Public Library conducted a survey and held community conversations as part of the strategic planning process.

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

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

Measure	2014	2015	2016	2017	2018
Physical Collection Size	125,684	130,286 3.6%	133,955 2.8%	134,401 0.33%	134,589 0.14%
% circulation from home library's collection for Sun Prairie	76%	77%	76%	76%	76%
% circulation from home library's collection for all SCLS/LINK libraries	72%	71%	69%	67%	69%
Library Visitors	221,615	219,893 -0.8%	236,526 7.6%	231,554 -2.1%	162,842

Space constraints limit the library's ability to keep pace with physical collection size and achieve 2% growth.

**2018 statistics reflect data collected through the end of August and % increases or decreases reflect the annual trend.*

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

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

Measure	2014	2015	2016	2017	2018
Public Internet & Wi-Fi	185,909	218,385	261,504	265,294	209,568
Registered Library Users	22,649	22,921 1.2%	23,455 2.3%	23,820 1.6%	24,896
Physical & Digital Circulation	667,533	665,167	679,586	690,057	528,230

**2018 statistics reflect data collected through the end of August and % increases or decreases reflect the annual trend.*



Increase lifelong learning opportunities by 2% each year.

Measure	2014	2015	2016	2017	2018
Youth, teen, and adult summer library program participation	2,747 6.4%	2,684 -3.3%	3,040 13.2%	3,033 0%	3,130
Youth, Adult, and Multigenerational Program Attendance	26,280 13.4%	25,553 -2.8%	27,704 8.4%	28,805 3.9%	19,473
Reference Transactions	45,838 0.7%	46,952 2.4%	46,410 1.2%	45,370 -2.2%	46,748

Gaps in Information Desk and Adult Services staffing limited the library's ability to achieve reference transaction and summer library programming goals.

Reference Transactions are averages of output measures taken in the spring and fall. Since fall output measures have not taken place, this value may change.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Sun Prairie Public Library	22.25	23.51	23.51	23.99	24.24	0.73
Total Personnel	22.25	23.51	23.51	23.99	24.24	0.73

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Sun Prairie Public Library	1,943,297	2,118,077	2,158,320	2,189,523	2,212,931	54,611
Total Expenditures	1,943,297	2,118,077	2,158,320	2,189,523	2,212,931	54,611

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	1,310,674	1,448,608	1,504,371	1,520,268	1,541,176	36,805
Materials & Supplies	380,479	370,159	359,128	383,874	383,874	24,746
Contractual Services	185,623	229,275	224,771	224,531	227,031	2,260
Professional Development	5,946	8,035	8,050	8,050	8,050	-
Transfers	12,886	-	-	-	-	-
Capital	47,689	62,000	62,000	52,800	52,800	(9,200)
Total Expenditures	1,943,297	2,118,077	2,158,320	2,189,523	2,212,931	54,611

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Library Revenues	509,188	531,424	597,186	607,772	607,772	10,586
Transfer In	1,728,978	1,573,975	1,561,134	1,581,751	1,605,159	44,025
Total Expenditures	1,943,297	2,118,077	2,158,320	2,189,523	2,212,931	54,611
Net Operating Result	294,869	(12,678)	-	-	-	-

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Income/Expense	294,869	(12,678)	-	-	-
Fund Balance Applied	-	-	85,721	40,000	40,000
Beginning Fund Balance	-	294,869	294,869	209,148	209,148
Ending Fund Balance	294,869	282,191	209,148	169,148	169,148

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MISSION

Coordinate tourism promotion and development in the City.

DESCRIPTION

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

Seventy (70) percent of room tax collected is forwarded to the Commission to promote tourism and its development, while thirty (30) percent is allocated as general fund revenue. The Commission may not use room tax revenue to construct or develop a lodging facility.

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

2019 BUDGET HIGHLIGHTS

- The Sun Prairie Tourism Commission will contract with an outside entity for administrative services in 2019.

2018 BUDGET OVERVIEW

- The room tax rate increased to from 5.5% to 7% on January 1, 2018.
- Tourism events included participation in Bucky on Parade, Corn Fest support, and Taste of the Arts.
- Sun Prairie was featured on an episode of Discover Wisconsin.



PERFORMANCE MEASUREMENT

Promote events to increase hotel stays.

Measure	2014	2015	2016	2017	2018
Events Sponsored	5	3	6	4	2
Annual Room Tax Revenue	\$62,820	\$73,217	\$74,555	\$106,432	\$46,477

The room tax rate increased from 4% to 5.5% in 2017 and 7% in 2018.

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Tourism Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Tourism Fund	-	-	-	43,500	43,500	87,000
Total Expenditures	-	-	-	43,500	43,500	87,000

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Contractual Services	-	-	-	43,500	43,500	87,000
Total Expenditures	-	-	-	43,500	43,500	87,000

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Economic Development Revenues	-	-	-	472,032	472,032	715,399
Total Expenditures	-	-	-	43,500	43,500	87,000
Net Operating Result	-	-	-	428,532	43,500	87,000

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	-	-	-	428,532	428,532
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	428,532	428,532

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MISSION

Provide affordable and reliable transportation to the citizens of the City of Sun Prairie.

DESCRIPTION

Per city ordinance, the Transit Commission consists of six members appointed by the Mayor and approved by the Common Council. There must be one representative from the senior citizen's community, one representative from the school district, one representative from the business community, two representatives from the community at large, and one member of the common council. The share-ride taxi program provides affordable transportation in and around the City of Sun Prairie. The Transit Commission acts as the oversight authority for the taxi service and makes recommendations for changes to the taxi services.

2019 BUDGET HIGHLIGHTS

- Replace one of the older vehicles in the taxi fleet. A federal Enhanced Mobility Grant will provide 80% of the cost of the vehicle.
- Increase taxi service by 2,500 hours annually.
- Contract with Madison Metro Transit service for commuter service beginning in the Fall of 2019.

2018 BUDGET OVERVIEW

- A budget amendment allowed the City to use fund balance to add two accessible minivans to the shared-ride taxi fleet to ensure adequate service levels.
- A scientific survey was approved to gather information on the community's interest in express commuter bus service.
- The Transit Commission enabling ordinance was modified to increase the scope of the commission, allowing the group to make recommendations for all transportation modes, granting the ability to create subcommittees, and granting the ability to choose its own chair.
- The Bike Sub-Committee was created to offer recommendations on how to implement city bike priorities.



PERFORMANCE MEASUREMENT

Report state required performance measures.

Measure	2015	2016	2017	2018
Trips/Capita	1.838	1.928	1.963	1.303
Hours/Capita	.783	.819	.804	.530
Trips/Hour	2.347	2.354	2.441	2.460
Fares/Expense	24.7%	27.9%	27.0%	26.7%
Expenses/Hour	\$30.57	\$30.57	\$30.91	\$31.50

**2018 data reflects information through July 31, 2018.*

Increase service and availability.

Measure	2015	2016	2017	2018
Ridership	58,065	62,433	64,557	42,857
Fare Revenues	\$198,067	\$207,679	\$220,564	\$146,467
Reduced Fare Applications	155	127	133	77

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Transportation Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Transportation Fund	-	-	-	1,149,853	1,149,853	1,157,653
Total Expenditures	-	-	-	1,149,853	1,149,853	1,157,653

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Materials & Supplies	-	-	-	7,800	7,800	15,600
Contractual Services	-	-	-	1,142,053	1,142,053	1,142,053
Professional Development	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Total Expenditures	-	-	-	1,149,853	1,149,853	1,157,653

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	1,152,912	1,152,912	1,152,912
Total Expenditures	-	-	-	1,149,853	1,149,853	1,157,653
Net Operating Result	-	-	-	3,059	3,059	(4,741)

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	-	-	-	3,059	3,059
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	3,059	3,059

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MISSION

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

DESCRIPTION

The Parks and Recreation Department aims to both anticipate and respond to the needs of a changing community. To achieve this goal, program expansions may be required. The Parks and Recreation Fees and Charges Policy provides cost recovery goals aligned with national standards and best practices. Cost recovery goals are based on the amount of impact the program or service has on the community, with a higher impact receiving a higher subsidy and a lower impact receiving lower or no subsidy.

The parks and recreation special revenue fund segregates revenue designated for specific programs from general fund revenues and expenditures. This allows the Parks and Recreation Department the ability to track program expenses against revenues and to expand services while minimizing the burden on the general fund.

2019 BUDGET HIGHLIGHTS

- The Parks and Recreation Special Revenue Fund will be created beginning January 1, 2019.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Parks & Recreation	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Parks & Recreation	-	-	-	63,939	63,939	63,939
Total Expenditures	-	-	-	63,939	63,939	63,939

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	-	-	-	40,097	40,097	40,097
Materials & Supplies	-	-	-	7,300	7,300	7,300
Contractual Services	-	-	-	16,542	16,542	16,542
Total Expenditures	-	-	-	63,939	63,939	63,939

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Park and Recreation Revenues	-	-	-	69,506	69,506	69,506
Total Expenditures	-	-	-	63,939	63,939	63,939
Net Operating Result	-	-	-	5,567	5,567	5,567

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	0 APPROVED
Net Increase/(Decrease)	-	-	-	5,567	5,567
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	-	-	-	5,567	5,567



MISSION

Utilize proper methods to plan and account for the acquisition and replacement of capital assets.

DESCRIPTION

The City of Sun Prairie begins developing the Five-Year Capital Improvement Plan in March. Capital improvement projects are defined as having a project cost of \$25,000 or more and a useful life no less than 10 years. Projects classified as an “asset” based on the City’s Capital Asset policy, but are less than the \$25,000 minimum or have a useful life less than 10 years, are funded through the city’s operating budget.

Department Directors develop a schedule to replace existing assets and acquire new assets based on various maintenance and replacement plans. Directors also use the Parks and Open Space Plan, the Westside Traffic Impact Fee Plan and the Main Street Corridor Plan¹. The finance department reviews the plan for compliance with the city’s capital improvement and debt management policies. The Capital Improvement Committee then ranks and reviews individual projects.

The Council reviews the five-year plan at Committee of the Whole meetings. A public hearing may be held to obtain citizen input for

the plan. After review by the Committee of the Whole, the Council approves the five year plan.

Approval of the plan indicates the Council’s intent to appropriate funding for expenses planned in the first year of the CIP into the budget document.

Capital improvement expenditures must stay within budgeted amounts. The Council must approve variances from the approved budget, including additional appropriations, changes in the scope of the project, project additions and project deletions. City staff or the Public Works Committee can approve minor changes to projects that remain within budget, based on the amount of the change.

2019 BUDGET HIGHLIGHTS

- \$13,287,284 in Public Works infrastructure maintenance
- \$3,088,549 in parks and facilities improvements
- \$24,067,000 in utility infrastructure maintenance and improvements
- The 2019-2023 CIP is primarily comprised of replacement or maintenance of assets that have little effect on the operating budget of the city.
- Expansion of the Westside Community Services Building is one of the largest capital expenditures in the 2019 CIP. It

¹ Plans are available on the city’s website.



will not be complete in 2019; the operating budget impact will occur in future years.

- Converting existing lights to LED at City Hall is expected to save \$15,000 annually. The 2019 operating budget impact is smaller due to installation timeframes; the lights are expected to be installed by the last quarter of the year.
- Operating budget impacts in the areas of fuel and vehicle maintenance for the purchase of two new vehicles. The costs

are included in the line items, but may not be a dollar for dollar increase in the budgets due to other factors.

2018 BUDGET OVERVIEW

- \$13,172,564 in Public Works infrastructure maintenance
- \$4,711,825 of improvements to parks and facilities
- \$5,799,000 in infrastructure and maintenance of utilities



FINANCIAL SUMMARY

	2019	2020	2021	2022	2023	Total
Funding Sources						
General Obligation Debt						
City	\$ 9,799,033	\$ 5,525,117	\$ 6,602,356	\$ 6,674,053	\$ 6,095,420	\$ 34,695,979
TIF District	-	156,950	3,078,312	-	-	3,235,262
Fleet Inservice Fund	831,950	196,100	574,300	-	-	1,602,350
Water Pollution Control Facility	1,375,000	2,009,600	1,511,600	2,237,900	1,386,200	8,520,300
Stormwater	3,218,357	1,021,200	959,800	873,100	809,900	6,882,357
Sun Prairie Utility	2,867,700	3,538,400	2,652,000	2,949,800	1,356,600	13,364,500
Clean Water Fund Loan(Revenue)	-	17,710,000	-	-	-	17,710,000
Grants & Donations	318,500	-	-	-	-	318,500
Traffic Impact Fee	110,093	63,049	802,980	42,801	706,180	1,725,103
Park Fund Fees	263,000	505,000	75,000	475,000	-	1,318,000
Retained Earnings	5,028,000	679,692	2,004,000	42,000	-	7,753,692
Debt Proceeds Available	30,000	46,834	-	-	-	76,834
Total Funding Sources	\$ 23,841,633	\$ 31,451,942	\$ 18,260,348	\$ 13,294,654	\$ 10,354,300	\$ 97,202,877

Proposed Capital Projects						
Public Works						
Street Reconstruction	\$ 10,543,500	\$ 4,583,684	\$ 7,212,212	\$ 5,033,000	\$ 4,258,000	31,630,396
Street Pavement Rehabilitation	1,770,000	1,275,000	3,759,000	6,217,000	2,879,000	15,900,000
Westside Traffic Improvement Plan	628,000	106,000	1,350,000	165,000	2,471,350	4,720,350
Multi-Modal	345,784	256,560	110,640	275,980	-	988,964
Vehicles	859,000	198,000	563,000	-	-	1,620,000
Park Improvements	376,500	536,000	153,500	535,200	56,750	1,657,950
Facilities	2,712,049	1,447,398	272,496	213,774	-	4,645,717
Water Pollution Control Facility	345,000	18,220,000	2,189,000	375,000	270,000	21,399,000
Stormwater Improvements	3,462,000	753,000	1,270,000	200,000	200,000	5,885,000
Sun Prairie Utilities	2,445,000	3,485,000	1,079,000	30,000	30,000	7,069,000
Debt Issuance Costs	354,800	591,300	301,500	249,700	189,200	1,686,500
Total Capital Projects	\$ 23,841,633	\$ 31,451,942	\$ 18,260,348	\$ 13,294,654	\$ 10,354,300	\$ 97,202,877

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MISSION

Facilitate downtown revitalization and redevelopment efforts that would be cost prohibitive to the City in the absence of special funding mechanisms.

DESCRIPTION

Tax incremental financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the City to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District. 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 have included infrastructure improvements to improve traffic circulation, public parking, streetscape improvements, pedestrian amenities and way-finding improvements to stimulate private reinvestment and redevelopment. Additional project activities may include acquisition and relocation activities aimed at eliminating blight, achieving the highest and best use within the downtown, establishing an economic development fund, developing and implementing a marketing plan for the downtown, and other planning activities as required.

2019 BUDGET HIGHLIGHTS

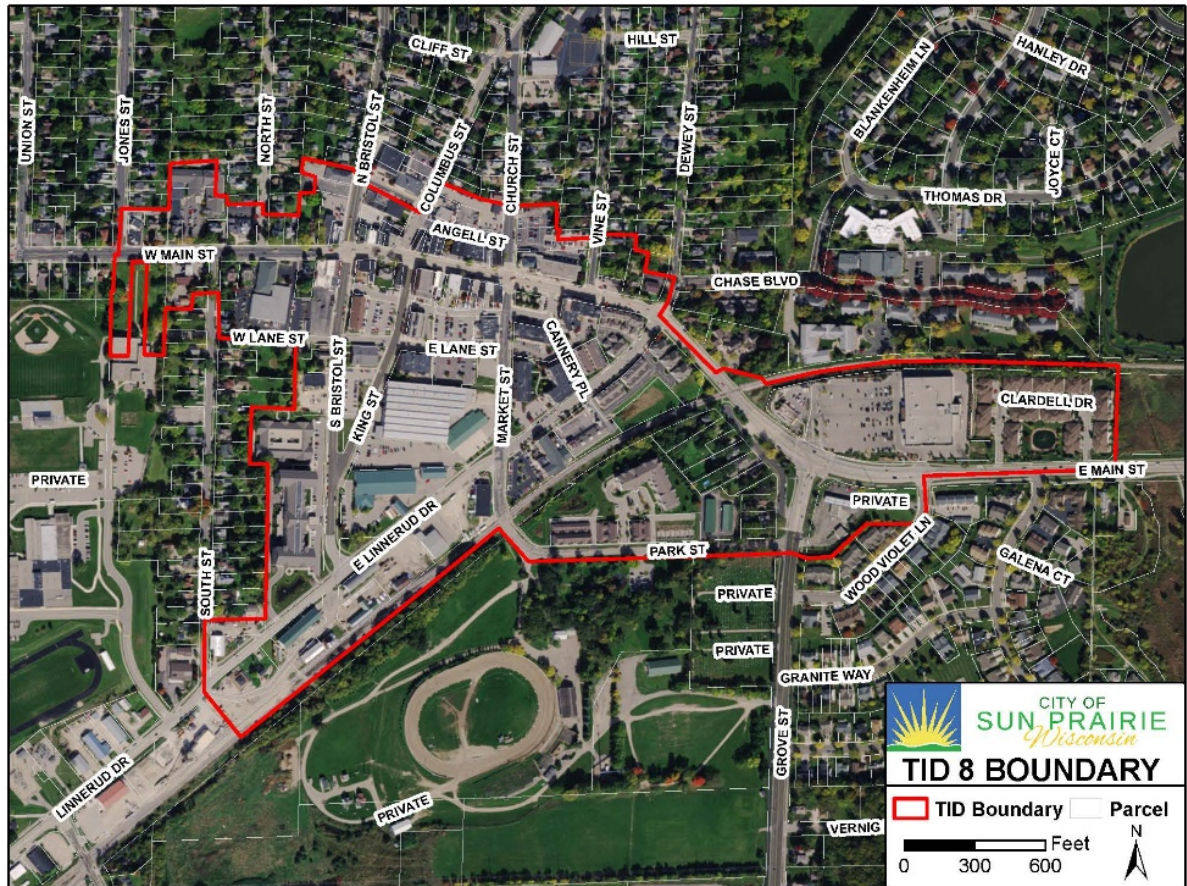
- The Downtown Façade grant program is likely to return to TID #8.
- While no budget has been established for recovery efforts related to the explosion at Main and Bristol, it is likely that TID #8 will partially fund projects once a formal plan is established.

2018 BUDGET OVERVIEW

- The 2018 budget included the costs of environmental remediation and economic incentives for a new brewpub at 132 Market Street.



TID MAP



PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2014	2015	2016	2017	2018
TID Valuation	\$65,092,300	\$65,963,600	\$71,633,100	\$78,239,500	\$84,530,100
Increase (Decrease)	(\$149,600)	\$871,300	\$5,699,500	\$6,606,400	\$6,290,600
Percentage Change	-0.002%	1.34%	8.59%	9.22%	8.04%



TIF 8 FUNDING SOURCES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
General Property Taxes	\$ 1,655,417	\$ 1,757,962	\$ 1,877,463	\$ 1,814,820	\$ 1,867,860	\$ 1,882,709	\$ 67,889
Exempt Computer Aid	26,956	23,390	23,734	22,000	22,000	22,000	-
State Aid - Personal Property Tax	-	-	-	-	9,990	9,990	9,990
State Grants	66,144	9,884	-	-	-	-	-
Public Charges for Services	20,216	28,079	14,310	14,100	14,500	14,500	400
Investment Income	-	15	1,591	-	1,000	1,000	1,000
Miscellaneous Income	99	3,148	100	-	-	-	-
Proceeds of Long Term Debt	1,375,000	-	-	-	-	-	-
Bond Premium	85,041	-	-	-	-	-	-
Total Funding Sources	3,228,873	1,822,478	1,917,198	1,850,920	1,915,350	1,930,199	79,279

TIF 8 EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Professional Services	5,461	35,199	37,153	18,310	15,119	15,119	(3,191)
Contractual Services	20,878	19,613	14,310	14,100	14,500	14,500	400
Façade Grant	-	-	50,000	-	-	-	-
Economic Development Payments	111,955	133,739	385,725	133,000	166,000	166,000	33,000
Debt Service and Related Costs	1,591,402	1,688,350	1,699,563	1,708,463	1,758,253	1,758,253	49,790
Debt Issuance Costs	17,032	-	-	-	-	-	-
Payment to Escrow Agent	914,255	-	-	-	-	-	-
Capital Projects	600,209	-	-	-	-	-	-
Transfer to other Funds	13,695	3,937	-	-	-	-	-
Total Expenditures	3,274,887	1,880,838	2,186,751	1,873,873	1,953,872	1,953,872	79,999

TIF 8 FUND BALANCE						
Net Change in Fund Balance	(46,014)	(58,360)	(269,553)	(22,953)	(38,522)	(23,673)
Fund Balance - Beginning of Year	(1,080,269)	(1,126,283)	(1,184,643)	(1,184,643)	(1,207,596)	(1,207,596)
Fund Balance - End of Year	(1,126,283)	(1,184,643)	(1,454,196)	(1,207,596)	(1,246,118)	(1,231,269)

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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. These improvements would be cost prohibitive to the City in the absence of special funding mechanisms.

DESCRIPTION

Tax incremental financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the City to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). The infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #9 was created on March 28, 2007, with a valuation establishment date of January 1, 2007. It consists of the SSM Healthcare (formerly St. Mary's) Emergency Center property and neighboring industrial areas to the south. The last expenditures must be completed by March 28, 2022. The City can collect increment through 2027.

TID # 9 was amended on August 20, 2013, to include additional territory and potential project expenditures. The amended area added

18 parcels and 105 acres to TID #9's original area. It added expenditures for street projects and development incentives.

The primary projects completed to date include the acquisition of land for SSM Healthcare Emergency Center, the extension of O'Keeffe Avenue, utilities and storm water improvements, and realignment of Prairie Lakes Drive. A development incentive was paid to one redevelopment project, and economic incentives based on performance metrics were paid to two major retailers. The latest project was an economic incentive for a hotel scheduled to open in 2018.

The City currently owns three lots that are available for development.

2019 BUDGET HIGHLIGHTS

- The economic incentive for the hotel project will be paid in 2019 (\$4.1 million).

2018 BUDGET OVERVIEW

- The expansion of Reiner Road is in process; a portion of the project will be covered by TID #9.



TID 9 MAP



PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2014	2015	2016	2017	2018
TID Valuation	\$1,306,400	\$21,569,000	\$39,546,500	\$44,051,200	\$55,373,700
Increase	-\$7,984,900	\$20,262,600	\$17,977,500	\$4,504,700	\$11,683,400
Percent Change	-85.94%	1551.03%	83.35%	11.39%	25.70%



TIF 9 FUNDING SOURCES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
General Property Taxes	\$ 541,294	\$ 970,519	\$ 1,057,068	\$ 1,021,799	\$ 1,223,591	\$ 1,233,319	\$ 211,520
Sale of City Property	-	300,000	-	-	-	-	-
Exempt Computer Aid	5,938	31,189	31,648	23,390	30,000	30,000	6,610
State Aid - Personal Property Taxes	-	-	-	-	5,625	5,625	5,625
State Grants	-	-	-	-	-	-	-
Public Charges for Services	-	-	-	-	-	-	-
Investment Income	-	-	347	-	-	-	-
Miscellaneous Income	-	96	500	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	4,141,000	4,141,000	4,141,000
Total Funding Sources	\$ 547,232	\$ 1,301,804	\$ 1,089,563	\$ 1,045,189	\$ 5,400,216	\$ 5,409,944	\$ 4,364,755

TIF 9 EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Professional Services	\$ 7,150	\$ 26,539	\$ 15,935	\$ 18,241	\$ 16,734	\$ 16,734	\$ (1,507)
Economic Development Payments	62,385	603,000	453,000	453,000	4,504,000	4,504,000	4,051,000
Debt Service and Related Costs	221,775	394,725	485,438	485,438	578,450	578,450	93,012
Debt Issuance Costs	-	-	-	-	41,000	41,000	41,000
Capital Projects	-	-	21,744	20,000	-	-	(20,000)
Transfer to other Funds	23,454	35,182	75,374	75,374	-	-	(75,374)
Total Expenditures	\$ 314,764	\$ 1,059,446	\$ 1,051,491	\$ 1,052,053	\$ 5,140,184	\$ 5,140,184	\$ 4,088,131

TIF 9 FUND BALANCE							
Net Change in Fund Balance	232,468	242,358	38,072	(6,864)	260,032	269,760	
Fund Balance - Beginning of Year	(1,117,596)	(885,128)	(642,770)	(642,770)	(649,634)	(649,634)	
Fund Balance - End of Year	(885,128)	(642,770)	(604,698)	(649,634)	(389,602)	(379,874)	

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MISSION

Facilitate the implementation of the West Main Street Corridor Plan and Central Main Street Corridor Redevelopment Plan, which encourage the general redevelopment and revitalization of the central Main Street area of the City.

DESCRIPTION

Tax incremental financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the City to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District. Infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #11 was created as a blighted area TID on November 11, 2014, with a valuation establishment date of January 1, 2015. It consists primarily of the area covered by the West Main Street Corridor Plan. The district can collect increment through 2042. However, current projections anticipate this district will close in 2036.

According to the adopted project plan, the boundary for TID #11 encompasses 121 parcels

covering approximately 70 acres. The district area has parcels in several zoning categories including Urban Commercial, Mixed Residential, Urban Residential, and Urban Industrial. Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; demolition and site preparation; and general economic incentives), and professional and technical contractual services.

2019 BUDGET HIGHLIGHTS

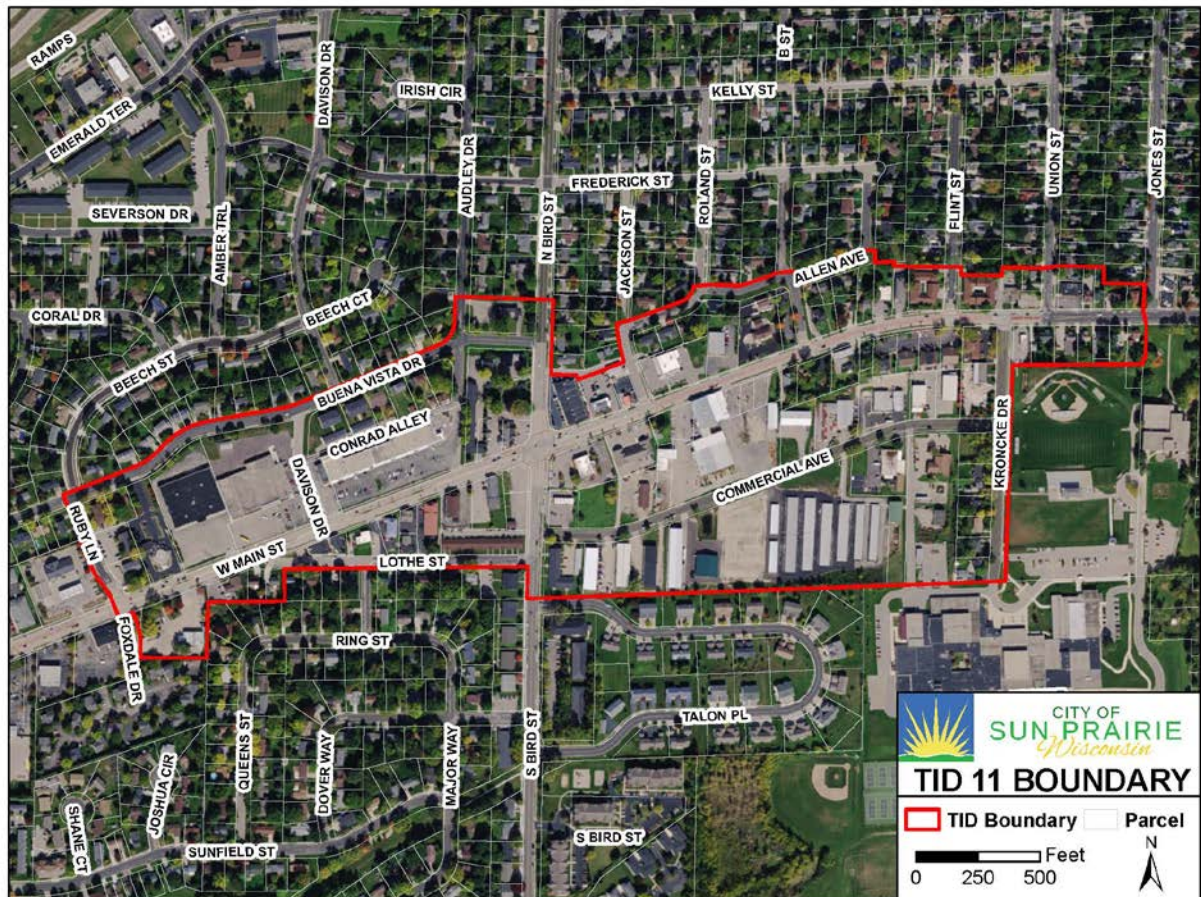
- Jennings & Woldt Remodeling will receive their first TIF incentive payment for the redevelopment of 537 W Main Street into a showroom space.
- McHenry Apartments will receive their first TIF incentive payment for the redevelopment of 1120 W Main Street.
- Some costs related to implementation of the Central Main Street Corridor Plan could be incurred as early as 2019.

2018 BUDGET OVERVIEW

- Completed the Central Main Street Corridor Redevelopment Plan.



TID MAP



PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2016	2017	2018
TID Valuation	\$2,064,600	\$4,984,500	\$16,331,000
Increase	\$2,064,600	\$2,919,900	\$11,346,500
Percent Change	6.4%	41.4%	288.59%



TIF 11 FUNDING SOURCES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
General Property Taxes	\$ -	\$ 50,668	\$ 119,610	\$ 115,619	\$ 360,866	\$ 363,735	\$ 248,116
Exempt Computer Aid	-	3,112	3,158	2,300	3,000	3,000	700
State Aid - Personal Property Taxes	-	-	-	-	636	636	636
State Grants	-	-	15,000	-	-	-	-
Investment Income	-	-	25	-	-	-	-
Miscellaneous Income	-	39	46	-	-	-	-
Total Funding Sources	\$ -	\$ 53,819	\$ 137,839	\$ 117,919	\$ 364,502	\$ 367,371	\$ 249,452

TIF 11 EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Professional Services	\$ 20,872	\$ 66,846	\$ 27,405	\$ 23,448	\$ 19,295	\$ 19,295	\$ (4,153)
Contractual Services	-	-	-	-	-	-	-
Economic Development Payments	-	-	-	-	223,224	223,224	223,224
Debt Service and Related Costs	-	-	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfer to other Funds	35,619	3,937	-	-	-	-	-
Total Expenditures	\$ 56,491	\$ 70,783	\$ 27,405	\$ 23,448	\$ 242,519	\$ 242,519	\$ 219,071

TIF 11 FUND BALANCE

Net Change in Fund Balance	\$ (56,491)	\$ (16,964)	\$ 110,434	\$ 94,471	\$ 121,983	\$ 124,852
Fund Balance - Beginning of Year	(21,864)	(78,355)	(95,319)	(95,319)	(848)	(848)
Fund Balance - End of Year	\$ (78,355)	\$ (95,319)	\$ 15,115	\$ (848)	\$ 121,135	\$ 124,004

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MISSION

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

DESCRIPTION

Tax incremental financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the City to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). Infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #12 was originally created as an industrial TID on August 2, 2016, with a valuation establishment date of January 1, 2016. It consists of approximately 43 acres immediately north of the current business park and immediately east of County Highway N. The entire district area is zoned Suburban Industrial. Eligible expenditures include property acquisition, site preparation activities (environmental testing, remediation, demolition, site grading), utilities (sanitary improvements, water improvements, stormwater improvements, electric improvements, gas improvements, and

communication infrastructure), streets and streetscaping, CDA type activities (e.g. contributions to community development), cash grants or incentives, property tax payments to affected Towns, professional services, organizational costs, administrative costs, and financing costs. The district can collect increment through 2037. However, current projections indicate district closure in 2032.

TID #12 was amended on April 18, 2017. The amendment added approximately 61 acres to the TID, consisting of 43 acres of vacant land, and an additional 17.77 acres consisting of five existing developed lots within the Sun Prairie Business Park where business expansions are anticipated. The City anticipates project expenditures of approximately \$18 million over multiple phases to promote additional industrial development. The primary project costs consist of land acquisition and installation of public improvements; however, the City may also need to expend funds to provide direct development incentives to achieve District objectives.

2019 BUDGET HIGHLIGHTS

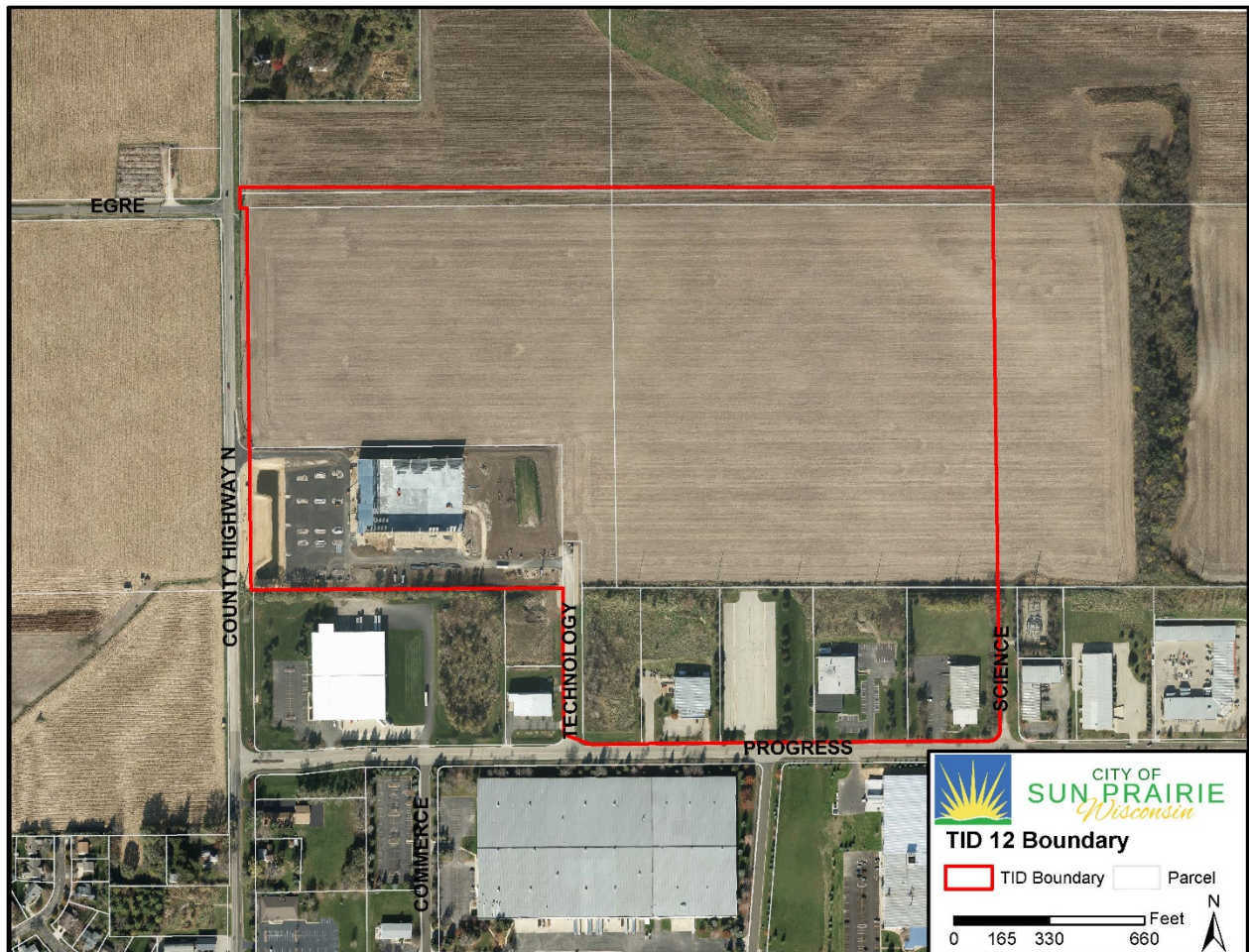
- Design of potential regional stormwater facility as part of the 2019-2023 CIP.

2018 BUDGET OVERVIEW

- No notable changes



TID MAP



PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2017	2018
TID Valuation	\$2,205,200	\$12,759,500
Increase	\$2,205,200	\$10,554,300
Percent Change		479%



TIF 12 FUNDING SOURCES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
General Property Taxes	\$ -	\$ -	\$ 52,917	\$ 51,151	\$ 281,946	\$ 284,188	\$ 230,795
State Aid - Personal Property Tax	-	-	-	-	281	281	-
Investment Income	2	628	934	-	-	-	-
Miscellaneous Income	-	8,715	1,078	8,621	-	-	(8,621)
Proceeds of Long Term Debt	200,000	3,904,536	-	-	3,702,000	3,702,000	3,702,000
Bond Premium	10,480	-	-	-	-	-	-
Total Funding Sources	\$ 210,482	\$ 3,913,879	\$ 54,929	\$ 59,772	\$ 3,984,227	\$ 3,986,469	\$ 3,924,174

TIF 12 EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Professional Services	25,497	56,235	19,648	21,339	19,440	19,440	(1,899)
Contractual Services	-	-	-	-	-	-	-
Economic Development Payments	-	-	-	53,500	241,300	241,300	187,800
Debt Service and Related Costs	-	24,911	555,852	494,777	487,242	487,242	(7,535)
Debt Issuance Costs	2,225	-	-	-	55,000	55,000	55,000
Payment to Escrow Agent	-	-	-	-	3,646,322	3,646,322	3,646,322
Capital Projects	127,290	3,899,225	-	-	-	-	-
Transfer to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 155,012	\$ 3,980,371	\$ 575,500	\$ 569,616	\$ 4,449,304	\$ 4,449,304	\$ 3,879,688

TIF 12 FUND BALANCE

Net Change in Fund Balance	\$ 55,470	\$ (66,492)	\$ (520,571)	\$ (509,844)	\$ (465,077)	\$ (462,835)
Fund Balance - Beginning of Year	-	55,470	(11,022)	(11,022)	(520,866)	(520,866)
Fund Balance - End of Year	\$ 55,470	\$ (11,022)	\$ (531,593)	\$ (520,866)	\$ (985,943)	\$ (983,701)

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MISSION

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

DESCRIPTION

Tax incremental financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the City to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). The infrastructure and other improvements are funded by capturing the increase in property taxes within the TID generated by the development.

TID #13 was created as an industrial TID on September 26, 2017, with a valuation establishment date of January 1, 2017. It consists of approximately 94 acres, zoned Suburban Industrial, immediately south of the

Capital Drive Industrial Area and boundary of TID #9, between US Highway 151 and Reiner Road. Eligible expenditures include public infrastructure improvements including extension of sanitary, water, electric, stormwater, gas and communications infrastructure from O’Keeffe Avenue to service the entire property and improvements to Cremer Drive and Capital Drive. The district can collect increment through 2038. However, current projections estimate the district will close in 2031.

2019 BUDGET HIGHLIGHTS

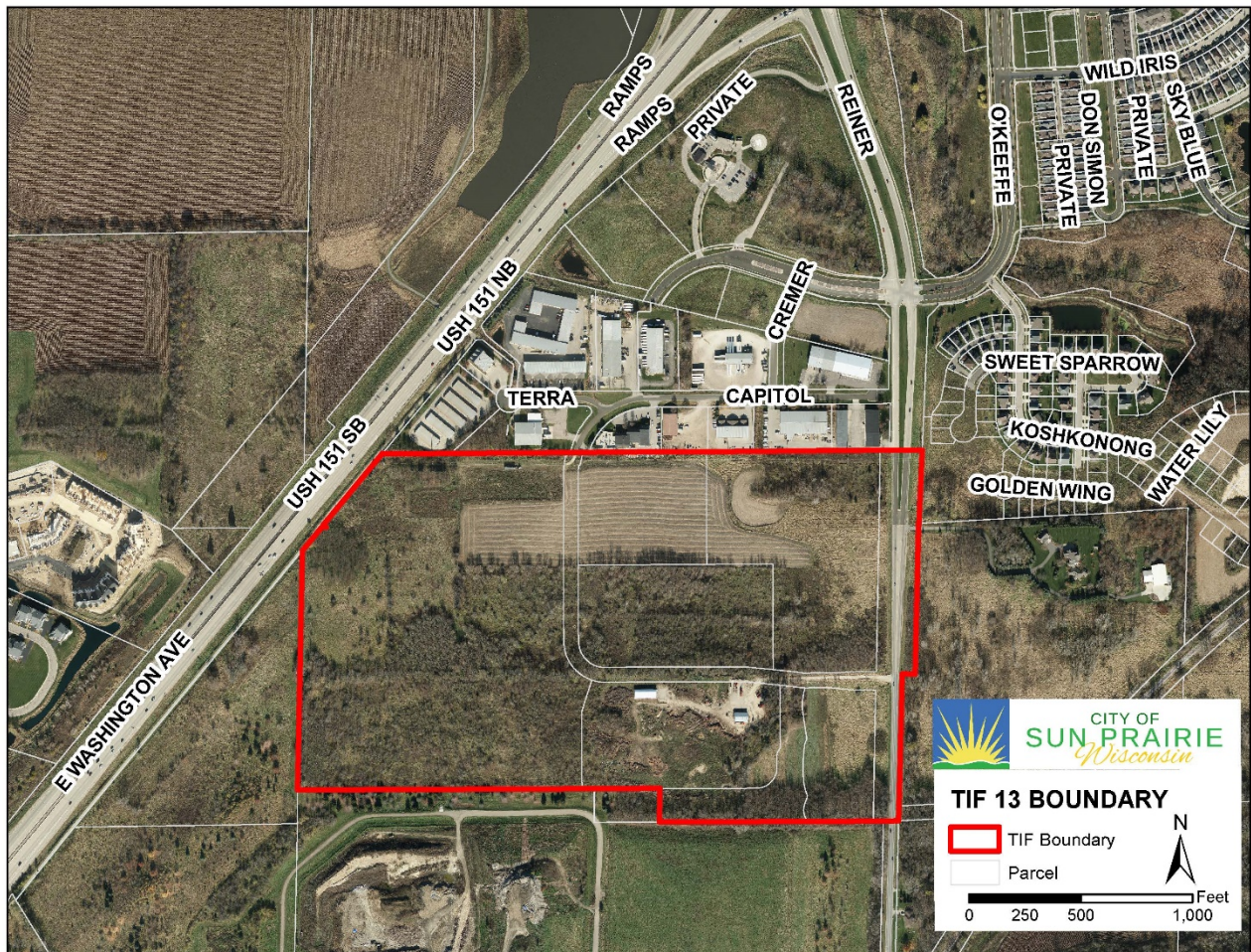
- No notable changes.

2018 BUDGET OVERVIEW

- Payments to Park 151 for infrastructure improvements.



TID MAP



PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2018
TID Valuation	\$2,543,800



TIF 13 FUNDING SOURCES	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
General Property Taxes	\$ -	\$ -	\$ 50,000	\$ 56,210	\$ 56,657	\$ 6,210
Investment Income	-	26,000	-	-	-	-
Miscellaneous Income	-	115	-	-	-	-
Proceeds of Long Term Debt	-	3,700,000	3,700,000	3,880,742	3,880,742	180,742
Total Funding Sources	\$ -	\$ 3,726,115	\$ 3,750,000	\$ 3,936,952	\$ 3,937,399	\$ 186,952

TIF 13 EXPENDITURES	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Professional Services	\$ 21,996	\$ 11,662	\$ 13,272	\$ 13,884	\$ 13,884	\$ 612
Debt Service and Related Costs	-	-	-	106,742	106,742	106,742
Debt Issuance Costs	-	-	-	74,000	74,000	74,000
Payment to Escrow Agent	-	-	-	3,700,000	3,700,000	3,700,000
Capital Projects	29,044	2,198,595	3,832,010	-	-	(3,832,010)
Total Expenditures	\$ 51,040	\$ 2,210,257	\$ 3,845,282	\$ 3,894,626	\$ 3,894,626	\$ 49,344

TIF 13 FUND BALANCE						
Net Change in Fund Balance	\$ (51,040)	\$ 1,515,858	\$ (95,282)	\$ 42,326	42,773	
Fund Balance - Beginning of Year	-	(51,040)	(51,040)	(146,322)	(146,322)	
Fund Balance - End of Year	\$ (51,040)	\$ 1,464,818	\$ (146,322)	\$ (103,996)	(103,549)	

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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, 2017, the City had \$58,836,919 of general obligation bonds and promissory notes outstanding. Of this amount, \$16,470,000, or 28 percent will be paid from business-type activity revenues. The City maintains an Aa2 rating from Moody's Investor Service on general obligation issues. Under

current state statutes, the City's general obligation indebtedness may not exceed five (5%) of the equalized value of the taxable property in the City. As of December 31, 2017, the City's total amount applicable to debt margin was 39.4 percent of the legal limit of \$149,235,385. The net debt per capita equaled \$1,783 at year-end.

2019 BUDGET HIGHLIGHTS

- There are no notable changes for the 2019 budget.

2018 BUDGET OVERVIEW

- There were no notable changes in the 2018 budget.



PERFORMANCE MEASUREMENT

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	2013/2014	2014/2015	2016/2017	2016/2017	2017/2018
Equalized Value	2,368,668,500	2,413,488,900	2,566,183,900	2,772,245,800	2,984,707,700
5% Limit	118,433,425	120,674,445	128,309,195	138,612,290	149,235,385
Combined Existing & New Principal	50,039,345	45,958,690	43,012,649	53,112,875	58,836,919
Available Debt Capacity	68,394,080	74,715,753	85,296,546	85,499,415	90,398,466

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	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Equalized Value	2,368,668,500	2,413,488,900	2,566,183,900	2,772,245,800	2,984,707,700
1.75% Limit	41,451,699	42,236,056	44,908,218	48,514,302	52,232,385
Direct Debt	67,254,345	59,328,633	54,014,507	52,380,892	51,543,056
(Excess)/ Available Debt Capacity	(25,802,646)	(17,092,577)	(9,106,289)	(3,866,590)	689,329



	General Debt Service	TID 6 Debt Service
REVENUES		
Property Taxes	\$ 6,449,889	\$ 127,635
Exempt Computer Aid	-	800
TID Increment		
Special Assessments		
Public Charges for Services		
Miscellaneous	42,320	18,605
Interest	1,000	-
<i>Total Revenues</i>	<u>6,493,209</u>	<u>147,040</u>
EXPENDITURES		
Professional Services	8,366	2,875
Principal	5,814,499	140,000
Interest	940,866	5,203
Fiscal Charge	-	-
Capital Projects	-	-
<i>Total Expenditures</i>	<u>6,763,731</u>	<u>148,078</u>
Excess (deficiency) of revenues over expenditures	(270,522)	(1,038)
OTHER FINANCING SOURCES		
Proceeds of Bonds	-	-
Fund Balance Applied	270,522	-
Operating transfers in/(out)	-	-
<i>Total Other Financing / Sources (Uses)</i>	<u>270,522</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses		
Fund Balances - Beginning of Year (Estimated)	<u>400,664</u>	<u>(250,891)</u>
FUND BALANCES - END OF YEAR	\$ 400,664	\$ (251,929)



REVENUES	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2019 APPROVED
Property Taxes	\$ 6,574,270	\$ 6,648,847	\$ 6,619,638	\$ 6,460,924	\$ 6,449,889
Special Assessments	-	-	-	-	-
Miscellaneous Rents	39,884	38,005	35,884	40,222	40,320
Miscellaneous Income	-	3,659	5,534	5,411	2,000
Interest	5,286	-	1,306	7,782	1,000
Fund Balance Applied - Premium	-	-	-	-	270,522
Total Revenues	6,619,440	6,690,511	6,662,362	6,514,339	6,763,731
EXPENDITURES	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2019 RECOMMEND
Professional Services	2,040	1,975	8,038	8,239	8,366
Principal	6,264,771	6,015,732	6,054,996	5,958,740	5,814,499
Interest	784,617	670,920	596,118	655,527	940,866
Total Expenditures	7,051,428	6,688,627	6,659,152	6,614,267	6,763,731
Excess (deficiency) of revenues over expenditures	(431,988)	1,884	3,210	(99,928)	-
OTHER FINANCING SOURCES/USES	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2019 RECOMMEND
Proceeds from long-term debt	375,000	3,735,000	-	-	-
Payment to escrow	-	(4,145,668)	-	-	-
Premium/Discount/Issuance Costs	5,640	205,331	-	366,865	-
Operating transfers in/(out)	30,065	203,844	119,794	-	-
Total Other Financing Sources (Uses)	410,705	(1,493)	119,794	366,865	-
Excess (Deficit) of Sources vs. Uses of Funds	\$ (21,283)	\$ 391	\$ 123,004	\$ 266,937	\$ (270,522)
FUND BALANCE					
Beginning of Year	31,615	10,332	10,723	133,727	400,664
End of Year	\$ 10,332	\$ 10,723	\$ 133,727	\$ 400,664	\$ 130,142
Debt Service Levy as a % of Total Levy	2015	2016	2017	2018	2019
Operating Levy	13,007,745	13,546,268	14,299,795	15,715,348	16,911,461
Debt Service Levy	6,574,270	6,648,847	6,619,638	6,619,638	6,449,889
Total Levy	19,582,015	20,195,115	20,919,433	22,334,986	23,361,350
Debt Service Levy as Percent of Total Tax Levy	33.6%	32.9%	31.6%	29.6%	27.6%



Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
City						
2009 State Trust Fund Loan	79,766	79,766	-	3,589	83,356	-
2009 WPPI Loan	9,911	9,911	-	-	9,911	-
2010 GO Notes	1,575,000	775,000	-	29,106	804,106	800,000
2012A GO Notes	3,230,000	810,000	-	49,170	859,170	2,420,000
2013 A GO Bonds	1,570,000	530,000	-	26,100	556,100	1,040,000
2014B GO Notes	2,775,000	430,000	-	67,975	497,975	2,345,000
2015A GO Notes	2,265,000	445,000	-	41,913	486,913	1,820,000
2016B GO Notes	7,180,000	905,000	-	185,525	1,090,525	6,275,000
2017A GO Notes	3,510,000	350,000	-	83,550	433,550	3,160,000
2017 State Trust Fund Loan	938,967	89,339	-	32,416	121,755	849,628
2018 State Trust Fund Loan	3,589,000	295,483	-	152,533	448,015	3,293,517
2018B GO Notes	7,690,000	1,095,000	-	268,989	1,363,989	6,595,000
CITY TOTALS	\$ 34,412,644	\$ 5,814,499	\$ -	\$ 940,866	\$ 6,755,365	\$ 28,598,145

Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Tax Increment Finance Dist 6						
Interfund Loan WWTP Plant Exp	\$ 285,000	\$ 140,000	\$ -	\$ 5,203	\$ 145,203	\$ 145,000
TIF DISRICT 6 TOTALS	\$ 285,000	\$ 140,000	\$ -	\$ 5,203	\$ 145,203	\$ 145,000

Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Tax Increment Finance Dist 8						
2014A CDA Lease/Rev Bonds*	8,600,000	1,370,000	-	165,203	1,535,203	7,230,000
2016B GO Notes	1,285,000	190,000	-	33,050	223,050	1,095,000
TIF DISRICT 8 TOTALS	\$ 9,885,000	\$ 1,560,000	\$ -	\$ 198,253	\$ 1,758,253	\$ 8,325,000

Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Tax Increment Finance Dist 9						
2013 A GO Bonds	\$ 795,000	\$ 155,000	\$ -	\$ 14,350	\$ 169,350	\$ 640,000
2014B GO Notes	505,000	25,000	-	13,775	38,775	480,000
2014C Taxable GO Notes	3,965,000	250,000	-	120,325	370,325	3,715,000
TIF DISRICT 9 TOTALS	\$ 5,265,000	\$ 430,000	\$ -	\$ 148,450	\$ 578,450	\$ 4,835,000

Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Tax Increment Finance Dist 12						
2016B GO Notes	160,000	20,000	-	4,100	24,100	140,000
2017 State Trust Fund Loan (Est.)	3,510,215	339,836	-	123,306	463,142	3,170,379
TIF DISRICT 12 TOTALS	\$ 3,670,215	\$ 359,836	\$ -	\$ 127,406	\$ 487,242	\$ 3,310,379



Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Water Pollution Control Facility						
2005 Clean Water Fund Loan	\$ 6,678,281	\$ 888,460	\$ -	\$ 147,436	\$ 1,035,896	\$ 5,789,821
2014B GO Notes	205,000	30,000	-	5,025	35,025	175,000
2015A GO Notes	190,000	25,000	-	3,663	28,663	165,000
2016B GO Notes	405,000	125,000	-	69,425	194,425	280,000
2017B GO Bonds	1,485,000	60,000	-	39,300	99,300	1,425,000
WPCF TOTALS	\$ 8,963,281	\$ 1,128,460	\$ -	\$ 264,849	\$ 1,393,309	\$ 7,834,821

Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Stormwater Utility						
2013 A GO Bonds	190,000	35,000	-	3,450	38,450	155,000
2014B GO Notes	855,000	135,000	-	20,900	155,900	720,000
2015A GO Notes	410,000	55,000	-	7,875	62,875	355,000
2016A GO Bonds	5,195,000	225,000	-	147,138	372,138	4,970,000
2016B GO Bonds	120,000	120,000	-	1,800	121,800	-
2017B GO Bonds (est.)	3,120,000	130,000	-	82,550	212,550	2,990,000
STORMWATER TOTALS	\$ 9,890,000	\$ 700,000	\$ -	\$ 263,713	\$ 963,713	\$ 9,190,000

Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Fleet Inservice Fund						
2015A GO Notes	\$ 125,000	\$ 15,000	\$ -	\$ 2,425	\$ 17,425	\$ 110,000
2016B GO Notes	930,000	105,000	-	23,825	128,825	825,000
2017A GO Notes	875,000	90,000	-	20,800	110,800	785,000
2018B GO Notes	135,000	15,000	-	4,804	19,804	120,000
FLEET INSERVICE TOTAL	\$ 2,065,000	\$ 225,000	\$ -	\$ 51,854	\$ 276,854	\$ 1,840,000

Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
Sun Prairie Utilities						
2008 Revenue Bonds	1,510,000	280,000	-	62,260	342,260	1,230,000
2012 Taxable Rev Refunding Bonds	2,185,000	130,000	-	57,145	187,145	2,055,000
2014 Revenue Bonds	2,800,000	160,000	-	102,740	262,740	2,640,000
2016A GO Bonds	3,075,000	135,000	-	87,038	222,038	2,940,000
2018A GO Bonds	7,125,000	460,000	-	269,411	729,411	6,665,000
SUN PRAIRIE UTILITIES TOTALS	\$ 16,695,000	\$ 1,165,000	\$ -	\$ 578,594	\$ 1,743,594	\$ 15,530,000

CITY OF SUN PRAIRIE TOTALS	\$ 91,131,140	\$ 11,522,795	\$ -	\$ 2,579,186	\$ 14,101,981	\$ 79,608,345
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Description	Principal Balance 12/31/2018	2019 Principal Payments	2019 Escrow Interest	2019 Interest	2019 Total Principal & Interest	Principal Balance 12/31/2019
CDA						
2014A CDA Lease/Rev Bonds*	8,600,000	1,350,000	-	165,203	1,535,203	7,230,000
CDA TOTALS	\$ 8,600,000	\$ 1,350,000	\$ -	\$ 165,203	\$ 1,535,203	\$ 7,230,000

* The lease payments are made by the Tax Increment Financing District #8



TIF 6 FUNDING SOURCES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
General Property Taxes	\$ 135,270	\$ 139,198	\$ 133,509	\$ 129,000	\$ 126,600	\$ 127,635	\$ (1,365)
Exempt Computer Aid	1,242	812	825	800	800	800	-
Investment Income	-	-	70	-	-	-	-
Miscellaneous Income	28,314	23,754	5,097	9,470	18,605	18,605	9,135
Total Funding Sources	164,826	163,764	139,501	139,270	146,005	147,040	7,770

TIF 6 EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Professional Services	3,510	4,673	2,073	2,725	2,875	2,875	150
Debt Service and Related Costs	163,067	435,673	5,022	8,470	145,203	145,203	\$136,733
Total Expenditures	166,577	440,346	7,095	11,195	148,078	148,078	136,883

TIF 6: FUND BALANCE	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Change in Fund Balance	(1,751)	(276,582)	132,406	128,075	(2,073)	(1,038)
Adjustment for Debt Principal	-	-	-	-	140,000	140,000
Fund Balance - Beginning of Year	(104,964)	(106,715)	(383,297)	(383,297)	(255,222)	(255,222)
Fund Balance - End of Year	(106,715)	(383,297)	(250,891)	(255,222)	(117,295)	(116,260)

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MISSION

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

DESCRIPTION

The wastewater department has two divisions, the sanitary sewer collection system and the wastewater treatment plant. The collection division is responsible for maintaining and operating over 130 miles of sewer mains ranging in size from 8-42 inches and 10 lift stations. Maintenance includes scheduled cleaning, repairs and flow monitoring. The goal is to increase service life of sewer mains and lift stations, and eliminate/reduce sewer backups.

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

2019 BUDGET HIGHLIGHTS

- Funding and position authority for a Wastewater Treatment Plant Technician beginning July 1, 2019. The plant upgrade beginning in 2019 and the installation of new equipment to meet more stringent Phosphorus Discharge Permit Limits will increase maintenance workloads.
- Purchase television in section equipment. This will allow wastewater technicians to perform nonscheduled and emergency television inspection work.
- Continue efforts to remove clearwater from the city's sewer system.
- Complete cleaning of the North Digester.

2018 BUDGET OVERVIEW

- The Department has worked with a contracted engineering firm to draft Plans and Specifications for plant upgrades. Plans must be finalized and approved by the State of Wisconsin Department of Natural Resources.
- The Department continues efforts to remove clearwater from the city's sewers.



2018 BUDGET OVERVIEW (cont.)

- The plant requires fecal coliform testing prior to water discharge into the receiving stream; testing equipment must be sterilized in an autoclave. The WWTP replaced an autoclave this year.
- GPS mapping of the system was completed. The information from this plan will inform the Capacity, Management, Operation, and Maintenance Plan for the plant, required by the State of Wisconsin DNR.
- The Grit building heater malfunctioned and was replaced.
- Three automatic screw pump greasers were replaced.

PERFORMANCE MEASUREMENT

Meet requirements of WPDES Permit compliance schedule for phosphorus treatment. Continue to meet current Permit of 1.4 milligrams/liter (mg/l) and by October 1, 2022 meet Permit limit of 0.075 mg/l.

Measure	2014	2015	2016	2017
Meet Monthly Milligram/Liter (mg/l) Permit Requirement for Phosphorus	1.4	1.4	1.4	1.4
Actual Monthly Average (mg/l)	0.60	0.40	0.50	0.45

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

Measure	2014	2015	2016	2017
Current Average Daily Flow in Million Gallons Per Day (mgd)	3.366	3.085	3.986	4.140
Plant Daily Capacity in Million Gallons Per Day (mgd)	4.400	4.400	4.400	4.400

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

Measure	2014	2015	2016	2017	2018
Upgrades Trigger by Clearwater	No	No	No	No	No



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	1.00	1.00	1.00	1.00	1.00	-
Plant Operations	7.00	7.00	7.00	8.00	8.00	1.00
Collection System	2.00	2.00	2.00	2.00	2.00	-
Replacement Account	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Plant Expansion	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
Total Personnel	10.00	10.00	10.00	11.00	11.00	1.00

EXPENSES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	548,342	569,856	581,797	661,905	661,905	80,108
Plant Operations	2,089,648	2,179,677	2,229,787	1,175,636	1,175,636	(1,054,151)
Collection System	542,383	582,801	595,345	396,796	396,796	(198,549)
Replacement Account	75,398	628,000	552,608	382,960	382,960	(169,648)
Debt Service	245,370	1,387,171	1,427,171	1,393,309	1,393,309	(33,862)
Plant Expansion	69,823	-	62,977	-	-	(62,977)
Capital Projects	66,600	1,031,460	3,176,128	3,369,120	3,369,120	192,992
Total Expenses	3,637,564	6,378,965	8,625,812	7,379,726	7,379,726	(1,246,086)

EXPENSES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	937,638	1,019,469	1,045,784	1,126,257	1,126,257	80,473
Materials & Supplies	160,292	212,175	232,874	232,150	232,150	(724)
Contractual Services	648,701	694,360	719,766	780,145	780,145	60,379
Insurance	43,897	17,280	17,115	17,875	17,875	760
Professional Development	4,085	6,750	7,690	7,910	7,910	220
Debt Service	245,370	1,387,171	1,427,171	1,393,309	1,393,309	(33,862)
Depreciation	1,380,361	1,380,000	1,380,000	-	-	(1,380,000)
Capital	217,220	1,661,760	3,795,413	3,822,080	3,822,080	26,667
Total Expenses	3,637,564	6,378,965	8,625,812	7,379,726	7,379,726	(1,246,086)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	6,823,849	5,171,355	4,380,420	8,274,454	8,274,454	3,894,034
Total Expenses	3,637,564	6,378,965	8,625,812	7,379,726	7,379,726	(1,246,086)
Net Operating Result	3,186,285	(1,207,610)	(4,245,393)	894,728	894,728	5,140,121



FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	3,186,285	(1,207,610)	(4,245,393)	894,728	894,728
Fund Balance Applied	-	-	154,548	2,021,120	2,021,120
Beginning Fund Balance	48,246,185	51,432,470	51,432,470	47,032,529	47,032,529
Net Operating Result	51,432,470	50,224,860	47,032,529	45,906,137	45,906,137



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.

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 the over 125 public Stormwater detention ponds and over 108 miles of Stormwater conveyances. Each year they are inspected for any issues that need to be addressed, along with the over 130 private ponds within the city.

The Stormwater Utility sweeps every city street at least four times per year with major arterials

and connector streets swept up to eight times. This helps keep debris and yard waste out of waterways and lakes.

2019 BUDGET HIGHLIGHTS

- Provide \$12,300 to promote a Maintenance worker position to Stormwater Crew Leader, in order to provide adequate supervision to Stormwater staff.
- Stormwater Maintenance staff will continue to train with a preferred vendor to recognize native and invasive species, care for desirable plants, and remove the undesirable.

2018 BUDGET OVERVIEW

- The stormwater and erosion control review fee structure was revised to include the full cost of review and inspection at the time a project is initiated rather than incremental billing through the life of the project.
- Staff trained with professionals to learn techniques necessary to maintain stormwater facilities.



PERFORMANCE MEASUREMENT

The US Environmental Protection Agency (EPA) has 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 2019 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)

Watershed	TSS Load (tons/yr)	2018 Trapped (tons/yr)	2018 Reduction	Required Reduction
Maunesha River	8.6	6.7	77.6%	45%
Yahara River	194.8	96.5	49.5%	73%
Koshkonong Creek	564.6	247.6	43.9%	55%

TMDL COMPLIANCE - Reduction of Total Phosphorus (TP)

Watershed	TP Load (tons/yr)	2018 Trapped (tons/yr)	2018 Reduction	Required Reduction
Maunesha River	59	32	54.9%	36%
Yahara River	1,468	533	36.3%	61%
Koshkonong Creek	3,566	1,082	30.4%	54%



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	-	-	-	-	-	-
Maintenance	5.00	6.00	6.00	6.00	6.00	-
Street Cleaning	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
Allocation Adds	2.59	3.12	3.12	3.17	3.17	0.05
Total Personnel	7.59	9.12	9.12	9.17	9.17	0.05

EXPENSES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	329,449	402,678	365,689	493,140	493,140	127,452
Maintenance	1,456,804	1,476,015	1,540,098	565,385	565,385	(974,713)
Street Cleaning	33,949	30,350	64,400	41,600	41,600	(22,800)
Debt Service	275,735	1,136,796	1,146,409	963,713	963,713	(182,696)
Capital Projects	21,352	1,589,290	4,734,569	5,639,117	5,665,977	931,408
Total Expenses	2,117,289	4,635,130	7,851,165	7,702,956	7,729,816	(121,350)

EXPENSES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	548,589	673,655	648,086	764,700	764,700	
Materials & Supplies	102,078	113,494	87,124	106,425	106,425	19,301
Contractual Services	165,781	169,200	280,862	221,920	221,920	(58,942)
Insurance	8,863	882	925	3,461	3,461	2,536
Professional Development	651	1,812	2,425	3,620	3,620	1,195
Debt Service	275,735	1,136,796	1,146,409	963,713	963,713	(182,696)
Depreciation	991,026	950,000	950,000	-	-	(950,000)
Capital	24,566	1,589,290	4,735,334	5,639,117	5,665,977	930,643
Total Expenses	2,117,289	4,635,130	7,851,165	7,702,956	7,729,816	(237,963)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	4,200,626	2,739,548	8,876,087	8,086,704	8,140,104	(735,983)
Total Expenses	2,117,289	4,635,130	7,851,165	7,702,956	7,729,816	(237,963)
Net Operating Result	2,083,337	(1,895,582)	1,024,922	383,748	410,288	(498,020)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	2,083,337	(1,895,582)	1,024,922	383,748	410,288
Fund Balance Applied	-	-	60,788	107,000	963,713
Beginning Fund Balance	40,395,747	42,479,084	42,479,084	43,443,218	42,479,084
Ending Fund Balance	42,479,084	40,583,502	43,443,218	43,719,966	41,925,660

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MISSION

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

DESCRIPTION

Sun Prairie Utilities (SPU) provides electricity to 15,351 customers and water to 11,035 customers, mostly within the municipality.

The Utility is governed by a commission. The commission consists of seven members including the mayor, one alderperson who serves a one-year term, and five residents of the City who serve five-year terms. The mayor may designate a Council member to serve in his or her place during the Council's annual organizational meeting.

The Utility's main goal is to provide low-cost, reliable service to its customers. Extreme weather can contribute to both electric and water service outages. However, SPU has worked to keep outages to a minimum by upgrading and expanding the electric system for enhanced reliability, replacing aging water mains as part of street reconstruction projects, and completing regular maintenance activities.

All of the Utility's wholesale purchased power needs are supplied by WPPI Energy, a regional power company. SPU has a long-term power supply contract with WPPI in effect until December 31, 2055.

The electric and water utilities operate under service rules and rates established by the Public Service Commission of Wisconsin (PSCW) for municipally-owned utilities

2019 BUDGET HIGHLIGHTS

ELECTRIC OPERATIONS:

- The budget includes \$12,000 for SPU to replace existing high-pressure sodium lighting with LED lighting on street construction projects.
- Contract the condition testing of the 622 distribution poles installed prior to 1976, and create a long-range replacement plan. The estimated cost is \$100,000 for Overhead Distribution Rebuild. This was an area of need identified in the Strategic Plan.

WATER OPERATIONS:

- Provide \$28,000 to replace the 15-year old Variable Frequency Drive at Well #8.
- Although not utility-owned infrastructure, SPU is budgeting \$300,000 for customer-owned lead lateral replacements, consisting of \$150,000 grants and \$150,000 loans. The number of lead laterals is uncertain at this time; the budget amount assumes the replacement of 100 laterals at \$3,000 each.

2018 BUDGET OVERVIEW

- Created a 3-Year Strategic Plan, to form a path to a sustainable future of increased customer interaction, extensive city growth, and incorporate



rapid advancements of both technology and distributed generation. SPU's Strategic Planning Process developed the following:

- Mission Statement, Tagline and Values
- Key Strategic Areas of Focus
 - Operational Excellence
 - Technology Solutions
 - Customer Needs
 - Growth Management
- 3-Year Goal List
- Added an Information Technology Support Specialist, Accountant, and Water Operator, while transitioning Meter Reading duties to four Limited Term Employment hires.

ELECTRIC OPERATIONS:

- Transitioned service ownership of The Element (formerly Hamilton Place)

development, which was previously metered and owner served.

WATER OPERATIONS:

- Painted the Sheehan Park Water Tower.
- Began installing a Pressure Relief Valve to automatically tie the low-pressure and high-pressure systems.
- Preliminary studies and property discussions are underway concerning the site of a new Well #10 to serve the Utility's low-pressure system.
- Continue to experience workload increases for locating and labor mainly related to the continued TDS fiber overbuild, city road reconstruction projects, and new developments.



PERFORMANCE MEASUREMENT

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 – 146 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 – 1.31 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 – 111 minutes to restore; **SPU Goal - 60 minutes to restore**

Measure	Goal	2015	2016	2017	2018
System Avg. Interruption Duration Index	60.00	9.66	18.11	17.63	16.66
System Avg. Interruption Frequency Index	1.00	.28	.57	.55	.41
Customer Avg. Interruption Duration Index	60.00	34.87	31.95	32.04	40.73

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PERSONNEL BY DIVISION	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Electric Utility	20.00	20.17	20.00	20.00	19.45	19.45	(0.55)
Total Personnel	20.00	20.17	20.00	20.00	19.45	19.45	(0.55)

EXPENSES BY DIVISION	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Distribution	22,960,340	23,401,573	23,334,350	25,402,643	24,197,507	24,197,507	(1,205,136)
Customer Accounts	296,301	296,798	319,628	307,138	346,159	346,159	39,021
Sales	2,184	(105)	282	(998)	49,903	49,903	50,901
Administrative & General	649,151	719,446	976,207	858,555	902,741	902,741	44,186
Non Operating Expenses	2,664,855	2,756,270	2,872,385	2,921,768	2,977,286	2,977,286	55,518
Total Expenses	26,572,831	27,173,981	27,502,852	29,489,106	28,473,596	28,473,596	(1,015,510)

EXPENSES BY CATEGORY	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	1,059,413	1,161,747	1,323,304	1,336,075	1,407,049	1,407,049	70,974
Operation Costs	22,848,563	23,255,964	23,307,163	25,231,263	24,089,261	24,089,261	(1,142,002)
Interest Expense	179,442	179,833	185,497	171,568	182,469	182,469	10,901
Depreciation	1,244,296	1,324,373	1,427,245	1,395,483	1,492,017	1,492,017	96,534
Taxes	99,735	110,132	114,205	101,068	117,372	117,372	16,304
Transfers - Pilot	896,704	890,554	922,990	997,332	958,290	958,290	(39,042)
Other Expenses	255,591	261,850	233,719	266,295	227,138	227,138	(39,157)
Total Expenses	26,583,744	27,184,453	27,514,123	29,499,084	28,473,596	28,473,596	(1,025,488)

OPERATING RESULTS	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	28,426,523	29,297,677	29,297,036	30,645,314	30,331,335	30,331,335	(313,979)
Total Expenses	26,583,744	27,184,453	27,514,123	29,499,084	28,473,596	28,473,596	(1,025,488)
Net Operating Result	1,842,779	2,113,223	1,782,913	1,146,230	1,857,739	1,857,739	711,509



PERSONNEL BY DIVISION	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Water Utility	11.00	11.36	11.90	11.90	12.45	12.45	0.55
Total Personnel	11.00	11.36	11.90	11.90	12.45	12.45	0.55

EXPENSES BY DIVISION	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Water Pumping	228,223	279,289	251,766	265,308	246,662	246,662	(18,646)
Water Treatment	46,814	51,557	56,837	55,195	52,198	52,198	(2,997)
Water Transmission and Distr	281,608	338,140	718,792	748,013	470,490	470,490	(277,523)
Customer Accounts	136,176	135,484	135,984	138,239	140,805	140,805	2,566
Administrative & General	543,900	529,496	615,349	609,083	647,359	647,359	38,276
Non Operating Expenses	1,910,748	1,969,486	2,225,481	2,394,523	2,500,337	2,500,337	105,814
Total Expenses	3,147,469	3,303,452	4,004,209	4,210,361	4,057,851	4,057,851	(152,510)

EXPENSES BY CATEGORY	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	748,480	761,966	784,572	856,177	805,153	805,153	(51,024)
Operation Costs	488,241	571,999	994,156	959,661	752,361	752,361	(207,300)
Interest Expense	135,364	187,252	228,803	276,603	387,575	387,575	110,972
Depreciation	504,870	528,512	574,625	604,650	668,617	668,617	63,967
Taxes	26,876	28,017	28,018	23,903	26,507	26,507	2,604
Other Expenses	414,366	396,603	527,317	488,530	446,372	446,372	(42,158)
Transfers - PILOT	836,136	835,818	881,637	1,007,824	971,266	971,266	(36,558)
Total Expenses	3,154,333	3,310,168	4,019,128	4,217,348	4,057,851	4,057,851	(159,497)

OPERATING RESULTS	2016 ACTUAL	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	3,864,832	5,840,644	5,946,526	4,215,837	4,976,077	4,976,077	-
Total Expenses	3,154,333	3,303,452	4,004,209	4,210,361	4,057,851	4,057,851	(152,510)
Net Operating Result	3,154,333	2,537,192	4,004,209	4,210,361	4,057,851	4,057,851	(152,510)



MISSION

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

DESCRIPTION

Each department is charged a rental fee based on vehicle usage. The fee is paid to the Fleet In-Service fund. The goal is to ensure sufficient funds to allow the city to purchase fleet vehicles and equipment on a cash basis, and fund operations necessary to maintain vehicles.

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. This manifests as reduced downtime and enhanced vehicle and equipment reliability.

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

2019 BUDGET HIGHLIGHTS

- Provide an additional \$50,000 from the general fund to the Fleet In-Service fund to ensure adequate funding in the Fleet In-Service fund.

2018 BUDGET OVERVIEW

- The size of the city fleet increased by five vehicles.



PERFORMANCE MEASUREMENT

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

Measure	2014	2015	2016	2017	2018
Work Orders	737	1,011	933	1,171	671
Preventive Maintenance %	70%	78%	73%	75%	72%
Outside Repair Costs	\$2,777	\$9,947	\$27,295	\$22,010	\$11,435
Total Repair Costs	\$198,300	\$225,936	\$380,994	\$423,038	\$277,176

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Fleet Operations	4.00	4.00	4.00	4.00	4.00	-
Allocated Personnel	(0.40)	(0.40)	(0.40)	(0.40)	(0.40)	-
Total Personnel	3.60	3.60	3.60	3.60	3.60	-

EXPENSES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Administration	29,027	25,089	23,245	24,704	24,704	1,459
Fleet Operations	564,211	614,454	606,294	609,252	609,252	2,958
Debt Service	61,024	321,863	309,540	276,854	276,854	(32,686)
Capital Projects	704,432	1,138,858	1,792,567	1,355,650	1,638,650	(153,917)
Total Expenses	1,358,694	2,100,264	2,731,646	2,266,460	2,549,460	(182,186)

EXPENSES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Personnel	277,450	290,354	301,358	312,139	312,139	10,781
Materials & Supplies	261,612	294,100	271,501	253,700	253,700	(17,801)
Contractual Services	24,817	29,400	32,235	41,108	41,108	8,873
Insurance	29,027	25,089	23,245	24,704	24,704	1,459
Professional Development	332	600	1,200	2,305	2,305	1,105
Debt Service	61,024	321,863	309,540	276,854	276,854	(32,686)
Depreciation	696,916	-	570,000	-	-	(570,000)
Capital	7,516	1,138,858	1,222,567	1,355,650	1,638,650	416,083
Total Expenses	1,358,694	2,100,264	2,731,646	2,266,460	2,549,460	(182,186)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	1,975,212	1,432,315	1,838,183	2,416,553	2,416,553	578,370
Total Expenses	1,358,694	2,100,264	2,731,646	2,266,460	2,549,460	(182,186)
Net Operating Result	616,518	(667,949)	(893,463)	150,093	(132,907)	760,556

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	616,518	(667,949)	(893,463)	150,093	(132,907)
Fund Balance Applied	-	-	81,366	75,804	75,804
Beginning Fund Balance	4,317,921	4,934,439	4,934,439	3,959,610	3,959,610
Net Operating Result	4,934,439	4,266,490	3,959,610	4,033,898	3,750,898

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MISSION

Appropriately account for health care expenditures for all employees.

DESCRIPTION

The city incurs personnel costs related to employer-funded health and dental insurance coverage. All employees who have employer-sponsored health insurance through the city are enrolled in a high deductible health insurance plan. The city deposits \$750 for single plan participants and \$1,500 for family plan

participants annually into a health savings or health reimbursement account for enrolled employees. Employees who elect not to participate in the plan are eligible for a \$750 for single/\$1,500 for family benefit deposited into a health reimbursement account.

2019 BUDGET HIGHLIGHTS

- The In-service Fund will be created in the 2019 budget.



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Healthcare Inservice	-	-	-	-	-	-
Total Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Healthcare	-	-	-	2,453,142	2,801,480	2,453,142
Total Expenses	\$ -	\$ -	\$ -	\$ 2,453,142	\$ 2,801,480	\$ 2,453,142

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Health Insurance	-	-	-	2,232,849	2,581,187	2,581,187
Dental Insurance	-	-	-	220,293	220,293	220,293
Total Expenses	\$ -	\$ -	\$ -	\$ 2,453,142	\$ 2,801,480	\$ 2,801,480

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	-	-	-	2,453,142	2,801,480	2,453,142
Total Expenses	-	-	-	2,453,142	2,801,480	2,453,142
Net Operating Result	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Net Increase/(Decrease)	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



MISSION

Support the development, improvement, and promotion of the Downtown area for the economic benefit of all businesses within the District. The BID is an organizational and funding mechanism to improve and promote the Downtown area for the general social and economic benefit of the people of the City of Sun Prairie and its visitors.

DESCRIPTION

The BID shares the Downtown Business Improvement District Manager/Marketing Specialist with the Tourism Commission.

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

1. Create collaborative opportunities for new and existing Downtown Sun Prairie businesses to learn, grow, and develop.
2. Advocate for development that exemplifies innovative projects that enhance the work, live, and play environment of Downtown Sun Prairie.
3. Advocate for the maintenance, upkeep, and improvement of Downtown Sun Prairie public spaces.
4. Create an attractive, historic, and playful Downtown environment through structure improvements and enhancements.
5. Create and implement unique events that draw people from near and far to

enjoy and patronize Downtown Sun Prairie businesses.

6. Educate the public on the advantages of living, working, and playing in Downtown Sun Prairie.

2019 BUDGET HIGHLIGHTS

- The budget plans for sufficient fund balance for snow removal.
- The amount of revenue generated by the self-imposed levy on downtown property owners will increase by \$10,000 in 2019, resulting in a total collection of \$102,000.
- Support BID activities with \$1,227 of fund balance and \$23,000 in revenue from two ticketed events and sponsorship solicitation.

2018 BUDGET OVERVIEW

- Added a new Fall Beer Taste event.
- Increased Fall Fest support.
- Improved the process for purchasing event tickets.
- Installed wayfinding signage.
- Supported the Dream Park.
- Installed lights in Cannery Square.
- Increased the BID Manager position from 50% time to 75% time.



PERFORMANCE MEASUREMENT

Promote the downtown area through special events.

Measure	2016	2017	2018
Wine Walk ticket sales	389	311	412
Fall Beer Taste ticket sales	N/A	137	168



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
BID	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
BID	151,431	146,669	152,266	132,024	132,024	(20,242)
Total Expenditures	151,431	146,669	152,266	132,024	132,024	(20,242)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Materials & Supplies	151,431	146,669	152,266	132,024	132,024	(20,242)
Total Expenditures	151,431	146,669	152,266	132,024	132,024	(20,242)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	115,509	148,865	152,266	132,024	132,024	(20,242)
Total Expenses	151,431	146,669	152,266	132,024	132,024	(20,242)
Net Operating Result	(35,922)	2,196	-	-	-	-

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	(35,922)	2,196	-	-	-
Fund Balance Applied	-	25,535	35,266	7,024	7,024
Beginning Fund Balance	72,930	37,008	37,008	1,742	-
Ending Fund Balance	37,008	13,669	1,742	(5,282)	7,024

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MISSION

Eliminate or prevent substandard, deteriorated, unsanitary, and blighted areas within the City. Provide affordable housing. Provide incentives to promote and retain gainful employment opportunities for residents. Encourage growth of the City's tax base and stimulate the flow of investment capital into the City. The City's economy will reflect the resultant beneficial effects of these efforts.

DESCRIPTION

Pursuant to Section 66.1335 Wisconsin Statutes, the Community Development Authority (CDA) was created as a "corporate body politic" authorized to transact business and exercise any and all powers, duties, and functions defined for housing and redevelopment authorities by this statute and related sections of Chapter 66. In 2018, the City of Sun Prairie formalized the Community Development Authority by creating ordinance section 2.38 – Community Development Authority (CDA). This expanded the CDA's duties to oversee the Revolving Loan Fund (RLF), contract with outside agencies, and sell property.

The CDA consists of seven appointed members, two of whom are members of the Common

Council, and the Mayor who serves as chairperson. The Community Development Department serves as a liaison to the CDA.

The CDA's primary role has been to facilitate borrowing for infrastructure and acquisition costs related to redevelopment projects in the downtown area (TID 8), as well as the 151-Reiner Road Interchange area (TID 9), and Central Main Street (TID 11). The CDA reviews and provides direction on proposals requesting assistance from the City in any capacity, and facilitates the sale of City or CDA owned parcels in TIF Districts.

2019 BUDGET HIGHLIGHTS

- There are no notable changes in the 2019 budget.

2018 BUDGET OVERVIEW

- Facilitated a vendor contract for the creation of a Central Main Street Corridor Redevelopment Plan.



PERFORMANCE MEASUREMENT

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

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

**2018 data reflects information through July 31, 2018.*



PERSONNEL BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
CDA	-	-	-	-	-	-
Total Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

EXPENDITURES BY DIVISION	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
CDA	278,890	179,378	180,378	165,203	165,203	(15,175)
Total Expenditures	\$ 278,890	\$ 179,378	\$ 180,378	\$ 165,203	\$ 165,203	\$ (15,175)

EXPENDITURES BY CATEGORY	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Debt Service	278,890	179,378	180,378	165,203	165,203	(15,175)
Total Expenditures	\$ 278,890	\$ 179,378	\$ 180,378	\$ 165,203	\$ 165,203	\$ (15,175)

OPERATING RESULTS	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED	INCREASE (DECREASE)
Total Revenues	201,638	179,878	180,413	165,203	165,203	(15,210)
Total Expenses	278,890	179,378	180,378	165,203	165,203	(15,175)
Net Operating Result	\$ (77,252)	\$ 500	\$ 35	\$ -	\$ -	\$ (35)

FUND BALANCE	2017 ACTUAL	2018 PROJECTED	2018 BUDGET	2019 RECOMMEND	2019 APPROVED
Net Increase/(Decrease)	(77,252)	500	35	-	-
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	368,683	291,431	291,431	291,466	291,466
Ending Fund Balance	\$ 291,431	\$ 291,931	\$ 291,466	\$ 291,466	\$ 291,466

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APPENDIX A: BUDGET RESOLUTIONS

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City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2019 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/235

RESOLUTION

WHEREAS, on Tuesday, October 30, 2018 the Committee of the Whole held a public hearing to consider the 2019 City of Sun Prairie Budget; and

WHEREAS, on Tuesday, October 30, 2018 the Committee of the Whole met to consider the 2019 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on October 30, 2018 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 2019 as set forth in the attached schedule and made a part hereof; and

WHEREAS, after careful review and discussion, on November 13, 2018, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2019 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 and the Fleet In-service Fund.

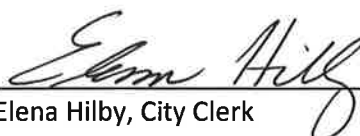
NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2019 as set forth in the attached schedule and made a part hereof inclusive of all funds including the General Fund, Capital Projects Funds, Special Revenues Funds, Debt Service Funds, the Stormwater Utility, the Water and Light Utility, the Waste Water Treatment Plant Enterprise and the Fleet In-service Funds.

APPROVED: 
Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 29, 2018

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 13th day of November 2018, and submitted for signatures on the 14th day of November, 2018.


Elena Hilby, City Clerk



CITY OF SUN PRAIRIE *Wisconsin*

BUDGET SUMMARY All Fund Types

FUND TYPE	Projected 2019 Beginning			2019 APPROVED BUDGET		Projected 2019 Ending		Property Tax Levy
	Fund Balance	Revenues	Expenditures	Fund Balance	Contribution			
GENERAL FUND	\$ 10,729,613	\$ 26,452,188	\$ 26,452,188	\$ 10,729,614	\$ 16,911,461			
SPECIAL REVENUE FUNDS								
Park Improvement Fund	1,681,243	424,250	278,000	1,827,493	-			
Street Tree Fund	213,955	70,000	150,000	133,955	-			
WDF-Revolving Loan Fund	153,495	600	-	154,095	-			
Grants and Donations Fund	387,523	57,177	302,603	142,097	-			
Sun Prairie Media Fund	165,391	440,828	440,828	165,391	-			
Transportation Impact Fee Fund	1,284,160	320,000	110,093	1,494,067	-			
Sanitation Fund	302,690	1,438,463	1,438,463	302,690	-			
Library Fund	282,191	2,212,931	2,212,931	282,191	-			
Recreation Fund	-	69,506	63,939	5,567	-			
Tourism Fund	-	472,032	43,500	428,532	-			
Transportation Fund	-	1,152,912	1,149,853	3,059	-			
Total Special Revenue Funds	4,470,648	6,658,699	6,190,210	4,939,137	-			
CAPITAL PROJECTS FUNDS								
Capital Projects	73,700	12,788,126	13,103,286	(241,460)	-			
TIF No. 8	(1,454,196)	1,930,199	1,953,872	(1,477,869)	-			
TIF No. 9	(604,698)	5,409,944	5,140,184	(334,938)	-			
TIF No. 11	15,115	367,371	242,519	139,967	-			
TIF No. 12	(531,593)	4,016,469	4,449,304	(964,428)	-			
TIF No. 13	1,464,818	3,937,399	3,894,626	1,507,591	-			
Development Projects	(123,982)	300,000	300,000	(123,982)	-			
Total Capital Projects Funds	(1,160,836)	28,749,508	29,083,791	(1,495,119)	-			
DEBT SERVICE FUNDS								
Debt Service Fund	400,664	6,763,731	6,763,731	400,664	6,449,889			
TIF No. 6	(250,891)	147,040	148,078	(251,929)	-			
Total Debt Service Funds	149,773	6,910,771	6,911,809	148,735	6,449,889			
PERMANENT FUNDS								
Ashley Trust Fund	1,000	2	2	1,000				
Library Trust Fund	448,618	25,000	5,000	468,618				
Total Permanent Funds	449,618	25,002	5,002	469,618				
ENTERPRISE FUNDS								
Fleet Inservice	3,959,610	2,416,553	3,225,914	3,150,249				
Healthcare Inservice Fund	-	2,801,480	2,801,480	-				
Water Pollution Control	50,224,860	8,274,454	7,379,726	51,119,588	-			
Stormwater Utility	40,583,502	8,140,104	7,729,816	40,993,790	-			
Water & Light	77,190,799	35,307,412	32,531,447	79,966,764	-			
Total Enterprise Funds	167,999,161	56,940,003	53,668,383	172,080,142	-			
AGENCY FUNDS								
MPSISC	290,052	599,517	599,517	290,052				
Total Agency Funds	290,052	599,517	599,517	290,052				
COMPONENT UNITS								
Business Improvement District	13,669	132,024	132,024	13,669	-			
Community Development Authority	288,061	165,203	165,203	288,061	-			
Total Component Units	301,730	297,227	297,227	301,730	-			
Grand Total	\$182,740,980	\$126,008,396	\$122,603,608	\$186,956,168	\$23,361,350			

City of Sun Prairie, Wisconsin

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

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/236

RESOLUTION

WHEREAS, on Tuesday, October 30, 2018, the Committee of the Whole met to consider the 2019 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 2019; and

WHEREAS, the amounts set forth in the 2019 budget require total property taxes to be levied in the amount of \$23,361,350.

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 2019 budget and that the same be placed on the tax roll for the year 2018, collectible in 2019, and that the total levy is hereby determined to be \$23,361,350.

APPROVED:



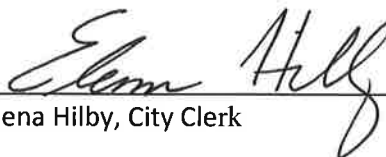
Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 15, 2018

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 13th day of November, 2018, and submitted for signatures on the 14th day of November, 2018.

Elena Hilby, City Clerk



City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE 2019 STORM
WATER UTILITY RATES**

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/237

RESOLUTION

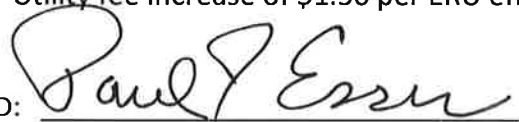
WHEREAS, on Tuesday, November 13, 2018, the Common Council met to consider the 2019 City of Sun Prairie Recommended Budget including the Storm Water Utility Budget; and

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

WHEREAS, said budget includes an increase in the rate per Equivalent Runoff Unit (ERU) of \$1.50 per ERU from \$10.20 per ERU to \$11.70 per ERU to take effect on July 1, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the Storm Water Utility fee increase of \$1.50 per ERU effective July 1, 2019.

APPROVED:

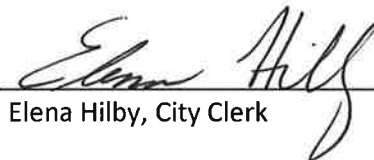


Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 15, 2018

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 13th day of November, 2018 and was submitted for signatures on the 14th day of November, 2018.



Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE 2019 SEWER
UTILITY RATES**

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/238

RESOLUTION

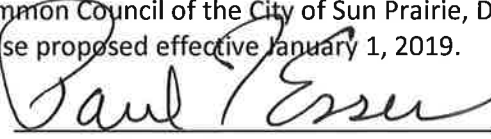
WHEREAS, on Tuesday, October 30, the Committee of the Whole met to consider the 2019 City of Sun Prairie Recommended Budget including the Sewer Utility Budget;

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 8.07% for an average annual cost to take effect on January 1, 2019 as follows:

<u>Domestic Sewerage Customers</u>	<u>2018 Proposed Rates</u>
Monthly Fixed Charge	
5/8	\$ 10.12
1	\$ 14.45
1.5	\$ 22.00
2	\$ 31.75
3	\$ 52.00
4	\$ 81.00
Volumetric Charge per 100 Cu. FT	\$ 3.10
Surcharge Rate BOD /lb	\$ 0.450
Surcharge Rate TSS /lb	\$ 0.500
Surcharge Rate Phosphorus /lb	\$ 7.980

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, 2019.

APPROVED: 

Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 15, 2018

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 13th day of November 2018, and was submitted for signatures on the 14th day of November 2018.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2019 FEE SCHEDULE**

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/239

RESOLUTION

WHEREAS, on Tuesday, November 13, 2018, the Common Council met to discuss the 2019 Fee Schedule that was approved during the 2019 budget review process; and

WHEREAS, the proposed 2019 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 2019 Fee Schedule, per the attachment.

APPROVED:



Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 15, 2018

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 13th day of November 2018, and was submitted for signatures on the 14th day of November 2018.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**A RESOLUTION ESTABLISHING A HEALTHCARE
INTERNAL SERVICE FUND**

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/240

RESOLUTION

WHEREAS, the City of Sun Prairie has significant costs in providing healthcare and dental care to its employees; and

WHEREAS, it is difficult to effectively plan for healthcare and dental care costs, turnover savings, and employee enrollment decisions during the budget process; and

WHEREAS, it has been deemed desirable to create a healthcare internal service fund to effectively manage the annual healthcare and dental care costs; and

WHEREAS, the Committee of the Whole recommends that the healthcare internal service fund should be created to assist in effectively planning for healthcare and dental care expenses for its employees.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the creation of the healthcare internal service fund.

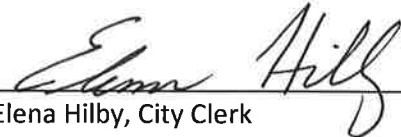
APPROVED: 

Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 15, 2018

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 13th day of November, 2018 and was submitted for signatures on the 14th day of November, 2018.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE COMMITMENT OF
CERTAIN REVENUES TO SPECIAL REVENUE FUNDS**

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/241

RESOLUTION

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, which changes the terminology used for fund balance reporting on the balance sheet of Governmental Funds; and

WHEREAS, the Committee of the Whole has reviewed the new terminology; and

WHEREAS, the Committee of the Whole recommends that the Transportation fees and other resources of the Transportation Special Revenue Fund be committed for wages, fringe benefits, training, contracted services, equipment, maintenance and other operating supplies for the Transportation fund.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the above recommendations of the Committee of the Whole.

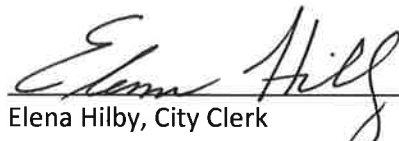
APPROVED:


Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 15, 2018

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 13th day of November, 2018 and was submitted for signatures on the 14th day of November, 2018.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE COMMITMENT OF
CERTAIN REVENUES TO SPECIAL REVENUE FUNDS**

Presented: November 13, 2018

Adopted: November 13, 2018

Resolution No.: 18/242

RESOLUTION

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, which changes the terminology used for fund balance reporting on the balance sheet of Governmental Funds; and

WHEREAS, the Committee of the Whole has reviewed the new terminology; and

WHEREAS, the Committee of the Whole recommends that the 70% of room tax collected for tourism promotion and development, as well as other resources of the Tourism Special Revenue Fund be committed for wages, fringe benefits, training, contracted services, equipment, maintenance and other operating supplies for the Tourism fund.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the above recommendations of the Committee of the Whole.

APPROVED:



Paul T. Esser, Mayor

Date Approved: November 13, 2018

Date Signed: November 15, 2018

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 13th day of November, 2018 and was submitted for signatures on the 14th day of November, 2018.



Elena Hilby, City Clerk

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APPENDIX B: BUDGET INITIATIVES

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Revenue Information Form FY 2019

Department: Building Inspection Org: 10004400

Account: 443100
443200
443300
443400

Check one:
☐ New ☒ X Rate Change ☐ Existing

Describe this revenue source: Building, Electric, Plumbing & HVAC Permit Fees

Authorization: When was this tax or fee last changed? 01/18

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: Fee varies by class of construction but for example for a new single family home: Building Permit \$0.08, Electrical, Plumbing and HVAC Permits \$0.05 each totaling \$0.23 per sq.ft.
- (2) Proposed Rate or Fee Amount: Increase of square footage fee
- (3) Frequency of Review: This facet of the fee schedule was last changed in 2011
- (4) Total Number of Users/Units of Service: This change will have an effect on new construction, addition and alteration 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 initiative is seeking approval for a \$0.04 (\$0.01 each for Building, Electrical, Plumbing and HVAC Permit) increase to the per square foot permit fee that is assessed on all new construction, additions and alterations. The average impact on a new home would be approximately \$161.00, and new multi-family residential or commercial building (depending upon size) \$1,100.00-\$1,500.00. There would be a minimal impact to smaller residential additions or alterations, and this would not affect minor permits (water heaters, roofs, etc.). This proposal will provide an estimated \$60,000.00 in new revenue.

- (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.

- (3) What is the rationale for changing the fee or rate?
 My review has determined that the current fee schedule does not adequately cover the cost of providing said services. The survey below outlines that the Division is at or below market rate in comparison to neighboring communities.

Comparison to Other Communities:

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

Rank (H-L)					
Community:	SP Proposed	Rate:	\$0.27 residential	Waunakee (18)	Rat: \$0.39 commercial
	Waunakee (18)	Rate:	\$0.25 residential	SP Proposed	Rat: \$0.32 commercial
	Verona (14)	Rate:	\$0.23 residential	Middleton (12)	Rat: \$0.30 commercial
	Sun Prairie (11)	Rate:	\$0.23 residential	Verona (14)	Rat: \$0.28 commercial
	Fitchburg (13)	Rate:	\$0.215 residential	Sun Prairie (11)	Rat: \$0.28 commercial
	Deforest (Unknown)	Rate:	\$0.205 residential	Deforest (Unknown)	Rat: \$0.25 commercial
	Middleton (12)	Rate:	\$0.195 residential	Fitchburg (13)	Rat: \$0.24 commercial

(Date of last change)

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:

I did a sample comparison of several prototypical projects and did a direct comparison of the fee calculation of the communities based on the prototypes.

	2017 Actual	2018 Budget	2018 Revised Budget	2019 Dept. Budget
Revenue Forecast	705,344	382,000	382,000	457,500
Percent Change				20%

Contact: Brian Flannery Extension: 1165



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	Elected Representatives Stipend Increase Mayor & City Council 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		936.45
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	936.45
Net Funding Needed		936.45

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 prior 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 and the Mayor would take effect in 2019 following the election. The four council positions in the middle of their term would receive the increase in this initiative following the April 2020 election. Under this initiative, the Council President would increase from \$10,350 to \$10,712, and four Council Members' from \$6,728 to \$6,963 annually. The Mayor's pay would increase from \$20,700 to \$21,245 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 Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. This initiative supports the goal of providing a representative and responsive city government.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	Colonial Club Funding Mayor & Council 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		10,000
One-time Equipment or Start-up Costs		-
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 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? Funding from alternative sources, such as the United Way and Dane County, is unable to meet the Colonial Club's funding needs. The Colonial Club experienced increases in meal and adult day center services in the past year. Food costs increase with inflation, resulting in higher operating expenses. While data indicates fewer case management hours for Sun Prairie residents in 2017, this was largely due to a staff member on leave. The Colonial Club needed to institute a case management waitlist for the first time in 2017. Additional funding is needed to continue to provide a high level of service to Sun Prairie residents and to continue to serve community center functions.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. 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.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Expansion of Community Schools neighborhood strengthening program Department Name: Fiscal Year:	Community Schools Mayor & Council 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		30,000.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	30,000.00
Net Funding Needed		30,000.00

Request Justification
Provide a concise description/justification for this initiative request.
Sun Prairie Community Schools works with youth and families to support youth in developing social-emotional skills, promote academic success, strengthen family bonds, and enhance neighborhood cohesiveness and mutual support. It helps decrease the circumstances that sometimes result in youth joining gangs as described in the city's gang assessment report. Community Schools currently oversees programs and partnerships at two sites: Westside Elementary and Prairie Phoenix Academy. The next site is expected to be Patrick Marsh Middle School and possibly C.H. Bird Elementary. Programming funds support numerous activities to increase academic success of students, improve school attendance, and better connect Sun Prairie families to their schools and community.
Why must this initiative be supported through the use of new funding?
The funds are needed as part of the partnership with the Sun Prairie School Area School District's decision to expand the program to the next area of need.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
Program expansion will further the goals of increasing student achievement for students of color and students qualifying for Free and Reduced Meals. In addition, it furthers goals to increase student attendance in school and increase family connectedness to the community.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	On-Street Bicycle Facilities Public Works Committee 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		15,000.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	15,000.00
Net Funding Needed		15,000.00

Request Justification
Provide a concise description/justification for this initiative request.
The 2009 Comprehensive Plan made a number of recommendations for bicycle facilities, including the creation of official map for future bicycle routes and paths within the City of Sun Prairie and the creation of a bicycle advisory committee. Since the adoption of the plan, the Bike Subcommittee of the Transit Commission has been created to aid in implementation of the Official Map. The Subcommittee has analyzed and prioritized routes on the official map based on utility and feasibility. In 2019, the Subcommittee is recommended West Main Street from Rattman to Thompson and N Thompson from West Main Street to Stonehaven Drive for on-street bicycle facilities. The new facilities will move the city toward implementation of the official map and provide a high-quality, direct route for bicycle traffic.
Why must this initiative be supported through the use of new funding?
Funding opportunities for non-capital opportunities are limited. Because the project will last less than 10 years, it cannot be included in the capital budget. Other sources - such as the Metropolitan Planning Organization's Transportation Alternatives Funding - is generally reserved for larger projects, such as trail construction. Ideally, Bicycle lane painting should be funded in the same way as other lane striping projects and included as part of the cost of building or repairing a roadway. If added after the fact, a budget initiative must be submitted for inclusion into the Department of Public Works budget. The lanes would be repainted every 3-5 years and, as such, be an ongoing expense
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
Two of the City's overarching goals - promoting transportation and encouraging green/sustainable efforts - would be directly addressed by this goal. Adding bicycle lanes to existing roadways provides an alternative to vehicular travel, promoting physical activity and encouraging a sustainable, low cost transportation alternative along routes that are direct and familiar to citizens. Adding bicycle lanes to existing roadways is one of the most cost effective ways to add to the multimodal transportation network, with costs as low as \$0.40 per foot of bicycle lane.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	Vehicle Transit Commission 2019

Summary		
	FTE	\$
Resources		31,200
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		39,000
Total Request	0.00	39,000
Net Funding Needed		7,800

Request Justification
Provide a concise description/justification for this initiative request.
The share-ride taxi program provides affordable transportation in and around the City of Sun Prairie. As the city continues to grow, and demand for transportation increases, the need to have safe and reliable vehicles available to transit users is important. This initiative would facilitate the replacement of the one older vehicle in the taxi fleet. The current vehicle is in poor condition.
Why must this initiative be supported through the use of new funding?
The community has expressed, through the Transportation Summit and the Ad Hoc Committee on Transportation, that the city continues to fall behind desired transit service levels. Replacing obsolete vehicles will assist in achieving the desired service level as it will be more efficient and used in a wider variety of trip types. Eighty percent of the funding would be provided by a federal Enhanced Mobility Grant.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Transit Commission has been charged with managing the public transportation needs of the community. To be effective in managing the current share-ride taxi program, and to meet the demand during peak times of the day, replacement of an obsolete vehicle is needed.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	Additional Hours Transit Commission 2019

Summary		
	FTE	\$
Resources		62,692.50
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		80,375.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	80,375.00
Net Funding Needed		17,682.50

Request Justification
Provide a concise description/justification for this initiative request.
The share-ride taxi program provides affordable transportation in and around the City of Sun Prairie. As the city continues to grow, and demand for transportation increases, the hours needed to provide adequate service also increases. This initiative provides for an additional 2,500 hours annually.
Why must this initiative be supported through the use of new funding?
The community has expressed, through the Transportation Summit and the Ad Hoc Committee on Transportation, that the city continues to fall behind in the desired service levels. Annually evaluating the demand and increasing the contracted hours with the city's taxi provider will assist in meeting the community's needs. Approximately 75% of the expected costs will be covered by state transportation aid and fare box revenues, the remaining 25% would be funded by the city.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Transit Commission has been charged with managing the public transportation needs of the community. To be effective in managing the current share-ride taxi program, and to meet the demand during peak times of the day, an increase of hours is needed.



Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	MATPB Contribution Mayor & Council 2019

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		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		2,000.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	2,000.00
Net Funding Needed		2,000.00

Request Justification
Provide a concise description/justification for this initiative request.
The work of the Madison Area Transportation Planning Board (MATPB) benefits all communities within its planning area. The MATPB provides an important forum for decision making on regional transportation issues. Maintaining a MATPB to lead the cooperative interagency regional transportation planning and programming processes is a condition of receiving federal surface transportation funding. MATPB staff also provide planning assistance to local communities, such as providing traffic forecasts for neighborhood development plans or assisting with studies such as the recently completed Sun Prairie study related to potential commuter bus service to Madison.
Why must this initiative be supported through the use of new funding?
Sun Prairie is using the services of the MATPB but is not contributing the required local match. The City of Madison is providing the largest amount of local matching funds, and several of the Dane County suburbs are also contributing, but Sun Prairie has not provided funding. It is appropriate and equitable that Sun Prairie should be contributing.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
Sun Prairie will increasingly receive MATPB services as they city grows. It is important to participate in the local match in order to be viewed as a legitimate partner.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	Metro Transit Commuter Bus Mayor & Council 2019

Summary		
	FTE	\$
Resources		66,890.36
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		123,527.90
One-time Equipment or Start-up Costs		-
Total Request	0.00	123,527.90
Net Funding Needed		56,637.54

Request Justification
Provide a concise description/justification for this initiative request. The City of Sun Prairie continues to be one of the fastest growing cities in the state, is the second largest city in Dane County, and the only city within the Madison Metropolitan area without Metro Transit service. This initiative would provide funding to begin an express commuter bus service between Sun Prairie and Madison starting early September 2019. The community has expressed interest in the service through the Transportation Summit, the Ad Hoc Committee on Transportation, Comprehensive Plan Update public participation, and preliminary analysis of the Express Commuter Bus Survey. Further, major businesses within the community have met with staff, as well as supported recent Metro Transit grant applications, in support of bringing service to the community. Metro has indicated that the ability to provide the service exists now due to unforeseen circumstances and may not be as readily available to begin the service in the future.
Why must this initiative be supported through the use of new funding? State aid for metro commuter service covers 54.15% of all funding, leaving the remaining share to the local community. This request is conservative - requesting the full need without factoring a potential cost-share with the City of Madison for service to Madison residents or the offset of fare box recovery. In the future, local share requests will presumably be lower. The funding requested would support the minimum hours of revenue operation to support a viable service. The request for 2019 would fund 1,030 hours of service. Full-year funding would cover 3,090 hours of service.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. The City of Sun Prairie has increased its focus on providing multimodal transportation options in recent years - enhancing not only the roadway network, but also the pedestrian and bicycle networks and expanding the shared ride taxi system. The city has researched the demand for Express Commuter Bus and has identified a need for such a service. This service would complement the city's existing transportation offerings and provide transit to and from Madison for an increased number of residents. Further, adding transit service would support the city's goal of increasing sustainability by removing cars from the road - thus reducing CO₂ emissions, supporting active transportation, and lessening wear and tear of roads.



Initiative Request Form	
Administrator's Initiative Priority Number:	1 Tabulator & Modem Upgrade Clerk 2019
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Fiscal Year:	

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		8,975.00
Total Request	0.00	8,975.00
Net Funding Needed		8,975.00

Request Justification
Provide a concise description/justification for this initiative request. The City will purchase an additional DS200 Tabulator bringing the total units owned by the city to eight. This will allow two units to be placed in each polling location. While the population and number of registered voters in the city has been increasing by large amounts for decades, the city has continuously provided four polling places, one in each aldermanic district. During peak voting times, lines to vote become long, which causes some voters not to get in line to vote or to leave the line before voting. Voting bottlenecks include the tables at which voters are checked against the voter registration books, the tables at which ballots are issued and instructions for voting are provided, and feeding completed ballots into the optical scanning vote tabulators. In addition, returned absentee ballots must also be fed into the tabulators during election-day voting hours. The city purchased enough DS200 Tabulators last year to provide two per location for Districts 1, 2, and 3; but we thought one would be enough at District 4 and during the February, April, and August elections; and for the November election we could rent an additional unit. While these efforts produced good success at Districts 1, 2, and 3, District 4 struggled a bit to keep up. Purchasing this last DS200 is more economical than renting one numerous times per year. The Dane County Clerk also notified us that all municipalities will have to upgrade our 3G modems to 4G modems in 2019. If we purchase our modems the same time as the rest of the county we can avoid additional installation charges since they will be coming to the area to install everyone's' upgrades.
Why must this initiative be supported through the use of new funding? There are no existing resources to fund this initiative.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. Acquiring and deploying one more additional DS200 Tabulator at the polling location will reduce the lines of voters waiting to feed their ballots into the vote tabulators. The availability of early, in-person absentee voting should reduce voting lines on election day and increase the total number of votes cast by enabling voters to vote on days other than election day. Upgrading the modems is required by the county, but this will support the effort for getting results to the public as quick as possible. This initiative is the most efficient and effective way to process voters at the polling places.



Initiative Request Form	
Administrator's Initiative Priority Number:	2 Voter Registration Mailing Clerk 2019
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Fiscal Year:	

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		1,600.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	1,600.00
Net Funding Needed		1,600.00

Request Justification
Provide a concise description/justification for this initiative request.
The City of Sun Prairie's population continues to grow at a consistent rate. In addition to adding residents to our community, we are also experiencing residents moving within our community. This movement highlights the need for the city to make voter registration as simple, easy, and accessible as possible. Sun Prairie Utilities supported our efforts to encourage people to register to vote by including a flyer with the utility bills they mailed out in June. These flyers reached around 11,000 households. The city saw a significant jump in voter registrations following the mailing. The numbers broke down as follows: • May – 74 Voter Registrations • June – 96 Voter Registrations • July – 307 Voter Registrations While this is not scientific evidence that the mailing was successful, I believe the numbers indicate the mailing may have played a role in the sudden increase in voter registrations. For this reason, I would like to add a voter registration drive through Sun Prairie Utilities billing for each April and November election. This can be accomplished with a budget initiative for \$1,600 during odd numbered years and \$3,200 during even numbered years.
Why must this initiative be supported through the use of new funding?
There are no existing resources to fund this initiative.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
Conducting a voter registration drive through Sun Prairie Utilities billing will expand the reach of current voter registration options. Since all residential housing units receive this type of bill, we are making the registration process more accessible to a more diverse population of residents. By including the registration mailing with a document that works as proof of residence, we are also making the voter registration process simpler. This initiative is an efficient and effective way to promote and make accessible voter registration to all our residents.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	1 Strategic Planning Administration 2019

Summary		
	FTE	\$
Resources		10,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		25,000.00
Total Request	0.00	25,000.00
Net Funding Needed		15,000.00

Request Justification
Provide a concise description/justification for this initiative request. Several of the City Council's recent initiatives are not housed in any official policy documents. For example, the City's commitment to workforce housing, diversity and transportation. Policies and priorities such as those should be incorporated into a strategic plan to guide city staff in the implementation of the Council's vision for the City. LEAD Facilitator Ms. St. Clair provided the City with a proposal for the facilitation of a City Council Retreat. The retreat would assist the Council to set a clear course toward enhanced performance for the City. During the retreat, the Council would produce a comprehensive vision, set specific priorities and develop operating guidelines. In total, the retreat would have the following goals: 1. Learn about the experiences and values important to each individual council member, 2. Provide each alder an opportunity to provide their perspective on the strengths, assets, needs, and desired changes for the City, 3. Develop a long range vision to include a desired core identity and strategic target areas, 4. Identify long range outcomes to form the Council's comprehensive vision for the City of Sun Prairie, 5. Identify and agree on Council priorities to address the vision over the next 3 years, 6. Identify roles and specific actions to fulfill the Council's vision and priorities. Following the City Council session, Ms. St. Clair would conduct a follow-up session with City staff. The full proposal is available upon request.
Why must this initiative be supported through the use of new funding? This initiative includes new funding for a program.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. Administering the policies and priorities of the City Council: Documenting the Mayor and City Council's priorities and policies will better enable staff to implement the vision of the Mayor and City Council.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Employee Recognition Human Resources 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		5,000.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	5,000.00
Net Funding Needed		5,000.00

Request Justification
Provide a concise description/justification for this initiative request.
In an effort to improve employee morale and elevate the city to an "Employer of Choice", the HR department requests the reinstatement of the employee picnic and holiday parties which were part of the budget for many years but removed over time due to changes in priorities. In addition, we would like to provide for a small financial reward to acknowledge an employee-of-the-year for each department/division; as well as reinstate a lump sum merit-based reward for employees who exhibit outstanding performance throughout the year. Specific criteria used in the past to determine merit awards included savings in employee time, materials, energy, equipment, money or an increase in revenue generated.
Why must this initiative be supported through the use of new funding?
No formal recognition program currently exists for most departments and because department and division budgets do not currently include funds to provide minor gifts for employee recognition, managers purchase employee gift cards, etc. with their own personal funds.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The goal is to formalize the employee recognition program and provide specific criteria that can be implemented equitably throughout the organization.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	2 Minority Recruitment Human Resources 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		4,500.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	4,500.00
Net Funding Needed		4,500.00

Request Justification
Provide a concise description/justification for this initiative request.
To support the organization's mission to aggressively locate, recruit and hire qualified candidates that will diversify the city's workplace and reflect the different cultures, backgrounds, and abilities of the members of our community.
Why must this initiative be supported through the use of new funding?
The Davis Group has the resources and connections to assist in the city's ability to identify and attract minority candidates.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The goal is to improve the diversity of the city's workforce.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	3 Employee Wellness Human Resources 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		20,000.00
Total Request	0.00	20,000.00
Net Funding Needed		20,000.00

Request Justification
Provide a concise description/justification for this initiative request.
In an effort to improve employee health and wellness and affect the overall health insurance utilization we are proposing to provide the following programs: • Smoking/chewing tobacco cessation program • Priority appointments with local Dean clinic • Wellness Coaching • Rx Consultation/Education • Discounted exercise classes for employees
Why must this initiative be supported through the use of new funding?
Currently the Human Resources department budget is using in-house training funds to cover the cost of some very inexpensive activities organized by the employee-driven Safety & Wellness Committee. This initiative will provide funds to support these new wellness initiatives which were identified by the city's health broker/consultant and Employee Benefits Committee.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The goal of these wellness programs is to affect population health and meet the insurance loss ratio goal of 90-95%.



Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Antivirus Upgrade Information Technology 2019
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Fiscal Year:	

Summary		
	FTE	\$
Resources		4,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		8,000.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	8,000.00
Net Funding Needed		4,000.00

Request Justification
Provide a concise description/justification for this initiative request.
Upgrading the city's antivirus product would allow for deeper integration across the city's cybersecurity technologies. It would give IT the ability to more quickly and proactively identify, contain, and remove threats and potential threats to the city's network.
Why must this initiative be supported through the use of new funding?
The upgrades will result in an annual increase in maintenance costs that are not currently budgeted.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
This initiative supports IT's efforts to maintain a safe and secure computing environment for city business and to protect the city's data from unauthorized access and other threats.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	2 Website ADA Compliance Information Technology 2019

Summary		
	FTE	\$
Resources		2,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		4,000.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	4,000.00
Net Funding Needed		2,000.00

Request Justification
Provide a concise description/justification for this initiative request.
This initiative funds a software plug-in for the city's website that would increase ADA compliance across the site, making our website as accessible to all residents and visitors as possible. This plugin uses automated methods to correct issues while also providing guidance for staff as they make updates to web content.
Why must this initiative be supported through the use of new funding?
With changes to ADA laws over the last year, it is imperative that we take the necessary steps to comply.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
This initiative supports the city's goal of making city services available to all residents regardless of ability or background.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 GIS Technician Full-Time GIS 2019

Summary		
	FTE	\$
Resources		63,374.08
Full-time Personnel	1.00	63,374.08
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	1.00	63,374.08
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Upgrading the GIS Technician position from LTE to full-time would provide additional GIS support. Additional support has been requested by the Public Service departments (Engineering, Wastewater, Stormwater, Public Works, Parks & Recreation) as they work to modernize their processes, track more information, and more easily make data driven decisions.
Why must this initiative be supported through the use of new funding?
This positions assists departments funded by both enterprise funds and the general fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
This initiative supports the IT department's goals of modernizing city operations and finding new efficiencies. The initiative also supports city efforts to increase sustainability in operations by reducing paper and moving to an end to end digital process for much of our field work.



Initiative Request Form	
Administrator's Initiative Priority Number:	2 Aerial Imagery Flight GIS 2019
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Fiscal Year:	

Summary		
	FTE	\$
Resources		22,100.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		22,100.00
Total Request	0.00	22,100.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Aerial imagery is an important tool for planning, field collection and documentation. Because the city is growing so much, it is important to have up to date imagery to assist in the decision making process for future projects, city growth, and verification of field collected data. Frequent high resolution flights are also used to assess how the city has changed. The imagery will also provide an infra-red band that could be used in future analysis for vegetation.
Why must this initiative be supported through the use of new funding? This initiative will be paid for using the aerial imagery fund. The city usually purchases new aerial imagery with the FlyDane initiative, a partnership between Dane County and other municipalities in the area, which share the cost of the flight. In 2017, FlyDane decreased its frequency of flights from every two years to every three years. Due to the rapid changes in the city, we require an additional flight for imagery outside of what is available through FlyDane.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. This new three- inch resolution imagery will be used across departments including Assessing, Engineering, Planning, Public Works, and IT. These departments need up-to-date imagery for the decision making process. For instance, engineering can use imagery to supplement their analysis of road status. Planning can use the imagery to more fully describe how new development will fit into the city's fabric. Assessing can use the imagery to determine assessment rates for different parcels. Public Works uses the imagery in their field operations. Further, the imagery should be made available in appropriate web mapping applications that are used by both citizens and city employees.



Initiative Request Form		
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 New Maintenance Tech Building Maintenance 2019	
Summary		
	FTE	\$
Resources		17,224.00
Full-time Personnel	1.00	51,950.00
Part-time Personnel		-
Recurring Operating Expenditures		12.00
One-time Equipment or Start-up Costs		600.00
Total Request	1.00	52,562.00
Net Funding Needed		35,338.00
Request Justification		
Provide a concise description/justification for this initiative request.		
The Building Maintenance division maintains 15+ buildings as well as several irrigation systems, the water supply system at the Community Gardens and the fountain at Cannery Square. As these buildings and systems age, the need for maintenance increases. Both City Hall and the Library are at the age where many systems and components are reaching their useful life. Many of the other buildings are older, demanding similar or higher levels of attention. The division has two full-time employees and one part-time LTE (for which turnover is high), and only one of the FTE's (the Senior Building Maintenance Supervisor) has a background in mechanical systems repair and maintenance. As maintenance demands grow, it is becoming increasingly difficult to meet the mechanical maintenance needs of our facilities. The Senior Building Maintenance Supervisor is also in charge of most purchasing and monitoring/negotiating of service contracts. In addition, although on-call duties are split between the two full-time employees, only the supervisor has extensive mechanical system experience and call-ins for after-hours breakdowns and troubleshooting often fall to that individual, even when not on-call. The addition of another Building Maintenance Technician, brought in at the midpoint of the salary range or higher and focusing on someone with systems repair and maintenance experience, would address both the workload issues within the division as well as many of the mechanical needs. It would also provide another resource for call-ins and off-hour maintenance issues that come up on a fairly frequent basis.		
Why must this initiative be supported through the use of new funding?		
Adding maintenance staff will help the division support other departments within the organization and help them meet their objectives and mission by providing a quality work environment. However, there no identified funding source is available to support these efforts. The additional costs associated with this position would be partially offset by the \$16,000 budgeted for LTE staff, which would no longer be needed if a third FTE is added to the division.		
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.		
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. Services provided also include snow removal at several facilities. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public at said facilities. The addition of a second Building Maintenance Technician is needed in order for the division to maintain the level of service and quality environment expected by the public and city staff at these facilities.		



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	3 City Hall Carpet- PD Building Maintenance 2019

Summary		
	FTE	\$
Resources		24,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		24,000.00
Total Request	0.00	24,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The carpet on the first floor of the Police Department portion of City Hall is in poor condition and in need of replacement. Together with other 2019 initiatives regarding painting and chair replacement, this project would provide a significant improvement to the work environment in this area. The Police Department is making significant efforts to improve its work environment to align with their goals of emphasizing professionalism in the workplace. This initiative would support that goal.
Why must this initiative be supported through the use of new funding?
This project would be funded by the building maintenance fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. The division strives to ensure that a clean, safe and well-maintained environment is provided for city employees and the public.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	4 Fire/EMS East Furnaces Building Maintenance 2019

Summary		
	FTE	\$
Resources		7,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		7,000.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	7,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Furnaces at the Fire/EMS east facility are reaching the end of their useful life. Building Maintenance staff is anticipating the need to replace them over the next several years, and would like to prepare by allocating \$7,000 per year over the next few years to cover these anticipated costs. While these buildings are attached, they are serviced by separate and different HVAC systems. The Fire Department building is served by four (4) residential-style furnaces which will cost about \$3,500 each to replace. The EMS building is served by three (3) furnaces costing about \$6,000 each to replace. Budgeting for approximately \$7,000 a year would account for the replacement of two Fire Department furnaces or one EMS furnace annually, with an expected replacement of all units over a 5 year period.
Why must this initiative be supported through the use of new funding?
This initiative would be funded through the Building Maintenance fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. The division strives to ensure that a clean, safe and well maintained enviroment is provided for city employees and the public at all facilities. The division will need to be prepared for furnace replacement as needed in order to maintain an acceptable work environment.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	5 Fire/EMS Garage Door Openers Building Maintenance 2019

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		11,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		11,000.00
Total Request	0.00	11,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Garage door openers at Fire/EMS East are at the end of their useful life. The current door openers were modified to meet safety needs and have demanded increased maintenance service in recent years. This initiative would replace all 10 openers at a cost of approximately \$1,100 each.
Why must this initiative be supported through the use of new funding?
This initiative would be funded by the Building Maintenance Fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public at all facilities. Garage door opener replacements will address maintenance needs and help to provide a safe and functional work environment.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	7 Dispatch Carpet Replacement Building Maintenance 2019

Summary		
	FTE	\$
Resources		8,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		8,000.00
Total Request	0.00	8,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The carpeting/flooring in the Dispatch Center is in poor condition and is in need of replacement. This room has a raised floor with wiring underneath which makes it difficult to clean during the semi-annual carpet extraction. Staff in this area have been raising concerns for some time. Alternative flooring options will be investigated prior to replacement, but it is important to replace the carpet in some manner soon.
Why must this initiative be supported through the use of new funding?
This initiative will be funded by the building maintenance fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public at all facilities. The Dispatch Center is in need of new flooring in order to provide a quality work environment.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	8 PD East Office Painting Building Maintenance 2019

Summary		
	FTE	\$
Resources		16,500.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		16,500.00
Total Request	0.00	16,500.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Police Department has been steadily improving their work environment over the past several years, and is looking to finish the balance of the offices and some common areas at the eastside station as one project rather than doing this in a piecemeal fashion. Successful policing is rooted in a sound organizational core value system, and a policing organization must have clearly defined values for its members in order to establish a culture that will drive its vision. These values must be represented consistently throughout the organization to successfully influence its members. The Police Department has identified professionalism as a key core value for its members, and is currently working to ensure that its facilities and work environment align themselves with this core value. The painting of offices is one step toward improving the work environment to be consistent with this core value, but current Building Maintenance staff does not have the resources to complete this work in a timely fashion. This initiative would allow the department to contract for this service to bring their facilities to the desired level of quality and consistency.
Why must this initiative be supported through the use of new funding?
Current Building Maintenance staff has been painting individual offices as time permits, but the process is slow and interruptions are frequent due to other facility needs. Contracting for this work is preferred by the Police Department because it is less disruptive to operations and can be completed in a more timely fashion. It should be noted that if the division's staffing initiative is funded, this project could be more easily accommodated in-house and contracting for this work may not be necessary.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public at all facilities. Painting police offices will help to bring facilities up to date. It will support the Police Departments objectives of providing a high quality and professional work environment.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	9 PD Guest/Conf Chairs Building Maintenance 2019

Summary		
	FTE	\$
Resources		20,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		20,000.00
Total Request	0.00	20,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Guest chairs and meeting room chairs were replaced in 2017 in all employee work areas of City Hall except the Police Department. A three-year phased approach was directed by the Council to help spread costs. Although replacement of the Council Chambers and Community Room chairs did not occur in 2018 as planned, the Division would like to address the employee areas as originally planned. The existing chairs are original to the building and will be 26 years old in 2019 when replaced. This initiative would replace 56 guest chairs within individual offices and common areas, and 10 chairs in one of the PD conference rooms. This effort would occur along with the department's request to replace their task chairs for individual offices, as well.
Why must this initiative be supported through the use of new funding? This initiative would be funded by the building maintenance fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public at all facilities. It is important to replace equipment as needed to maintain a quality work environment.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	10 PD Task Chairs Building Maintenance 2019

Summary		
	FTE	\$
Resources		12,020.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		12,020.00
Total Request	0.00	12,020.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Police Department requests replacement of all of the 'task chairs' (ie the individual chairs at each desk or work station) in the eastside station for all staff that have a designated office space. This initiative would replace a total of 19 chairs, six of which would be chairs designed to accommodate the needs of staff that wear duty belts (estimated \$660 per chair), while the other 13 would be similar in appearance and cost an estimated \$540 per chair. The Police Department has made efforts in recent years to enhance their professional work environment through repainting, carpet replacement and other aesthetic improvements. The replacement of the chairs would continue with these efforts. Some of the existing chairs were original to the building and are showing their age, while others are not functioning properly and/or have poor lumbar support. The budget estimate contains a 10% contingency because specific chairs have not been selected and 2019 pricing is not yet available.
Why must this initiative be supported through the use of new funding?
This initiative could be funded out of the building replacement fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public. Office chair replacement in the eastside Police Department would continue ongoing efforts to improve the physical environment and professional experience for staff in this area of City Hall.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	11 Tools Building Maintenance 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		4,700.00
Total Request	0.00	4,700.00
Net Funding Needed		4,700.00

Request Justification
Provide a concise description/justification for this initiative request.
The Building Maintenance Division has a modest budget for small tools of \$1,500 per year. Prior to 2017, this line item was not funded and staff were often using their own tools for repairs or borrowing tools from the Public Works department as needed. While a small supply has been assembled, staff is requesting a one time increase of \$4,700 for the purchase of two items - a table saw and a cordless tool kit. The maintenance workshop is set up to accommodate a table saw, but in recent years the division has been borrowing the saw from Public Works when needed, or they have been meeting this need in other ways. Modifications to office spaces and small projects at various facilities have resulted in an increased need. The division also lacks cordless tools for completing various tasks in our facilities, and continues to use personal equipment at times out of convenience - a practice that needs to be eliminated.
Why must this initiative be supported through the use of new funding?
The current small tools budget is not adequate to address these needs.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains. This includes snow removal at several facilities. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public at all facilities. The addition of these tools in the building maintenance workshop would help the division provide these services more efficiently.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	12 Fire East Dishwasher Building Maintenance 2019

Summary		
	FTE	\$
Resources		2,400.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		2,400.00
Total Request	0.00	2,400.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The east side Fire Department building has never had a dishwasher for staff use. With the changes to staffing and increased use in recent years, the Fire Department requests the installation of a dishwasher to bring this facility in line with the rest of the Fire and EMS facilities in the City. Activity levels have increased significantly at the facility as the transition from an all-volunteer department to a staffed department is occurring. Staff is present all day, evening activities are frequent, and meal preparation is much more common. It is recommended that the kitchen facilities be upgraded to help support this increased activity.
Why must this initiative be supported through the use of new funding?
This initiative would be funded through the building maintenance fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with maintaining 15 buildings/facilities as well as a number of other city-operated systems such as irrigation systems and fountains, including snow removal at several facilities. The division strives to ensure that a clean, safe and well maintained environment is provided for city employees and the public at all facilities. With the increased use of the Fire East facility, improving the kitchen facilities should occur as a means of ensuring that the work environment is adequate for staff needs.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	13 City Hall Chair Replacement Comm Dev - Bldg. Maint 2019

Summary		
	FTE	\$
Resources		42,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		42,000.00
Total Request	0.00	42,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The 2017 budget included replacement of several meeting room chairs and office side chairs at City Hall. When the budget was reduced to limit the extent of the replacement in 2017, it was done with the idea of phasing in the replacement over multiple years. This initiative would fund the replacement of chairs in the Community Room and Council Chambers in 2019 for an estimated cost of \$42,000. Many are faded and soiled, and the arms present maintenance challenges for the department. They have served the City well since 1993, but are beyond their useful life.
Why must this initiative be supported through the use of new funding?
The chairs will be purchased with fund balance monies.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The Building Maintenance Division is charged with providing a safe, clean and professional environment at all city facilities. The chairs at City Hall are very old and do not currently fall in line with this goal. It is time to replace them and provide a higher quality appearance and setting for both employees and visitors to the Council Chambers and Community Room.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Police Lieutenant Police 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	1.00	98,602.96
Part-time Personnel		-
Recurring Operating Expenditures		1,652.00
One-time Equipment or Start-up Costs		7,559.00
Total Request	1.00	107,813.96
Net Funding Needed		107,813.96

Request Justification
Provide a concise description/justification for this initiative request. The police department requests the addition of one police Lieutenant position. This initiative is based on effective community policing and risk management needs. Societal forces, call types and complexity, the growing youth of the police department, and increased supervisory responsibilities have created a need to focus on community policing fundamentals. This initiative will allow the department to focus on direct police impact in the community and overall quality of life. The department has a command structure with two lieutenants. Field sergeants assist with administrative functions. Adding a lieutenant would redirect administrative tasks and allow sergeants to focus on direct supervision, professional development of staff, analysis of performance metrics, and overall quality control. Direct field supervision must be delivered to the growing youth of the department and increased complexities that come with a growing community. The additional lieutenant will also allow the police department to seriously consider pursuing the CVMIC endorsed Wisconsin Law Enforcement Accreditation Program as a way of evaluating and improving our overall performance.
Why must this initiative be supported through the use of new funding? No funding is currently available for this position.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. The Police Department currently has seven patrol sergeants that provide supervision for our patrol division and direct community service. Proper and professional oversight of a police organization of our size requires detailed attention to both management and leadership/supervision responsibilities. It is necessary for the sergeants to absorb administrative tasks within the current administrative structure. Administrative responsibilities require sergeants to be in their office away from field activity oversight. If the department is able to add a lieutenant, he or she could assume these administrative duties. Sergeants would then be able to join field officers in the community functioning as role models, directly monitoring district policing efforts and acting as quality assurance agents. This would allow for better supervision, professional development of staff, and quality control. The level and quality of police service for the public in general would have proper oversight. Additional police presence in the community is an added advantage that would be recognized by staff and community members.



Initiative Request Form	
Administrator's Initiative Priority Number:	1 Peak-Hours Ambulance EMS 2019
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Fiscal Year:	

Summary		
	FTE	\$
Resources		53,674.00
Full-time Personnel	0.00	-
Part-time Personnel		97,660.00
Recurring Operating Expenditures (additional software license fees)		2,500.00
One-time Equipment or Start-up Costs (uniforms & small equipment)		3,500.00
Total Request	0.00	103,660.00
Net Funding Needed		49,986.00

Request Justification
Provide a concise description/justification for this initiative request. This request addresses the immediate need for a 3rd ambulance, as observed in existing demands for service as illustrated in the volume of 911 calls from within the city, the requests for mutual aid from outside the city, and the citizen requests for outreach programs such as CPR classes, AED training, and public education targeted at high-risk populations. Through increased use of LTE employees, a 3rd ambulance can be staffed during peak hours only, which are statistically identified as the timeframe from early morning to late evening. This creates operational flexibility by improving service reliability to citizens during times of greatest need, and allows the EMS service to address the public's demand for outreach programs. Further, this initiative introduces greater opportunity for EMS to enhance its cost recovery program by allowing for more transportation and other EMS services to be delivered by Sun Prairie EMS rather than an outside agency.
Why must this initiative be supported through the use of new funding? This initiative requires increased use of LTE staff, and must be supported through increased allocation of payroll funding. Existing funding for LTE employees is adequate to cover approximately 70% of its intended use and is not sufficient to address the needs created by increased demand for 911 service as well as community outreach. The cost of this initiative is offset by re-allocating existing LTE funding, decreasing non-scheduled overtime, and increased cost recovery from additional ambulance transports.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. The Department's goal is to consistently and reliably meet the citizens' needs in times of emergency and to improve quality of life for all by being actively involved in preventative and outreach programs, especially those that target vulnerable populations. By introducing a peak-hours ambulance, the department is able to conduct public education and outreach more consistently without interruption, to provide EMS service/coverage to special events/target-hazards, and to supplement the existing service delivery model during times of peak demand.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Assistant Building Insp. Building Inspection Division 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	1.00	65,606.00
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	1.00	65,606.00
Net Funding Needed		65,606.00

Request Justification
Provide a concise description/justification for this initiative request.
The division continues to operate at a level which exceeds current staffing capabilities. We have responded by working extra hours (overtime/compensatory time) and with the use of LTE and seasonal staff. This request would be for the addition of a FTE Assistant Building Inspector with the goal of eliminating overtime/compensatory time, and greatly reducing the necessity of LTE/seasonal support. A focus will be placed on a candidate with a plumbing background to provide support and backup for plumbing plan review and inspection, however if that recruitment is unsuccessful given the current job climate, LTE support may need to continue related to plumbing work.
Why must this initiative be supported through the use of new funding?
The division conducted a comprehensive analysis and restructuring of permit fees in the 2018 budget process, resulting in modest fee increases to the customer. Staff anticipates making a handful of minor corrections to the fee structure resulting in minimal increases in revenue, but do not anticipate any major changes that would apply a significant revenue stream to this position.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The division has been historically successful in finding skilled, qualified Seasonal/LTE individuals to support our mission; however, there has been a significant decline of available resources in recent years. That in conjunction with a vibrant job market in the private sector has made this task even more challenging. The division is currently operating at FTE staffing levels below what they were fifteen years ago, and yet we anticipate conducting over 4,000 more inspections in 2018 versus 2003. The proposed changes within this initiative will provide stability in workflow and coverage, and provide the best level of service per dollar to our customers.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Assistant Building Insp. Building Inspection Division 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	1.00	65,606.00
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	1.00	65,606.00
Net Funding Needed		65,606.00

Request Justification
Provide a concise description/justification for this initiative request. The division continues to operate at a level which exceeds current staffing capabilities. We have responded by working extra hours (overtime/compensatory time) and with the use of LTE and seasonal staff. This request would be for the addition of a FTE Assistant Building Inspector with the goal of eliminating overtime/compensatory time, and greatly reducing the necessity of LTE/seasonal support. A focus will be placed on a candidate with a plumbing background to provide support and backup for plumbing plan review and inspection, however if that recruitment is unsuccessful given the current job climate, LTE support may need to continue related to plumbing work.
Why must this initiative be supported through the use of new funding? The division conducted a comprehensive analysis and restructuring of permit fees in the 2018 budget process, resulting in modest fee increases to the customer. Staff anticipates making a handful of minor corrections to the fee structure resulting in minimal increases in revenue, but do not anticipate any major changes that would apply a significant revenue stream to this position.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. The division has been historically successful in finding skilled, qualified Seasonal/LTE individuals to support our mission; however, there has been a significant decline of available resources in recent years. That, in conjunction with a vibrant job market in the private sector, has lead to a more challenging hiring environment. The division is currently operating at FTE staffing levels below what they were fifteen years ago, and yet we anticipate conducting over 4,000 more inspections in 2018 versus 2003. The proposed changes within this initiative will provide stability in workflow and coverage, and provide the best level of service per dollar to our customers.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	1 Streets Maint Worker DPW 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	1.00	49,156.46
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		400.00
Total Request	1.00	49,556.46
Net Funding Needed		49,556.46

Request Justification
Provide a concise description/justification for this initiative request.
Add a full time Streets Maintenance Worker to the Public Works staff. This position would remove snow, shovel sidewalks and crosswalks, chip brush, complete street maintenance and repairs, replace sidewalks, replace curb and gutters, mark digger's hotline locates, deploy traffic control, mow ditches and medians, paint streets, trim trees, plant trees and plants, and haul yard waste.
Why must this initiative be supported through the use of new funding?
Funding is required to create a new position. There are not any existing fund sources available to finance the position.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The increased number of streets, bike paths, sidewalks, crosswalks, and storm water facilities, and new housing construction is stretching the staff to minimal levels. Currently one staff member spends more than half a day marking diggers locates based on the increased volume of construction and utility work in the city. Not having an appropriate number of staff on street construction projects puts their safety at risk. Adding this position would provide more operators in the winter to handle snow and ice, allowing staff to keep sidewalks & bike paths clear. This initiative will also bring the staffing closer to being able to run shifts in large snow events.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Infrastructure Asset Mgmt Public Services 2019

Summary		
	FTE	\$
Resources		75,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		40,000.00
One-time Equipment or Start-up Costs		35,000.00
Total Request	0.00	75,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
An asset management solution will allow the city to efficiently manage all of the city's infrastructure assets in one location. It will allow the city to evaluate the condition and location of all the city's assets in a GIS environment. This software will assist the city in budgeting for maintenance and enhance the city's Capital Improvement Plan process. The data in this system will allow the city to derive a data driven Capital Projects Plan utilizing the condition of the various city owned assets. This system will also manage all of the construction and maintenance records for city owned assets. The software will lead to a centralized work order tracking system for all city infrastructure and allow the city to evaluate maintenance cost along with infrastructure condition in developing Capital Project Plans.
Why must this initiative be supported through the use of new funding?
Currently the data related to infrastructure is stored in a variety of non-centralized systems. Many of these records are maintained on paper and could be lost or destroyed due to fire or flood. An asset management system will be an extension of the city's GIS system and provide for a centralized repository for infrastructure data. This system will be vital to developing a data driven Capital Projects Plan while maintaining a current inventory of the condition of all city owned infrastructure.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
This initiative will support operations of the city's Engineering, Public Works, Wastewater and Parks departments. It will allow the departments to work together in planning infrastructure projects, increase efficiency in maintenance operations and provide for a data driven approach to Capital Improvement Projects Planning.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 PT Administrative Assistant Park & Recreation 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		28,136.64
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	28,136.64
Net Funding Needed		28,136.64

Request Justification
Provide a concise description/justification for this initiative request. The Parks and Recreation Department is seeking a permanent part-time (20 hours per week) Administrative Assistant position. In 2018, the Parks and Recreation Department Administrative Assistant position was converted to an Administrative/Recreation Programs Coordinator position due to the Recreation Director position changing to Parks and Recreation Director and additional job duties demanded by that position. The intention was for the Administrative/Recreation Programs Coordinator to pick up additional programming duties that were taken from the Director's responsibilities. While this was a positive move for the department, it resulted of an Administrative Assistant for half of the time, as the new position defines Administrative duties as 50% of the job and Recreation Programming duties as 50% of the job. As a result, the front desk is left unstaffed for portions of the day, and general customer service duties such as answering telephones, program registrations, facility rentals, and general inquiries are left to whoever is available first. In order for all positions within the department to operate effectively, an Administrative Assistant position should be filled.
Why must this initiative be supported through the use of new funding? There is currently no funding for this position.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. Providing top notch customer service to the Sun Prairie community is imperative to the department's mission and values. The Department also strives for high-quality, intentional programming. Without this position, it is a challenge to be proactive and highly responsive to our customers as the front desk is often left unstaffed. Department staff is spread thin while covering the front desk, resulting in unmanageable work loads that compromise in program quality and intentionality. Providing a part-time administrative assistant would free up 20+ hours per week of Director and Recreation Supervisor time to focus on projects and job duties that better align with their job classifications.



Initiative Request Form	
Administrator's Initiative Priority Number:	2 FAC Management Restructure Park & Recreation 2019
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Fiscal Year:	

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		5,251.00
Recurring Operating Expenditures		360.00
One-time Equipment or Start-up Costs		5,200.00
Total Request	0.00	10,811.00
Net Funding Needed		10,811.00

Request Justification
Provide a concise description/justification for this initiative request. The Family Aquatic Center is open for over 95 hours per week for 11 weeks during the summer. Daily operations are currently managed by seasonal pool managers. A facility of this size and potential risk truly demands a dedicated supervisor with professional experience and qualifications in aquatics/facility management in order to maintain a safe, secure, and high-quality facility. The FAC staffs over 45 seasonal employees annually. The demand for a professional-level supervisor to manage the staff and ensure program safety and quality is a necessity. The current organizational structure for the FAC is inefficient and spreads management too thin. A restructuring of the management team will ensure that highly qualified individuals are staffed in critical management positions as well as ensure an efficient operation and reduction of employee burnout. This new structure would employ (1) a 40 hour per week professional level LTE Aquatics Supervisor for 12 weeks in the summer, plus pre-season and post-season planning, prep and training; (2) a 30 hour per week seasonal Operations Coordinator to oversee all admissions and concessions functions such as staffing, scheduling, ordering, training, etc. as well as ensuring the cleanliness and overall efficient operation of the facility for 12 weeks in the summer; (3) a 30 hour per week seasonal Programs Coordinator to oversee all rentals, group admissions, swimming lessons, swim team and special events for 12 weeks in the summer; and (4) three Head Lifeguards with elevated responsibilities such as training, scheduling, coaching, and lifeguard evaluation (currently already budgeted for).
Why must this initiative be supported through the use of new funding? The current FAC budget does not fully cover the costs necessary for the proposed restructure.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. The Family Aquatic Center's main goal and objective is to maintain a safe, secure and high-quality facility for the community. While the current management structure has worked in the past, it is evident that the facility needs to operate in a significantly different way. Having seasonal staff without professional supervisory experience is not appropriate for a facility of this size and amount of risk. Additionally, the current management structure is too thin for the actual needs and demands of the facility. Being open for 95 hours per week, for 11 weeks during the summer and managing over 45 seasonal staff with three full time seasonal staff members without professional experience or a professional background is no longer feasible. This initiative will allow the FAC to operate efficiently, safely, and maintain a high-quality reputation.



Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2 Street Scapes to FT Public Works 2019
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Fiscal Year: 2019	

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.40	25,330
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.40	25,330
Net Funding Needed		25,330

Request Justification
Provide a concise description/justification for this initiative request.
Increase the Part-Time Street Scapes / Snow Shoveling position from part-time to full-time, by providing funding and 0.40 position authority. The position maintains median landscaping, city entrances, city buildings, and Cannery Square in the spring, summer and fall. The streets scape position also clears sidewalks and bike paths in the winter. The position currently is part time, working 10 hours per week in the winter and 32 hours per week the rest of the year. The workload is greater than can be completed in a part-time status and the position is very difficult to fill with the limited hours in the winter.
Why must this initiative be supported through the use of new funding?
To increase the position to full-time, additional funding is necessary.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
This position cares for the gateways to the city and the city facilities. The addition of the hours in the winter allow a current full-time employee to move from clearing sidewalks and bike paths, to working in a plow truck clearing city streets. This change will allow the department to work towards a shift schedule for large snow storms.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	1 Audio Rewiring for TV Studios Sun Prairie Media Center 2019

Summary		
	FTE	\$
Resources		5,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		5,000.00
Total Request	0.00	5,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Sun Prairie Media Center (SPMC) has had difficulty lately with audio "noise" seeping into its in-studio television productions. The audio has to be recorded on separate equipment and "synced up" or cleaned up in post production. On a few occasions, the audio noise has been so intrusive that SPMC staff have had to scrap programs entirely. The SPMC has attempted to resolve this issue with these actions: swapped out equipment, rented other equipment, installed new equipment, been sent diagnostic repair units, and had visits from several audio "experts," . These efforts did not resolve the issue fully. A purchase of new equipment with a 2018 budget amendment promises to help somewhat, but it's also clear that the wiring has aged and is in need of replacement and upgrade.
Why must this initiative be supported through the use of new funding?
The money for this initiative would come out of the SPMC budget, which is currently separate from the city's general fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The SPMC mission states that SPMC will produce educational, informational, and entertaining programming, much of which is done in-house. Without quality audio, people who seek out our programming will not watch, no matter how relevant the content. The steps that have been taken to fix faulty audio are not sustainable in the long-term as they are too burdensome on staff time and efforts.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	2 TelVue Hypercaster Sun Prairie Media Center 2019

Summary		
	FTE	\$
Resources		15,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		15,000.00
Total Request	0.00	15,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Sun Prairie Media Center (SPMC) relies heavily on several TelVue products, services, and software to maintain the automated, 24/7 operation of its TV channels. Chief among this is the TelVue Hypercaster broadcast scheduler. The model SPMC is currently using has been upgraded several times since its introduction, and the purchase of a new model -- while not a necessity yet -- is certainly not far off. SPMC would like to replace it before it becomes an emergency.
Why must this initiative be supported through the use of new funding?
The money for this initiative would come out of the SPMC budget, which is currently separate from the city's general fund.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
Without the TelVue Hypercaster, SPMC channels are not on the air or online. It is the most instrumental piece of equipment in the entire operation. A replacement unit has to be planned for before it is an emergency.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Library Assistant I - Library 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		15,093.00
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	15,093.00
Net Funding Needed		15,093.00

Request Justification
Provide a concise description/justification for this initiative request.
The library requests to add 0.48 FTE for a Library Assistant I to provide service at the Information Desk. This position would provide our patrons with reference and readers' advisory services, technology assistance, and library program registration. Additionally, the library assistant assists with collection development and displays. Without this position, the library is not able to fully staff the Information Desk, creating service gaps for library patrons.
Why must this initiative be supported through the use of new funding?
For the past two years the library has used fund balance to support an intern position at the Information Desk. New funding would allow the adult services department to maintain the current level of service. A permanent Library Assistant I position is necessary to sustain and support the needs of city residents and is critical to the daily operations of the adult services department. Library Assistant positions are an excellent pipeline for students interested in pursuing an advanced degree in Library and Information Science.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The library has a 5-year strategic plan in place. One of the five initiatives is to increase staffing to meet service levels and standards. Funding for this position would assist the library in achieving this goal.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	2 Self-Check-Out Kiosks Library 2019

Summary		
	FTE	\$
Resources		
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		10,800.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	10,800.00
Net Funding Needed		10,800.00

Request Justification
Provide a concise description/justification for this initiative request.
The library requests funds for self-check-out kiosks. The library has four self-check-out kiosk stations that are used by patrons to check out materials. Current self-check outs represent approximately 65% of all physical check-outs or approximately 421,311 materials. The kiosks is critical to the daily operations of Access and Circulation Services.
Why must this initiative be supported through the use of new funding?
When the library first introduced self-check out machines to patrons, the hardware and software was supported for 10 years so the machines were purchased as part of the CIP process. However, the technology needed to run these machines along with the library's Integrated Library System (ILS) have changed, making the support only sustainable for five years. KOHA, the Integrated Library System used by the South Central Library System (SCLS) is supported by Bibliotheca for self-check-out stations. SCLS works with Bibliotheca and member libraries to ensure best pricing and support service. This initiative will support a five-year replacement plan for the four self-check kiosks in order to keep our current level of circulation service. Current pricing for each self-check-out kiosk is \$13,500. Four machines (\$54,000) on a five-year cycle would require \$10,800 annually.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The library has a 5-year strategic plan in place. One of the five initiatives is to increase access through digital services and technology. A second initiative is enhanced marketing and communications. Efficient technology can have a positive effect on customer service and increase physical circulation, which in turn has a positive effect on the funding the Sun Prairie Library receives through Dane County. These kiosks also allow for customization and allow libraries to market and communicate new collections and programs.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	3 Library Assistant I - Library 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		15,093.00
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	15,093.00
Net Funding Needed		15,093.00

Request Justification
Provide a concise description/justification for this initiative request.
The library is seeking 0.48 FTE and funding to add a second Library Assistant I to provide service at the Information Desk. This additional Library Assistant I position would bring equity within the library. Currently, the youth services department is staffed with 3 full-time positions and 3 part-time Library Assistant Positions, one at 24 hours/week and two at 16 hours/week. The adult services department is staffed with 3 full-time positions and LTES. Permanent positions would add much more stability to the Information Desk. The additional position would allow the adult services department to explore new services, in particular outreach to seniors and homebound residents.
Why must this initiative be supported through the use of new funding?
A permanent Library Assistant I position can only be sustained with new funding and would provide much needed stability for the adult services department and the library as a whole. Support for a growing senior population is critical to the daily operations of the adult services department and this position would give the library the hours necessary to plan and implement this new service. Library Assistant positions are an excellent pipeline for students pursuing advanced degrees in Library and Information Science.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The library has a 5-year strategic plan in place. One of the five initiatives is to increase staffing to meet service levels and standards. Funding for this position would assist the library in achieving this goal. Another goal is to increase access. This position would allow the head of adult services to pursue outreach services to our senior and homebound residents.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	4 Page I Library 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		5,815.00
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	5,815.00
Net Funding Needed		5,815.00

Request Justification
Provide a concise description/justification for this initiative request.
The library is seeking to add a permanent library page 0.25 FTE position. This year, one page position was funded with fund balance. The position allowed the library to offer Friday evening service. This additional hour of service saw an average of 120 circulations. Our pages were critical in ensuring patrons were able to find materials quickly during the last hour while attending to the many closing operations.
Why must this initiative be supported through the use of new funding?
This year, the library used fund balance to support an LTE Page I position. New funding would allow the library to maintain the current level of service, namely Friday evening hours. Page I positions are excellent opportunities for youth in our community entering the workforce.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The library has a 5-year strategic plan in place. One of the five initiatives is to increase access through additional hours of operation on Friday evenings. Funding this initiative allows the library to achieve and sustain these goals.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	5 Contractual Fundraising Library 2019

Summary		
	FTE	\$
Resources		40,000.00
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		40,000.00
Total Request	0.00	40,000.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The library used fund balance revenue for an architectural analysis in 2018. The analysis illustrates the library needs to triple the size of the current facility in order to meet service standards for the next 20-year period. In order to raise capital for such a large project, the library board will need professional consultation to study funding feasibility before undertaking a capital campaign. The library holds fund balance revenue to fund this effort.
Why must this initiative be supported through the use of new funding?
The library would like to use fund balance revenue to fund this contractual professional service to study our community's fundraising feasibility before undertaking a capital campaign. Doing so will assist the library in establishing goals and priorities.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The library board has a 5-year strategic plan with 5 initiatives. Initiative #1 is facility and spaces and includes several facility goals including developing a plan to increase the physical space of the library. Initiative #2 is funding and staffing and one of the goals within the initiative is to establish fundraising efforts and to contract with an expert to manage fundraising efforts. Contracting for professional fundraising services assists the library in achieving these goals.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	6 Youth Programming Library 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		2,500.00
One-time Equipment or Start-up Costs		-
Total Request	0.00	2,500.00
Net Funding Needed		2,500.00

Request Justification
Provide a concise description/justification for this initiative request.
The Friends of the Library and the Sun Prairie Optimist Club allocated funds for the youth services department to host additional summer Library Main Stage Events in 2018. This allowed the library to offer the event on Thursday afternoons, in addition to our typical back-to-back Tuesday afternoon Main Stage events.
Why must this initiative be supported through the use of new funding?
In order to keep this level of programming, the library needs an additional \$2,500 which pays for approximately four performances, which is two weeks of Thursday Main Stage Events.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
The library's strategic plan includes five initiatives. One is to increase access. Access to national and local educational and cultural performances is one of the ways the library brings life long learning opportunities to our community. Funding this initiative helps the library achieve its goal and mission.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 New WWTP Tech I position Wastewater 2019

Summary		
	FTE	\$
Resources		36,421.64
Full-time Personnel	1.00	36,421.64
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	1.00	36,421.64
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Presently the wastewater department has a total of ten full time employees. With the plant upgrade starting in 2019, installation of new equipment needed to meet more stringent Phosphorus Discharge Permit Limits, and future growth of the city, the plant will have additional maintenance needs. This position will assist current staff with operation and maintenance of current and new equipment needed to meet Discharge Permit Limits. A midyear 2019 start will allow the new hire to become familiar with plant operations before construction on the expansion begins.
Why must this initiative be supported through the use of new funding? To ensure compliance with Discharge Permit requirements and protect public health and safety of our customers by preventing sewer backups.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives. Complete scheduled and nonscheduled maintenance tasks associated with the collection system, and current and new treatment plant equipment per the manufacturer's recommendation. The ultimate goal is to meet discharge limits, eliminate/reduce sewer backups, meet or exceed the service life of plant and collection system equipment and piping, and to provide capacity for future growth of the city.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	2 Television Inspection Equip. Wastewater and Stormwater 2019

Summary		
	FTE	\$
Resources		70,500.00
Full-time Personnel		-
Part-time Personnel		-
Recurring Operating Expenditures		500.00
One-time Equipment or Start-up Costs		70,000.00
Total Request	0.00	70,500.00
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Wastewater and stormwater currently procures for scheduled television inspection of the sanitary and storm sewer systems. When there is a nonscheduled or emergency situation, it is difficult to get a vendor here the same day or sometimes within a week, to televise the affected sewers. Examples are sink holes in the street over or close to a storm or sanitary sewer pipes and pulling sand/gravel from sanitary sewer pipe while doing routine cleaning. In these cases, diagnosing the problem in a timely manner would allow staff to initiate the appropriate action to prevent the backups and pipe(s) from collapsing.
Why must this initiative be supported through the use of new funding?
Protect public health and safety of our customers by preventing storm and sanitary sewer pipes from backing up and collapsing.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
To eliminate/reduce storm and sanitary sewer backups and to provide capacity for future growth of the city.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year: 2019	1 SW Crewleader Stormwater 2019

Summary		
	FTE	\$
Resources		12,299
Full-time Personnel	0.00	12,299
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	12,299
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Promote a maintenance worker to storm water crew leader. The position would work with the crew, train, order materials, make on-site decisions, communicate with supervisor, and help with diggers hotline marking. The position would attend bi-weekly public works staff meetings to make recommendations on operations, budgeting, planning and work flow.
Why must this initiative be supported through the use of new funding?
The elevation of this position requires additional funding.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
This position will facilitate crew efficiency by providing the training, supervision and materials needed to complete assigned tasks. The current work force is very new to public works and stormwater and needs additional supervision and direction on projects. The position would also oversee the diggers hotline tickets and locates. Currently we average over 1,100 locates per month. Each day the supervisor spend nearly 2 hours going through the locates and then another staff must mark them, which is typically another two to four hours of time. The crew leader position would allow for the supervisor to work more on planning, budgeting, and special projects.



Initiative Request Form	
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Fiscal Year:	1 Fleet- Fund Increase DPW - Fleet 2019

Summary		
	FTE	\$
Resources		-
Full-time Personnel	0.00	-
Part-time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		50,000.00
Total Request	0.00	50,000.00
Net Funding Needed		50,000.00

Request Justification
Provide a concise description/justification for this initiative request.
The purpose of the fleet internal service fund is to calculate an annual cost that will be charged to the General fund that will allow the City's fleet to be purchased on a cash basis. This will allow the City to maintain its fleet over the long term. Currently the Fleet internal service fund charges approximately \$525,000 for replacement of fleet vehicles. The calculated annual cost is approximately \$800,000. Staff is requesting an additional \$50,000 charge to the general fund to continue to close the gap between the annual cost to maintain the Fleet internal service fund and the actual amount that is charged at this time.
Why must this initiative be supported through the use of new funding?
The current funding level of the in service fund is not adequate to fund the City's fleet program.
Identify the Department Goal(s) and Objective(s) supported by this initiative. Describe how this initiative enables the Department to achieve these objectives.
This additional funding will help the in-service fund become self sustaining and not rely on additional levy borrowing to fund fleet vehicle replacement.

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APPENDIX C: FINANCIAL POLICIES

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City of Sun Prairie

Title: Budget Management and Amendment Policy	
Policy Source: Finance Committee	Creation Date: August 7, 2012
Application: Budget Management	Revision Date: April 4, 2017
Indexed as: Budget Amendment Policy	Total Pages: 5

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

A detailed listing of the various budgetary segments (excluding individual objects) is included in Appendix A of this policy.

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 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

Anticipated budget savings resulting from lower-than-anticipated expenditures in one capital project 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 Inservice Fund

Anticipated budget savings resulting from lower-than-anticipated expenditures from the purchase of one vehicle or piece of equipment may not be used to increase the budget or upgrade of the purchase of another vehicle or piece of equipment not authorized by the City Council without the approval as follows

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

D. Department Level Expenditures: Budget transfers between Departments shall be considered **an amendment** to the Adopted Budget and must be approved by the City Council.

E. Fund Level Expenditures: Any increase in the total expenditure budget of a Fund shall be considered **an amendment** to the Adopted Budget and must be approved by the City Council.

- F. Contingency Fund/Fund Balance: Any transfer to or from the contingency fund or other fund balance designations shall be considered **an amendment** to the Adopted Budget and must be approved by the City Council. The following exceptions apply:
- i. No approval is necessary for the annual lapse of the year-end operating surplus or deficit to fund balance.
 - ii. Transfers from fund balance designations for the Library shall be approved by the Library Board. They do not require City Council approval.
 - iii. Transfer from fund balance designations for the Business Improvement District shall be approved by the Business Improvement District Board. They do not require City Council approval.
 - iv. Transfer from fund balance designations for the Tourism Commission shall be approved by the Tourism Commission. They do not require City Council approval.

5. Procedures

<u>Description</u>	<u>Procedure</u>
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 10 days of the approval.

CITY OF SUN PRAIRIE DEBT MANAGEMENT POLICY

Title: Debt Management Policy	
Policy Source: Committee of the Whole	Creation Date:12/06/2016
Application: Financial Management	Revision Date:
Indexed as: Debt Management Policy	Total Pages: 8

1. Statement of Policy. The City recognizes that the foundation of any well-managed program of capital financing is a comprehensive debt management policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy recognizes a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to the debt policy helps the City to maintain a sound debt position and protect its credit quality. Further advantages of a debt policy are:

- a. Enhances the quality of decisions by imposing order and discipline.
- b. Promotes consistency and continuity in decision making.
- c. Rationalizes the decision-making process.
- d. Identifies objectives for staff to implement.
- e. Demonstrates a commitment to long-term financial planning objectives.
- f. Is regarded positively by the rating services in reviewing credit quality.

2. Capital Improvement Planning. The City will develop and maintain a multi-year Capital Improvement Plan (CIP) for consideration and adoption by the City Council. The CIP will be for the coming five fiscal years and will be updated periodically. The CIP will contain the following information:

- a. A description of each project.
- b. A listing of the expected sources of funds for each project.
- c. Estimated timing for each project.

- d. An analysis of the debt financing required and the conformance of the planned financings with policy targets and the economic and fiscal resources of the City to bear such indebtedness over the next five years.

3. Limitations on Issuance of Debt

a. Legal Limits.

- i. General Obligation (G.O.) Debt Limit. The total principal amount outstanding of debt obligations carrying the G.O. pledge of the City may not exceed an amount equal to five percent of the City's equalized value (including any tax increments) as determined by the Wisconsin Department of Revenue. As identified in the "Affordability Targets" section of this policy, the City has imposed on itself a more restrictive direct debt burden limitation. If the City must issue debt as a result of an emergency situation such as recovery from a natural disaster, these limits will not be considered applicable to that debt.
- ii. Purpose and Authority. Debt obligations may be issued by the City under the authority of, and for the purposes defined in the following Chapters or Sections of the Wisconsin Statutes:
 - 1. Chapter 24 – State Trust Fund Loans
 - 2. Chapter 67 – G.O. Bonds and Notes
 - 3. Section 67.12(1)(a) – Tax and Revenue Anticipation Notes
 - 4. Section 66.0621 – Revenue Obligations
 - 5. Section 66.1335 – Housing and Community Development
 - 6. Section 66.0701 through 66.0733 – Special Assessment B Bonds

b. Public Policy Limits.

- i. Purposes of Debt Issuance. In determining whether a particular project is appropriately financed with debt obligations, the City Council will consider the following public policy objectives:
 - 1. It is the intent of the City to cash fund projects, in whole or in part, as an alternative to debt financing when practical. It is recognized, however, that most major projects will contain some element of debt financing. This also serves to promote taxpayer equity by amortizing the costs of improvements over their useful lives, providing the City the ability to charge those benefiting from the improvements over time.

2. The City may issue debt obligations to purchase capital assets and to fund infrastructure improvements when current revenues or fund balance/retained earnings are unavailable or reserved for other purposes.
 3. The City may also issue debt obligations to provide funds for the implementation of economic development projects. These types of projects will normally be undertaken within a tax incremental district, with debt service repaid from future tax increment collections.
 4. The City will not issue long-term debt obligations to provide funds for operating purposes. Issuance of short-term debt obligations to finance operating expenses will only be considered in the event of an extreme financial emergency.
- ii. Use of Derivatives. Derivatives are financial contracts or financial instruments whose value is derived from the value of something else (known as the underlying instrument). The City will, as a general practice, not enter into contracts and financing agreements involving interest rate swaps, floating/fixed rate auction or reset securities or other forms of debt bearing synthetically determined interest rates. The only type of derivative that will be considered for use by the City would be a State and Local Government Series (SLGS) Securities investment offered by the US Treasury or a Guaranteed Investment Contract (GIC) when used in conjunction with an advance refunding of the City's debt. The interest rate earned on time deposit SLGS securities is one basis point below the current estimated Treasury borrowing rate for a security of comparable maturity. Generally the City will always use SLGS for advance refunding escrow accounts but in the event that SLGS are not available from the US Treasury, the City would consider the use of a GIC but only after competitive proposals are taken from at least three vendors for same.

c. Financial Limits.

i. G.O. Debt.

1. Affordability & Debt Profile Targets. To provide for a capital financing program that is sustainable based on the financial resources of the City, and to further maintain a credit profile that will allow the City to maintain or improve its current rating on outstanding debt issues, the following affordability and debt profile targets are established.
 - a. Direct Debt Burden. 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. Direct debt is defined as the total amount of outstanding G.O. 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 and further assuming utility user rates are maintained at a level that will generate net revenues in a sum sufficient to abate the payments.

- b. Percentage of Total Tax Levy Allocated for Debt Service. The portion of the City's total tax levy that will be used for payment of General Obligation debt will not exceed 30% of the total levy amount. Recognizing that for budget year 2016 the percent of the total levy used for debt payment was 32.92%, it is acknowledged that the City may not achieve this target level until 2019 based on current forecasting. Increases in the total tax levy will be allocated almost exclusively to providing increased resources for operations; to the extent feasible, the amount of the total tax Levy used for payment of General Obligation debt will not increase above the 2017 budgeted debt service levy.
- ii. Revenue Debt. The City may finance the capital needs of its revenue producing enterprise activities through the issuance of revenue-secured debt obligations. Prior to issuing revenue-secured debt obligations, the City will develop financial plans and projections showing the feasibility of the planned financing, required rates and charges needed to support the planned financing, and the impact of the planned financing on ratepayers. The amount of revenue-secured debt obligations will be limited by the feasibility of the overall financing plan, as well as any existing covenants related to debt obligations with a claim to the same revenue source.
- iii. Short-Term Debt.
 - 1. Bond or Note Anticipation Note. Where their use is judged to be prudent and advantageous, the City may choose to issue Bond or Note Anticipation Notes as a source of interim construction financing. Prior to their issuance, takeout financing must be planned for and determined to be feasible.
 - 2. Tax and Revenue Anticipation Notes. In the event of an extreme financial emergency, the City may issue Tax or Revenue Anticipation Notes to fund working cash flow needs. Before issuing such notes, cash flow projections will be prepared to ensure that funds will be available for timely repayment of the Notes.

- iv. Conduit Debt. The City may sponsor conduit financings for those activities (i.e., economic development, housing, health facilities, etc.) that have a general public purpose and are consistent with the City Council's overall service and policy objectives. All conduit financings must be non-recourse to the City.

4. Debt Structuring Practices.

- a. Maximum Term. The term of any debt obligations issued by the City should not exceed the economic life of the improvements that they finance. If financially feasible, the term should be shorter than the projected economic life. Whenever possible, the term of obligations issued will be ten years or less. Per this policy, the City may issue twenty year bonds for enterprise fund projects (i.e. storm water, sanitary sewer, water, etc.).
- b. Interest Rates. Debt obligations issued by the City will carry a fixed interest rate. If, in consultation with its Financial Advisor, the City determines that a variable interest rate offers specific advantages, it may choose to issue securities that pay a rate of interest that varies according to a predetermined formula or results from a periodic remarketing of the securities.
- c. Debt Service Structure. Whenever possible, debt will be structured so that annual principal and interest payments are approximately level. If necessary, debt structures may be "wrapped" to accommodate existing debt service payments to allow for the City's affordability targets to be maintained. Notwithstanding the foregoing, the City will attempt to structure debt so that interest payments are due not later than the first fiscal year following issuance, and principal payments not later than the second fiscal year following issuance. The City will avoid "balloon" repayment schedules that consist of low annual principal payments and one large payment due at the end of the term. An exception to the foregoing would be cases where it is anticipated that the City will have funds on hand sufficient to retire the balloon payment (e.g. tax increments, impact fees, land sale proceeds).
- d. Capitalized Interest. The City may elect to capitalize interest for any debt obligation, but depending on timing of issuance, it should first consider budgeting for the estimated interest expense, or appropriating the funds from other available sources. An exception to this policy would be cases where obligations are issued to finance projects within tax increment districts, and current district increment collections are projected to be insufficient to make interest payments. In these cases, the City will normally capitalize interest.

- e. Call Provisions. Call provisions for debt obligations will be made as short as possible consistent with achieving the best interest rates possible for the City. Obligations shall be callable at par.

5. Debt Issuance Practices

- a. Competitive Sale. The City will issue its debt obligations through competitive sale unless it is determined by the City and its Financial Advisor that a competitive sale would not be expected to produce the best results for the City. If the City determines that bids received through a competitive sale are unsatisfactory, or in the event no bids are received, the City may enter into negotiation for sale of the obligations
- b. Negotiated Sale. The City may consider negotiated sales of debt obligations in extraordinary circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions or City credit are unusually volatile or uncertain. If the City elects to negotiate the sale of a debt obligation, it will utilize a Financial Advisor with no interests in the underwriting of the transaction to represent it.
- c. State and Federal Revolving Loan Funds and Pools. As an alternative to open market financing, the City may elect to seek a loan through State or Federal programs when this will provide advantages to the City with respect to costs, interest rates, or terms. Examples of available loan programs include State Trust Fund Loans, Clean Water Fund Program Loans, Safe Drinking Water Fund Program Loans, and USDA Rural Development Loans.
- d. Refunding.
 - i. Advance Refunding. Federal tax law allows debt obligations to be refinanced one time prior to the obligation's earliest pre-payment date (call date). The City may issue such advance refunding bonds when legally permissible, and when net present value savings, expressed as a percentage of the par amount of the refunding bonds, equal or exceed a target of two percent.
 - ii. Current Refunding. Current refunding bonds may be issued to refinance existing debt obligations no earlier than sixty days prior to the obligation's earliest pre-payment date (call date). There is presently no limit to the number of times that an issue may be current refunded. The City may issue current refunding bonds when legally permissible, and whenever doing so is expected to result in a net economic benefit to the City.

- iii. Restructuring of Debt. Independent of potential savings, the City may choose to refund debt obligations when necessary to provide for an alternative debt structure. Refunding may also be undertaken as a means to replace and modernize bond covenants essential to management and operations.
- e. Credit Rating.
- i. Rating Service Relationships. The Director of Administrative Services is responsible for maintaining relationships with any rating service that currently assign ratings to the City's debt obligations. This effort shall include providing periodic updates on the City's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance. The City's Financial Advisor will assist in this effort.
 - ii. Use of Rating Services. The Director of Administrative Services, in consultation with the City's Financial Advisor, is responsible for determining whether or not a rating shall be requested on a particular financing, and which rating service(s) will be asked to provide a rating.
 - iii. Minimum Long-Term Rating Requirements. The City's minimum rating requirement for its long-term G.O. debt is "A" or higher. If a debt obligation cannot meet this requirement based on its underlying credit strength, then credit enhancement may be sought to achieve the minimum rating. If credit enhancement is unavailable or is determined by the Director of Administrative Services and the City's Financial Advisor to be uneconomical, the obligations may be issued without a rating.

6. Debt Management Practices

- a. Continuing Disclosure. The City is committed to continuing disclosure of financial and credit information relevant to its outstanding debt obligations and will abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure. The City Clerk is responsible for providing ongoing disclosure information and may be assisted by the City's Financial Advisor in the execution of this task.
- b. Investment of Debt Proceeds. The City will temporarily invest the proceeds of debt obligations in accordance with its investment policy. Interest earnings realized within construction accounts will be applied first towards payment of project costs, then for payment of debt service associated with the obligations.

- c. Arbitrage Rebate and Monitoring. The Director of Administrative Services will establish and maintain a system of record keeping and reporting to meet arbitrage rebate compliance requirements of the federal tax code. This effort will include tracking investment earnings on proceeds of debt obligations, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the City's outstanding debt obligations. Additionally, general financial reporting and certification requirements embodied in bond covenants shall be monitored to ensure that all covenants are complied with. The City's Financial Advisor may assist in the execution of these tasks.
7. **Review.** It is the intent of the City Council that this Debt Management Policy be reviewed periodically and revised as necessary.

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City of Sun Prairie Fund Balance Policy

Title: Fund Balance Policy	
Policy Source: Finance Committee	Creation Date: July 16, 2002
Application: Financial Management	Revision Date: November 13, 2012; April 17, 2018
Indexed as: Fund Balance Policy	Total Pages: 2

1. General Policy and Purpose

The establishment of a formal fund balance policy is an important component of the City's financial management policy. Maintaining appropriate levels of fund balance is a key element of the City's overall financial health. This policy is intended to set targets for the desired level of fund balance, identify the approach to maintain these levels, and to provide guidelines for the use of fund balance.

2. Definitions

Nonspendable Fund Balance – Amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. Examples: Inventory, Prepaid Expenditures, Property Held for Resale

Restricted Fund Balance – Amounts that are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Enabling legislation must be such that the government is legally mandated to use the resources for a specific purpose.

Committed Fund Balance – Amounts that can only be used for specific purposes pursuant to constraints imposed by the government's highest level of decision-making authority. Committed amounts cannot be used for another purpose unless the government removes or changes the specific use by taking the same type of action (legislation, resolution, ordinance) it used to previously commit the amounts.

Assigned Fund Balance – Amounts that are constrained by the government's intent to be used for a specific purpose but are neither restricted nor committed. Intent should be expressed by the governing body itself, a body (e.g. a committee), or an official to which the governing body has delegated authority to assign amounts to be used for specific purposes.

Unassigned Fund Balance – Amounts that are spendable in form and are not restricted, committed, or assigned to a specific purpose.

Contingency Allocation – An annual appropriation set aside to meet unexpected needs within the current budget. Unused contingency can be used to increase fund balance levels.

General Fund – for purposes of this policy, the General Fund is defined as Fund 100 and 255 as accounted for in the City's financial system.

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 one and one-half percent (1.50%) 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. The contingency amount included in the budget will be funded using general fund unassigned fund balance each year.

5. Unassigned Fund Balance

The City shall establish a reserve to respond to one-time unforeseen emergencies, temporary reductions in revenue, cash flow demands, credit rating requirements, and to maintain long-term fiscal health.

This reserve shall be maintained at an amount equal to at least sixteen percent (16%) and not more than twenty percent (20%) 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 reserve in the current year after the current year contingency has been expended. The reserve will only be used when emergency expenditures or an unexpected revenue reduction would result in a net deficit in the fiscal year budget.

Restoration of the reserve from use in the current year should begin in the fiscal year following its use.

The Council may withdraw funds from the reserve through the budget process 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 allocating funds from the reserve, the City shall develop a multi-year plan detailing the proposed use of the reserve funds and their replacement.

Replacement of the reserve due to slower expenditure growth from the decrease in non-property tax revenue should begin within two years of the first use of funds.

At year-end, if the City's reserve is below the policy minimum, any unused contingency will be used to increase the City's unassigned fund balance. Any additional revenues over expenditures that will increase the fund balance (excluding contingency) will first be used to fund the building maintenance fund, the sick leave accrual and then to unassigned fund balance.

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.

The fund balance reserve is designed to increase as budgeted revenues increase, however, the City is experiencing significant growth. Due to the growth the fund balance policy will be reviewed every three years to insure that the reserve levels meet the City's needs.

APPENDIX D: CIP PROJECTS SUMMARY

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		ESTIMATED YEAR	PROJECT ESTIMATE	2019	2020	2021	2022	2023
Street Reconstruction								
2019	Street Reconstruction Projects	2019	10,543,500	10,543,500	-	-	-	-
2020	Street Reconstruction Projects	2020	4,583,684	-	4,583,684	-	-	-
2021	Street Reconstruction Projects	2021	7,212,212	-	-	7,212,212	-	-
2022	Street Reconstruction Projects	2022	5,033,000	-	-	-	5,033,000	-
2023	Street Reconstruction Projects	2023	4,258,000	-	-	-	-	4,258,000
Sub-total Street Reconstruction			\$ 31,630,396	\$ 10,543,500	\$ 4,583,684	\$ 7,212,212	\$ 5,033,000	\$ 4,258,000
Street Pavement Rehab								
2019	Street Pavement Rehab Projects	2019	1,770,000	1,770,000	-	-	-	-
2020	Street Pavement Rehab Projects	2020	1,275,000	-	1,275,000	-	-	-
2021	Street Pavement Rehab Projects	2021	3,759,000	-	-	3,759,000	-	-
2022	Street Pavement Rehab Projects	2022	6,217,000	-	-	-	6,217,000	-
2023	Street Pavement Rehab Projects	2023	2,879,000	-	-	-	-	2,879,000
Sub-total Pavement Rehab			\$ 15,900,000	\$ 1,770,000	\$ 1,275,000	\$ 3,759,000	\$ 6,217,000	\$ 2,879,000
Westside Traffic Improvement Plan								
196060	S. Thompson Road Reconstruction	2019	628,000	628,000	-	-	-	-
206070	Grand-Hoepker Intersection Expansion	2020	1,456,000	-	106,000	1,350,000	-	-
226030	Rattman Road Reconstruction	2022	2,308,000	-	-	-	165,000	2,143,000
236020	Rattman-Main Traffic Signals	2023	328,350	-	-	-	-	328,350
Sub-total Westside Traffic Improvement Plan			\$ 4,720,350	\$ 628,000	\$ 106,000	\$ 1,350,000	\$ 165,000	\$ 2,471,350
Multi-Modal								
186042	Windsor Street Bike Path Replacement	2019	205,117	205,117	-	-	-	-
194003	Providence Bike Trail Connection	2019	75,000	75,000	-	-	-	-
196041	N. Thompson Road Bike Path Replacement	2019	65,667	65,667	-	-	-	-
206050	Clarmar Drive Sidewalk	2022	55,000	-	-	-	55,000	-
196041	N. Thompson Road Bike Path Replacement	2020	187,380	-	187,380	-	-	-
206052	N. Bristol Street Bike Path Replacement	2020	69,180	-	69,180	-	-	-
216051	Commercial Avenue Bike Path Replacement	2021	110,640	-	-	110,640	-	-
216052	Grove Street Bike Path Replacement	2022	190,980	-	-	-	190,980	-
226053	Sunny Valley Park Multi-Use Path Replacement	2022	30,000	-	-	-	30,000	-
Sub-total Sidewalks/Bikepaths			\$ 988,964	\$ 345,784	\$ 256,560	\$ 110,640	\$ 275,980	\$ -
Vehicles								
197615	Operations Manager vehicle	2019	45,000	45,000	-	-	-	-
197613	Rapid Attack Truck	2019	400,000	400,000	-	-	-	-
197114	Administrative Vehicle - PW	2019	29,000	29,000	-	-	-	-
197302	Single Axle Chipper/Anti-Icing Truck	2019	130,000	130,000	-	-	-	-
197303	Tractor Backhoe	2019	125,000	125,000	-	-	-	-
197304	Service Body Truck	2019	43,000	43,000	-	-	-	-
197305	One Ton Dump Body with Snow Plow	2019	52,000	52,000	-	-	-	-
197306	Roller	2019	35,000	35,000	-	-	-	-
207611	Crew Leader vehicle	2020	50,000	-	50,000	-	-	-
207610	Fire SUV	2020	50,000	-	50,000	-	-	-
207101	MiniVan	2020	30,000	-	30,000	-	-	-
207302	Hot Box Trailer	2020	33,000	-	33,000	-	-	-
207403	Lawn Sweeper	2020	35,000	-	35,000	-	-	-
217301	Motor Grader	2021	290,000	-	-	290,000	-	-
217302	Wheeled End Loader	2021	220,000	-	-	220,000	-	-
217303	Flatbed Dump Truck with Plow	2021	53,000	-	-	53,000	-	-
Sub-total Vehicles			\$ 1,620,000	\$ 859,000	\$ 198,000	\$ 563,000	\$ -	\$ -
Park Improvements								
184001	Smith's Crossing Park Shelter & Restroom	2019	150,000	150,000	-	-	-	-
191706	FAC Master Plan	2019	35,000	35,000	-	-	-	-
191707	Splash Pad	2019	10,000	10,000	-	-	-	-
194004	Wyndham Hills Park Trail Lighting	2019	28,000	28,000	-	-	-	-
194008	Little League Parking Lot Expansion	2019	117,000	117,000	-	-	-	-
194009	Hunter's Ridge Park Playground Replacement	2019	36,500	36,500	-	-	-	-
164001	Skate Park Additions	2020	205,000	-	205,000	-	-	-
204007	Sunny Valley Park Playground Replacement	2020	31,000	-	31,000	-	-	-
191707	Splash Pad	2020	200,000	-	200,000	-	-	-
204003	Reserve Plat Park Parking Lot	2020	100,000	-	100,000	-	-	-
204006	Stonehaven Park Playground Replacement	2021	38,500	-	-	38,500	-	-
214003	Reserve Plat Dog Park Fencing	2021	40,000	-	-	40,000	-	-
214006	Royal Oaks Park Playground Replacement	2021	40,000	-	-	40,000	-	-
214008	Reserve Subdivision Playground	2021	35,000	-	-	35,000	-	-
224001	Reserve Plat Park Shelter	2022	325,000	-	-	-	325,000	-
224005	Pheasant Run Park Playground Replacement	2022	26,700	-	-	-	26,700	-
224006	Cardinal Crest Park Playground Replacement	2022	33,500	-	-	-	33,500	-
224008	Fox Point Multi-Use Court	2022	50,000	-	-	-	50,000	-
224009	Thoreau Multi-Use Court	2022	50,000	-	-	-	50,000	-
224011	Hunter's Ridge Multi-use Court	2022	50,000	-	-	-	50,000	-
232001	Memorial Park Playground Replacement	2023	31,750	-	-	-	-	31,750
232002	Glacier Crossing Playground Replacement	2023	25,000	-	-	-	-	25,000
Sub-total Park Improvements			\$ 1,657,950	\$ 376,500	\$ 536,000	\$ 153,500	\$ 535,200	\$ 56,750



		ESTIMATED YEAR	PROJECT ESTIMATE	2019	2020	2021	2022	2023
Facilities								
171102	City Hall Bathroom Updates	2019	175,000	65,000	110,000	-	-	-
201105	City Hall LED Conversion	2019	110,100	110,100	-	-	-	-
181208	Westside Community Building Expansion	2019	2,000,000	2,000,000	-	-	-	-
202001	Record Management System	2019	82,000	82,000	-	-	-	-
191305	Public Works Campus	2019	450,000	60,000	390,000	-	-	-
191401	Salt Shed #2 Cold Storage Bin	2019	60,000	60,000	-	-	-	-
191503	Library Public Restrooms	2019	230,000	230,000	-	-	-	-
191504	Library HVAC & Boiler Replacement	2019	174,117	52,749	45,098	42,496	33,774	-
194002	Sheehan Park Central Parking Lot Replacement	2019	27,200	27,200	-	-	-	-
211505	Library Parking Lot	2019	195,000	25,000	170,000	-	-	-
201101	Liebert Unit Replacement - 2nd Floor City Hall	2020	40,000	-	40,000	-	-	-
202002	Cardiac monitor	2020	35,000	-	35,000	-	-	-
201104	Network Cabling Replacement Project	2020	200,000	-	200,000	-	-	-
202001	Record Management System	2020	82,000	-	82,000	-	-	-
201102	Angell St Parking Lot Replacement	2020	25,300	-	25,300	-	-	-
201506	Library Roof Replacement	2020	350,000	-	350,000	-	-	-
211104	City Hall Elevator Modernization	2021	80,000	-	-	80,000	-	-
211203	WSCS Building LED Conversion	2021	150,000	-	-	150,000	-	-
221602	Fire/EMS East Roof Replacement	2022	180,000	-	-	-	180,000	-
Sub-total Facilities			\$ 4,645,717	\$ 2,712,049	\$ 1,447,398	\$ 272,496	\$ 213,774	\$ -
Water Pollution Control Facility~								
168101	Remove Clearwater From Sewer System	2019	1,640,000	345,000	510,000	500,000	285,000	-
168102	Phosphorous Treatment and Plant Capacity Upgrades	2020	17,710,000	-	17,710,000	-	-	-
217704	Replace Flat Bed Truck and Hoist	2021	38,000	-	-	38,000	-	-
218101	Replace Hickory Grove Lift Station	2021	90,000	-	-	90,000	-	-
218102	Replace Influent Wet Well Controls and VFD's	2021	70,000	-	-	70,000	-	-
218106	Replace Secondary Clarifier Baffles	2021	38,000	-	-	38,000	-	-
218109	Replace Aeration Tanks Blowers (4)	2021	330,000	-	-	330,000	-	-
218112	Replace Digester Covers	2021	280,000	-	-	280,000	-	-
218113	Replace W3 Pump Controls	2021	70,000	-	-	70,000	-	-
218117	Replace Biosolids Conveyor	2021	58,000	-	-	58,000	-	-
218118	Replace SCADA System Wiring & PLCs	2021	75,000	-	-	75,000	-	-
218119	Replace New Holland Tractor	2021	25,000	-	-	25,000	-	-
218121	Replace Wheeled End Loader	2021	220,000	-	-	220,000	-	-
218124	Replace #4 Raw Wastewater Pump	2021	90,000	-	-	90,000	-	-
218126	Replace Primary Tank Collectors	2021	100,000	-	-	100,000	-	-
218129	Replace Aeration Channel Blowers(3)	2021	75,000	-	-	75,000	-	-
218130	Replace Thompson 6" Portable Pump	2021	25,000	-	-	25,000	-	-
218131	Replace WAS Tanks Blowers(3)	2021	75,000	-	-	75,000	-	-
218134	Replace 80 Kw Portable Generator	2021	30,000	-	-	30,000	-	-
228105	Replace UV Tank Blowers(2)	2022	60,000	-	-	-	60,000	-
228106	Replace Filter Building Heat/Venting System	2022	30,000	-	-	-	30,000	-
238101	Replace Business Park Lift Station	2023	60,000	-	-	-	-	60,000
238102	Replace Heating/Venting System w/ Controls	2023	80,000	-	-	-	-	80,000
238103	Replace Vulcan Step Screen & Pump w/ Controls	2023	130,000	-	-	-	-	130,000
Sub-total WPCF			\$ 21,399,000	\$ 345,000	\$ 18,220,000	\$ 2,189,000	\$ 375,000	\$ 270,000
Stormwater Utility								
198533	TID 12 Regional Stormwater Facility	2019	1,100,000	30,000	-	1,070,000	-	-
208530	S Koshkonong Facility	2019	550,000	50,000	500,000	-	-	-
198532	Utility Box Truck with Mounted Crane	2019	57,000	57,000	-	-	-	-
198530	Three Wheeled Street Sweeper	2019	225,000	225,000	-	-	-	-
168530	NW Koshkonong Facility	2019	3,100,000	3,100,000	-	-	-	-
208533	TMDL - Water Quality Projects	2020	800,000	-	200,000	200,000	200,000	200,000
208531	Skid Steer Loader	2020	53,000	-	53,000	-	-	-
Sub-total Stormwater Utility			\$ 5,885,000	\$ 3,462,000	\$ 753,000	\$ 1,270,000	\$ 200,000	\$ 200,000
Sun Prairie Utilities								
185001	Automatic Meter Reading System	2019	1,000,000	500,000	500,000	-	-	-
195001	Business Park Substation Control House	2019	110,000	110,000	-	-	-	-
195004	LED System Street Lighting Upgrades	2019	150,000	30,000	30,000	30,000	30,000	30,000
195006	Electric Outage Management System	2020	105,000	-	105,000	-	-	-
185002	Business Park Substation Expansion	2019	2,909,000	110,000	2,000,000	799,000	-	-
195002	Colorado Substation Circuit Extension	2019	394,000	394,000	-	-	-	-
195003	Hwy 151 Substation 6th Circuit	2019	551,000	551,000	-	-	-	-
195007	Construct Well #10	2019	1,500,000	750,000	750,000	-	-	-
205001	SCADA System Upgrades	2020	100,000	-	100,000	-	-	-
205002	Construct Pressure Relief Valve #2	2021	250,000	-	-	250,000	-	-
Sub-total Sun Prairie Utility			\$ 7,069,000	\$ 2,445,000	\$ 3,485,000	\$ 1,079,000	\$ 30,000	\$ 30,000
			\$ 1,686,400	\$ 354,700	\$ 591,300	\$ 301,500	\$ 249,700	\$ 189,200
			\$ 97,202,777	\$ 23,841,533	\$ 31,451,942	\$ 18,260,348	\$ 13,294,654	\$ 10,354,300

Highlighted projects are new assets

	ESTIMATED YEAR	PROJECT ESTIMATE	2019	2020	2021	2022	2023
Fuel							
Rapid Attack Truck	2019	7,125	1,425	1,425	1,425	1,425	1,425
Operations Manager Vehicle	2019	9,000	1,800	1,800	1,800	1,800	1,800
Fire SUV	2020	5,700	-	1,425	1,425	1,425	1,425
Crew Leader Vehicle	2020	7,200	-	1,800	1,800	1,800	1,800
		\$ 29,025	\$ 3,225	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450
Maintenance							
Library HVAC & Boiler Replacement	2019	(4,000)	-	(1,000)	(1,000)	(1,000)	(1,000)
Administrative Vehicle- PW	2019	8,000	1,000	1,000	2,000	2,000	2,000
Rapid Attack Truck	2019	7,900	1,580	1,580	1,580	1,580	1,580
Operations Manager Vehicle	2019	8,000	1,000	1,000	2,000	2,000	2,000
Electric Outage Management System	2020	52,000	-	13,000	13,000	13,000	13,000
Cardiac Monitor	2020	6,200	-	1,550	1,550	1,550	1,550
Fire SUV	2020	4,740	-	790	790	1,580	1,580
Crew Leader Vehicle	2020	6,000	-	1,000	1,000	2,000	2,000
		\$ 88,840	\$ 3,580	\$ 18,920	\$ 20,920	\$ 22,710	\$ 22,710
Professional Services							
Network Cabling Replacement Project	2019	(6,000)	-	-	(2,000)	(2,000)	(2,000)
		\$ (6,000)	\$ -	\$ -	\$ (2,000)	\$ (2,000)	\$ (2,000)
Staffing							
Splash Pad	2019	60,300	-	15,075	15,075	15,075	15,075
		\$ 60,300	\$ -	\$ 15,075	\$ 15,075	\$ 15,075	\$ 15,075
Other (Insurance, Utilities, etc.)							
City Hall LED Conversion	2019	(63,750)	(3,750)	(15,000)	(15,000)	(15,000)	(15,000)
Library Public Restrooms	2019	(2,250)	(250)	(500)	(500)	(500)	(500)
Splash Pad	2019	280,000	-	70,000	70,000	70,000	70,000
WSCS Building LED Conversion	2021	(33,750)	-	-	(3,750)	(15,000)	(15,000)
		\$ 180,250	\$ (4,000)	\$ 54,500	\$ 50,750	\$ 39,500	\$ 39,500
		\$ 352,415	\$ 2,805	\$ 94,945	\$ 91,195	\$ 81,735	\$ 81,735

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APPENDIX E: FORECAST OF REVENUES AND EXPENDITURES

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The City completed its first financial management plan in 2017. 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 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.

The net new construction increase for 2018 (budget year 2019) was 4.83%, a significant increase over 2017 of 2.295%. The 2018 increase is above the expected increase for future years as the increase was due to the construction of a Hotel as well as the addition of several apartment complexes. The City does not expect to be able to maintain this level of construction and is forecasting an average future increase of 1.52%.

Economic Appreciation @ 50% of 2015-2018 average (2.35%)

New Construction @ 50% of 2015-2018 average (1.52%)

Projection of TID OUT Equalized Value							
	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment
2019	3,254,351,438	3.88%	73,771,695	2.35%	47,736,744	1.52%	0.00%
2020	3,386,303,225	4.05%	76,632,956	2.35%	49,588,231	1.52%	5,730,600 18.00%
2021	3,517,642,209	3.88%	79,740,136	2.35%	51,598,848	1.52%	0.18%
2022	3,654,075,223	3.88%	82,832,886	2.35%	53,600,128	1.52%	0.00%
2023	3,795,799,840	3.88%	86,045,589	2.35%	55,679,028	1.52%	0.00%

The City receives monies through the expenditure restraint program based on a formula that restricts the rate of growth of general fund expenditures. This limit is calculated using 60% of net new construction capped at 2% plus the CPI. Due to the growth of the City in 2018, .89% of net new construction was not available for increases in expenditures. The City met the expenditure restraint limit in 2019 and will receive the state aid in 2020 but is forecasting a loss of the aid for 2021 and 2022.

GENERAL FUND FORECAST

Below are assumptions that are included in the forecast that follows.

DEFINITION	INCREASE	EXPLANATION
Commodities	2.00%	Fuel & Mileage, Office Supplies, Operating Supplies, Utilities, Uniforms, Office Furniture & Equipment
Employee Insurance	10.00%	Health, Dental & Life Insurance, Post Employment Health Plan, Long Term Disability
Insurance	5.00%	Property & Liability
Services	3.00%	Advertising & Printing, Communications, Contractual Services, Dues & Memberships, Janitorial Services, Maintenance Agreements, Meetings & Training, Professional Services, Publications & Subscriptions, Repairs & Maintenance
Wages	3.00%	Regular & Seasonal Wages, Overtime, Holiday & Misc. Compensation, Longevity, Premium Pay, Social Security, Retirement, Unemployment Compensation

Property taxes are the largest revenue source for the City making up 64% of total general fund revenues. The forecast includes an average 4% increase in property taxes to balance the forecasted revenues less expenditures. The 2018 and 2019 budget included a 9.8% and 7.6% increase in the general fund property tax levy. Much of this increase was driven by the added property value from new construction.

The growth of the City has increased permits and licenses revenue as well. The forecast continues with a small increase throughout the remaining four years, however, the City has actually seen a more significant increase in this revenue. In 2017 the City experienced the addition of two new elementary schools, a hotel, and three new apartment complexes. In 2018 the City added two apartment complexes and a record 177 new single family homes.

	2013	2014	2015	2016	2017	2018
Building Permit Revenue	372,174	376,896	323,916	313,110	722,332	628,167

GENERAL FUND REVENUE/SOURCES PROJECTION

	2019	2020	2021	2022
Property Taxes	16,592,742	17,433,018	18,235,038	18,958,652
Other Taxes	133,440	135,677	137,959	140,287
Special Assessments	-	-	-	-
Intergovernmental Revenues	3,219,059	3,205,771	3,193,039	3,180,851
Licenses and Permits	569,408	571,828	574,490	577,418
Fines and Forfeitures	200,248	200,248	200,248	200,248
Public Charges for Services	1,233,087	1,233,087	1,233,087	1,233,087
Investment Income	40,000	40,000	40,000	40,000
Miscellaneous Revenue	165,463	165,463	165,463	165,463
Other Financing Sources	2,279,586	2,339,416	2,401,040	2,464,513
Total Revenues/Resources	24,433,033	25,324,508	26,180,364	26,960,519

GENERAL FUND EXPENDITURES/USES PROJECTION

	2019	2020	2021	2022
Personnel Costs	14,567,408	15,045,754	15,540,517	16,317,243
Materials and Supplies	1,379,385	1,413,246	1,447,971	1,778,594
Contracted Services	3,370,638	3,471,757	3,575,910	5,290,318
Insurance	135,233	141,994	149,094	156,549
Professional Development	189,736	195,231	200,887	206,716
Minor Capital	356,867	364,005	371,285	378,711
Other Uses	1,877,863	1,945,343	2,015,133	2,087,320
Total Expenditures	21,877,130	22,577,330	23,300,797	26,215,451

This forecast recognizes the need for a balanced budget and property taxes have been adjusted to meet this need. As the property increase is well within the increase for the last several years it is forecasted that the general fund balance will be unchanged.

	2014	2015	2016	2017	2018	2019
Operating Levy	12,741,648	13,007,745	13,546,268	14,310,884	15,715,348	16,911,461
% Change		2.09%	4.14%	5.64%	9.81%	7.61%

DEBT SERVICE FUND

A review of the Five-Year Capital Improvement Plan (CIP), debt associated with the CIP, and projected city growth indicates the city is likely to maintain its bond rating of Aa2 for the next five years. Wisconsin State Statutes require that the city's total general obligation debt may not exceed 5% of the

equalized value of taxable property. The 2017 debt limit was \$149,235,385. The city had total general obligation debt outstanding at the end of 2017 of \$58,836,919 or 38.32% of the debt limit. The following is a table of projected debt based on borrowing needs as identified in the five-year CIP.

Debt Limit Projection

YEAR	COMB EXIST & NEW PRIN	% OF LIMIT	RESIDUAL CAPACITY
2017*	58,836,919	38.32%	90,398,466
2018	72,393,567	47.07%	81,403,711
2019	73,847,767	46.59%	84,650,854
2020	75,437,246	46.18%	87,906,430
2021	73,835,001	43.86%	94,501,836
2022	73,136,034	42.16%	100,346,598

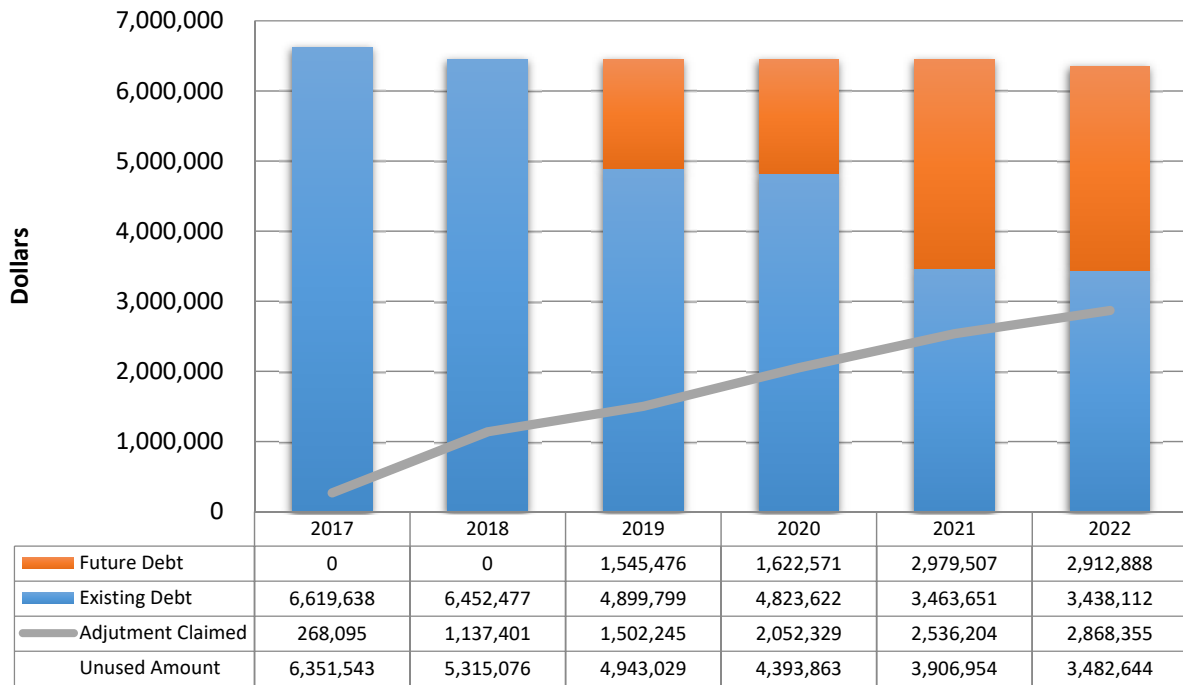
* Actual

It is the city's policy to borrow for general fund capital improvements with ten-year tax-exempt general obligation notes provided that the life of the asset is at least ten years. It is also the policy of the city to fund utility capital projects with 20-year tax exempt general obligation bonds provided the life of the asset is at least 20 years. The city is considered a small issuer and takes advantage of interest cost savings by issuing less than \$10 million tax-exempt debt in any one year. However, the needs of the city have required larger tax-exempt borrowings. The city moved to borrow for utility capital projects every other year (even years) to allow the city to take advantage of bank qualification interest cost savings every other year (odd years). The city will continue this policy in the 2019 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 \$6.35 million. This debt adjustment capacity decreases over the next five years. The 2018 unused capacity is \$5.53 million. The following is a graph of the projected use of general obligation adjustments for the next five years.

The FMP assists the city in the management of its debt. The FMP reviews the city's debt capacity and the ability to meet the requirements for bank qualified debt. The City attempts to borrow for utility debt every other year to take advantage of the lower interest rate for bank qualification. The City is unlikely to meet this limit until 2021 due to the expansion of the water pollution control facility in 2020.

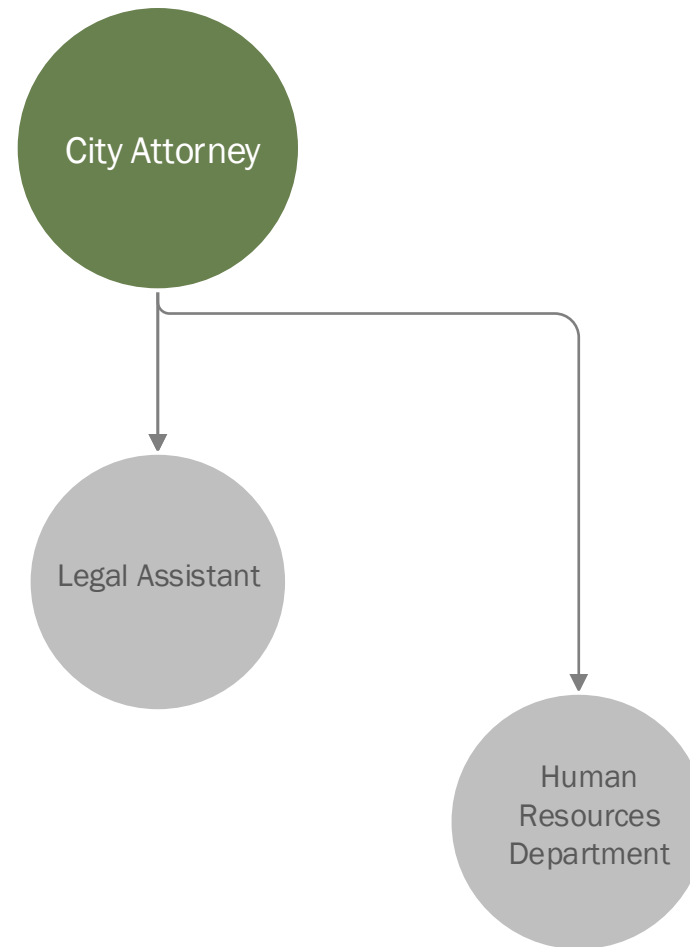
**Base Scenario Projected Debt Service Payment (Non - Abated)
& Levy Limit Adjustment to be Claimed**

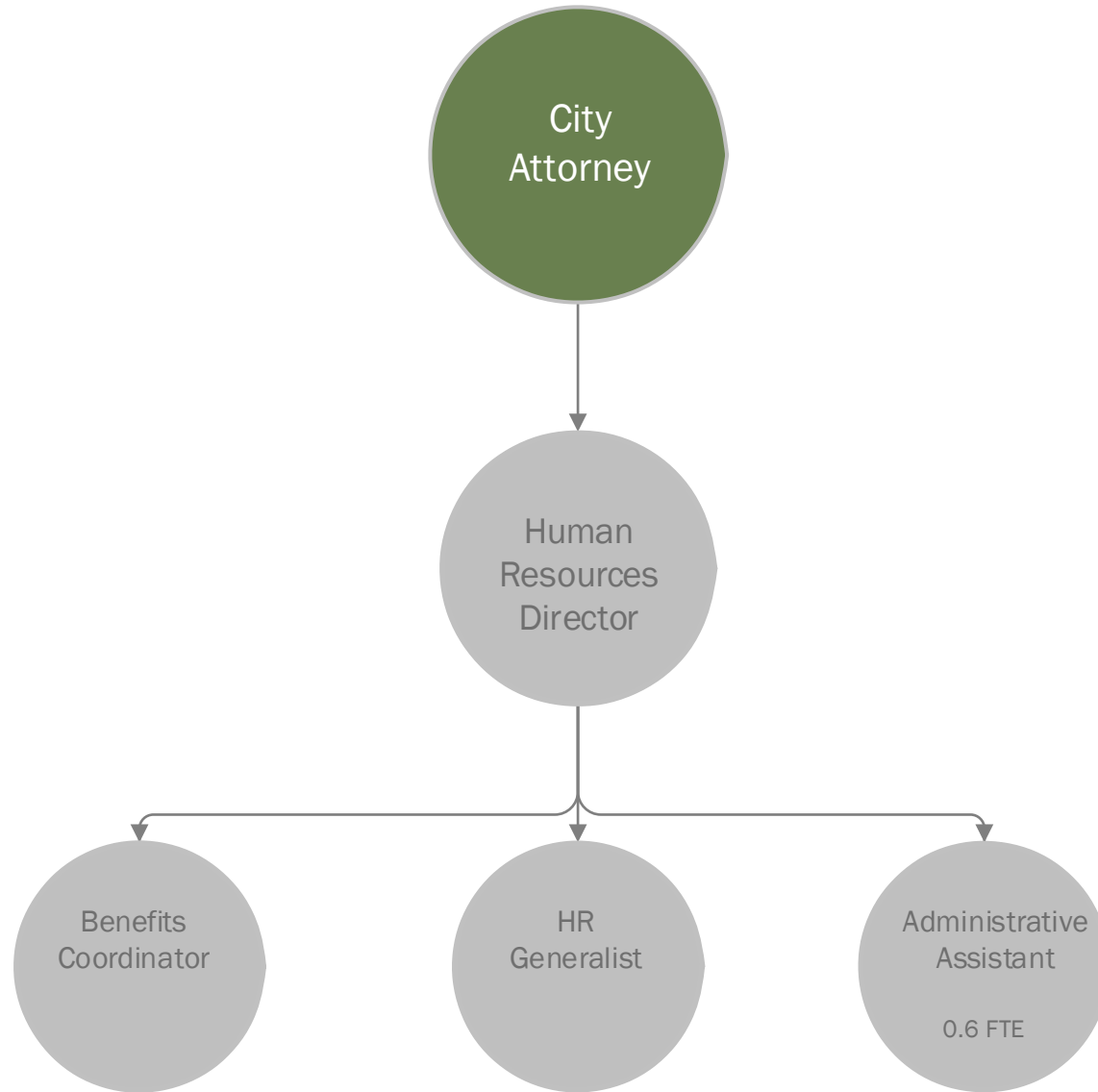


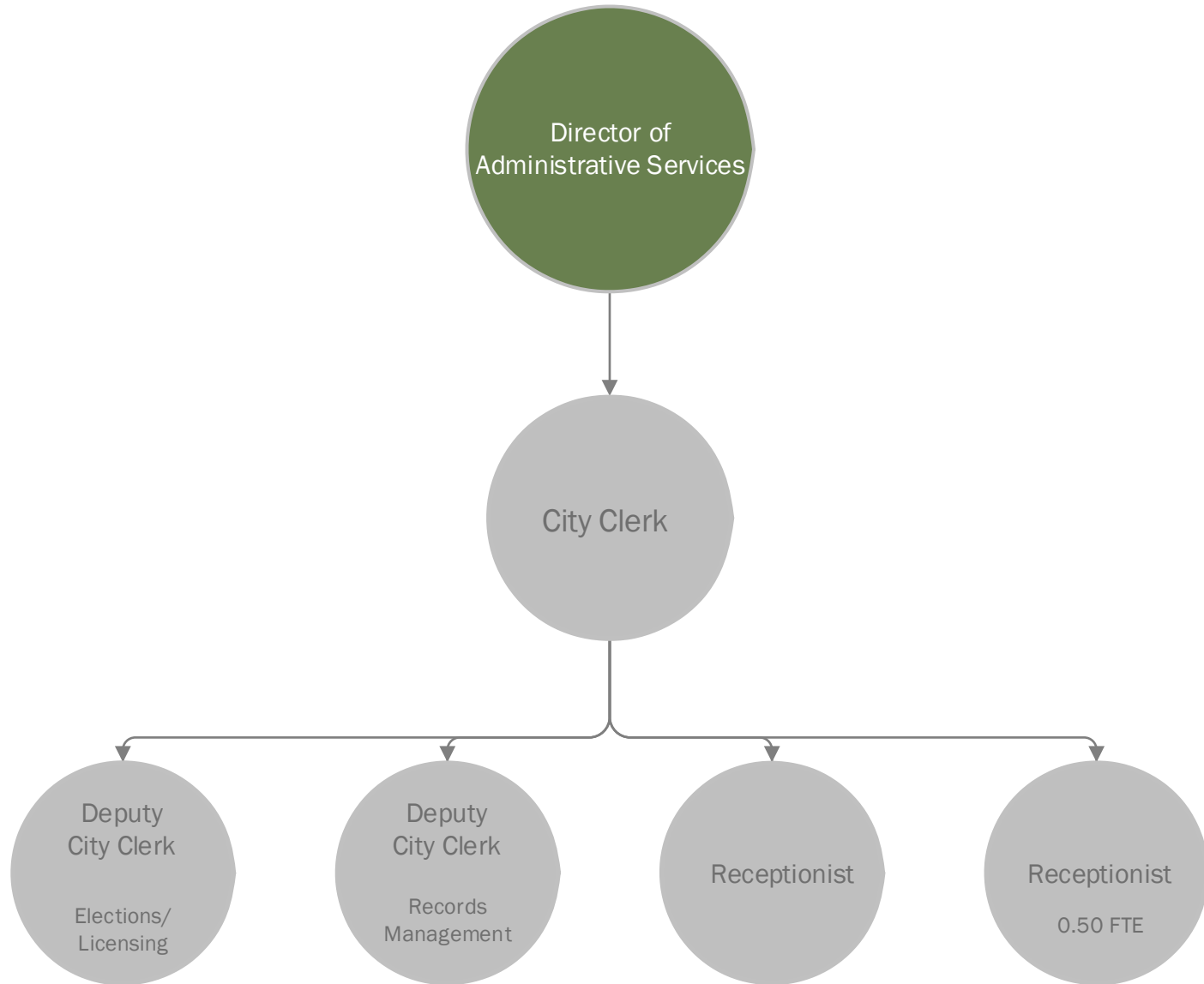
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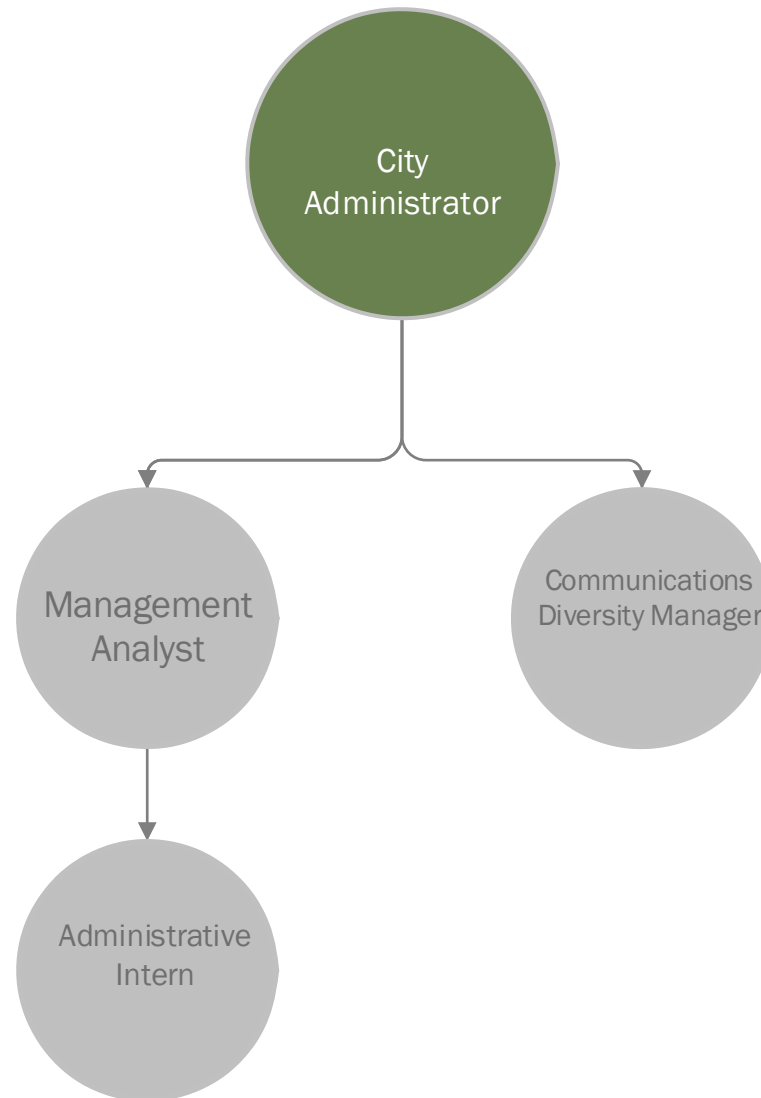
APPENDIX F: ORGANIZATION CHARTS

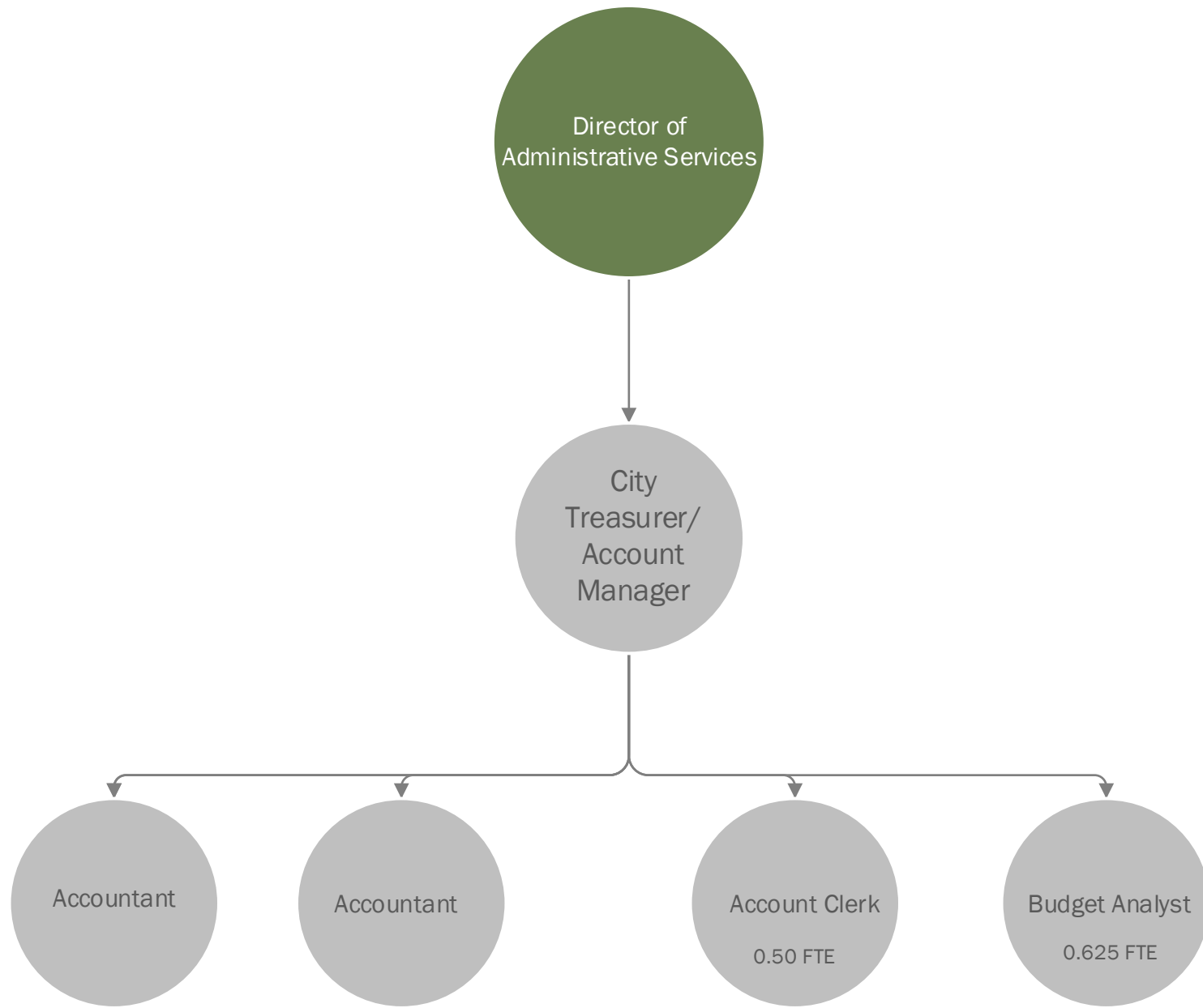
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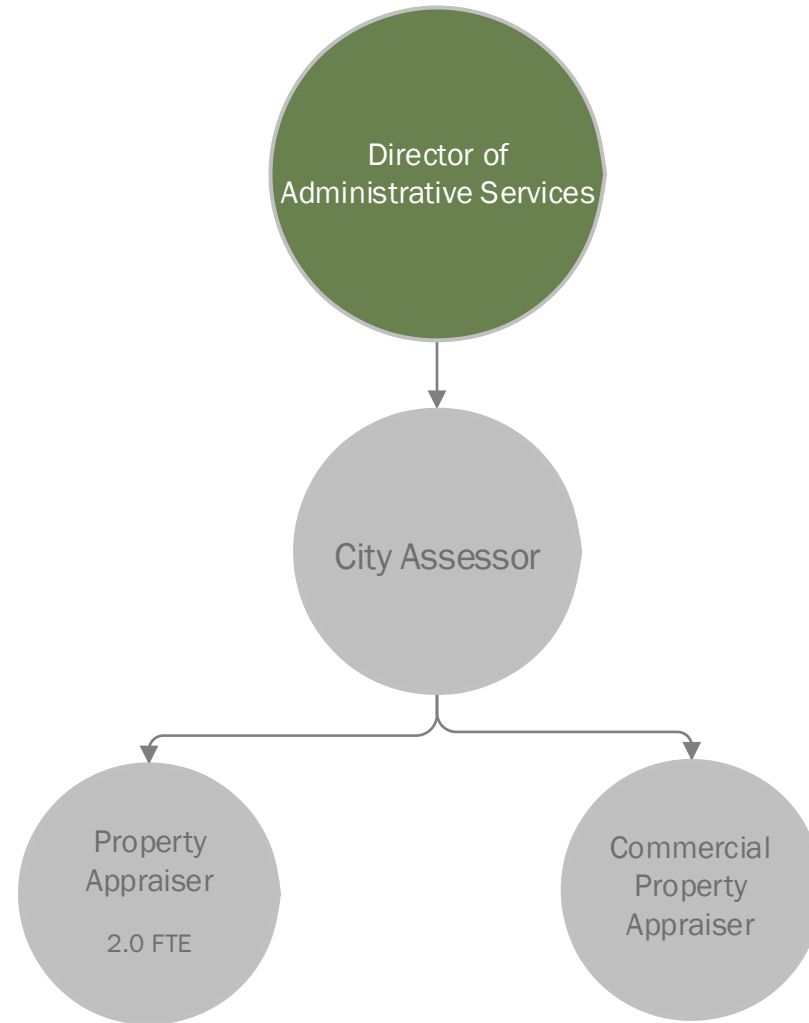


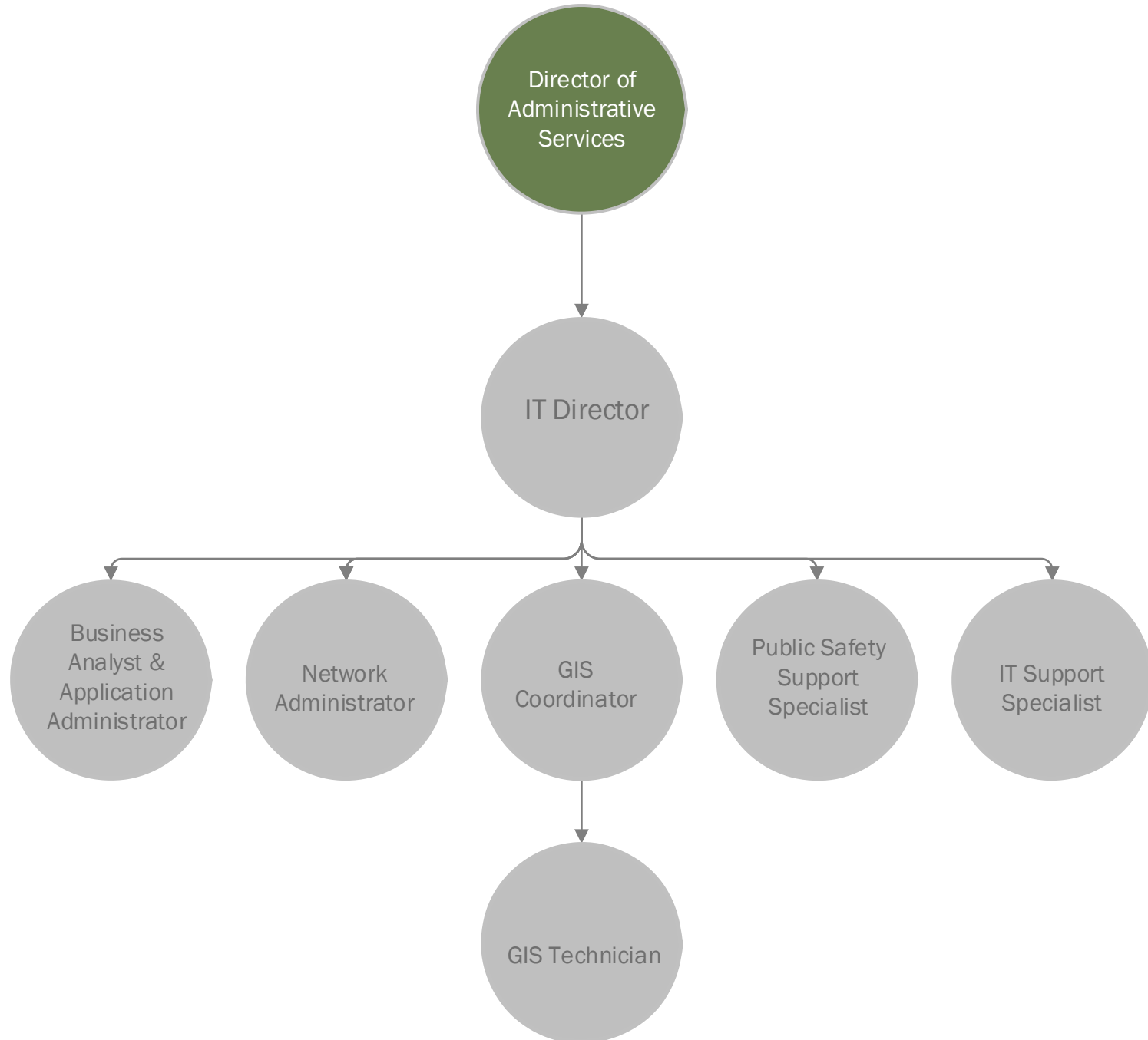


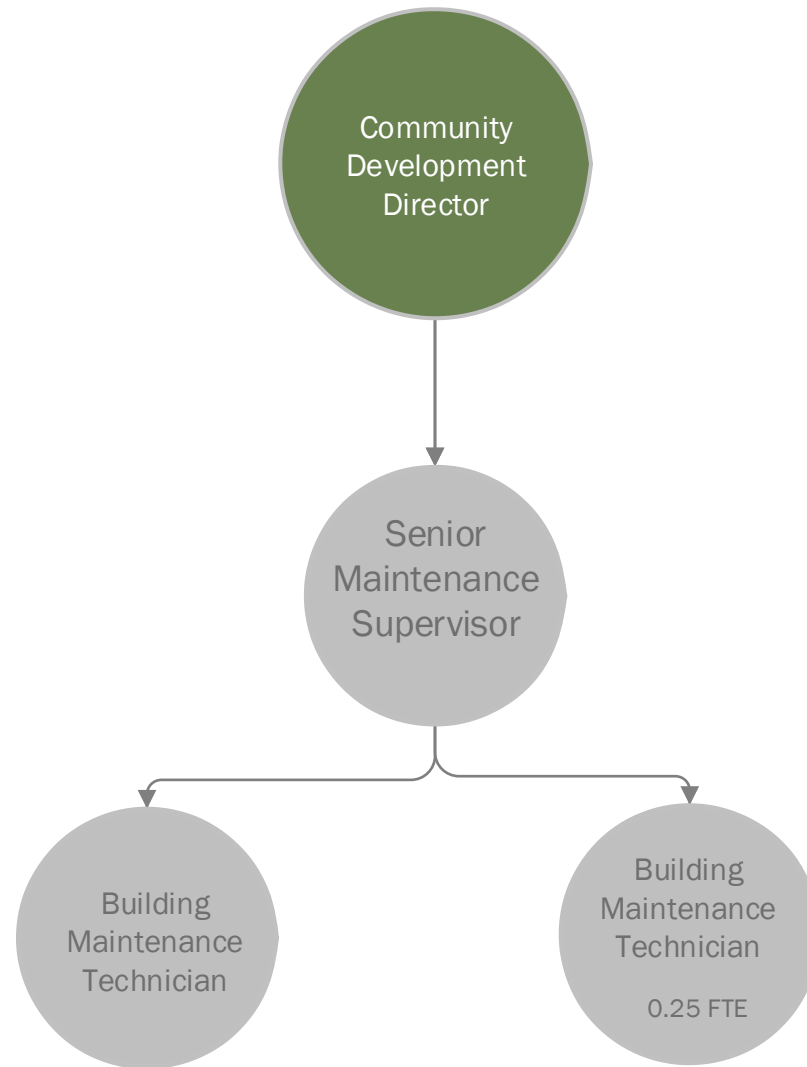




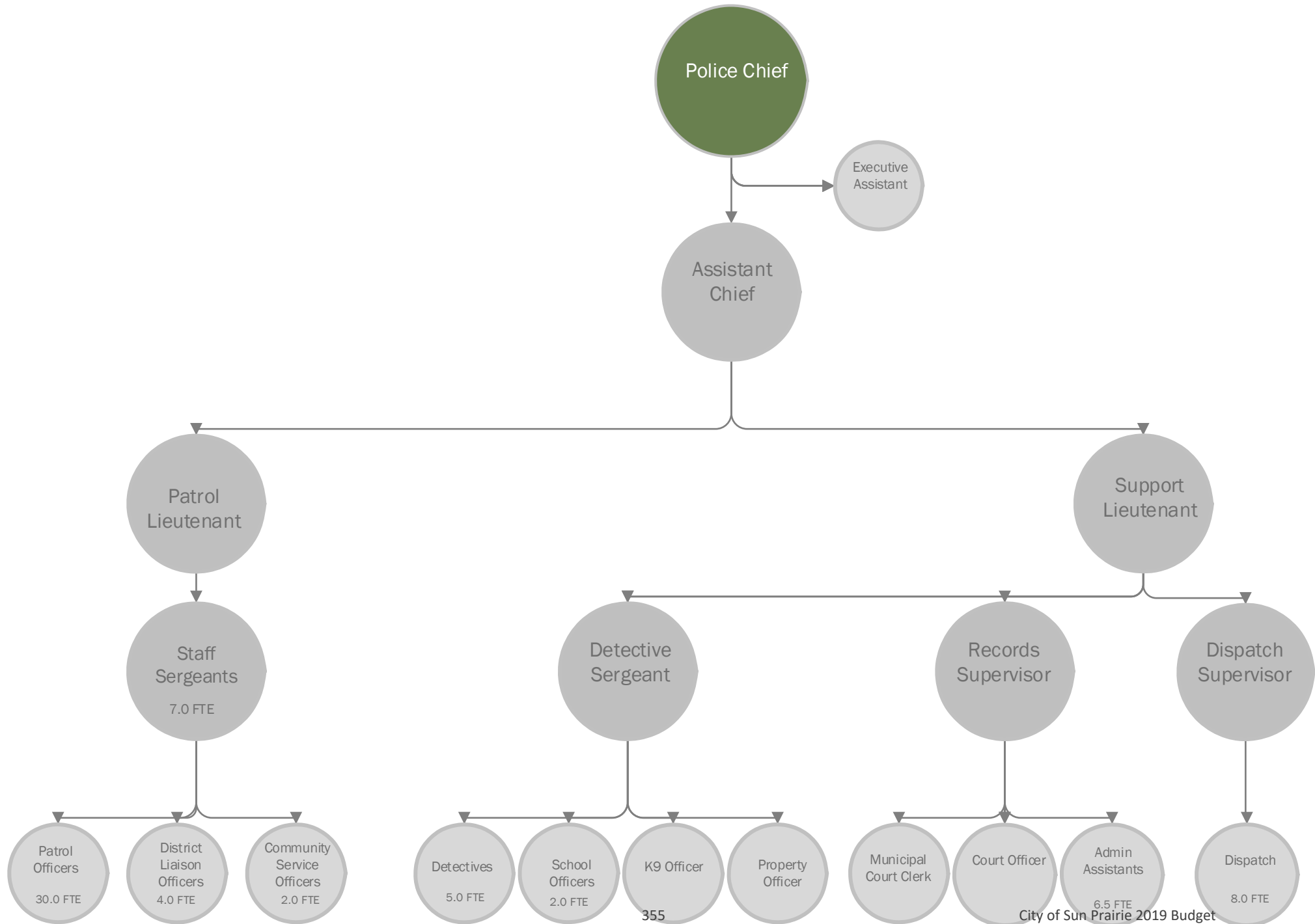




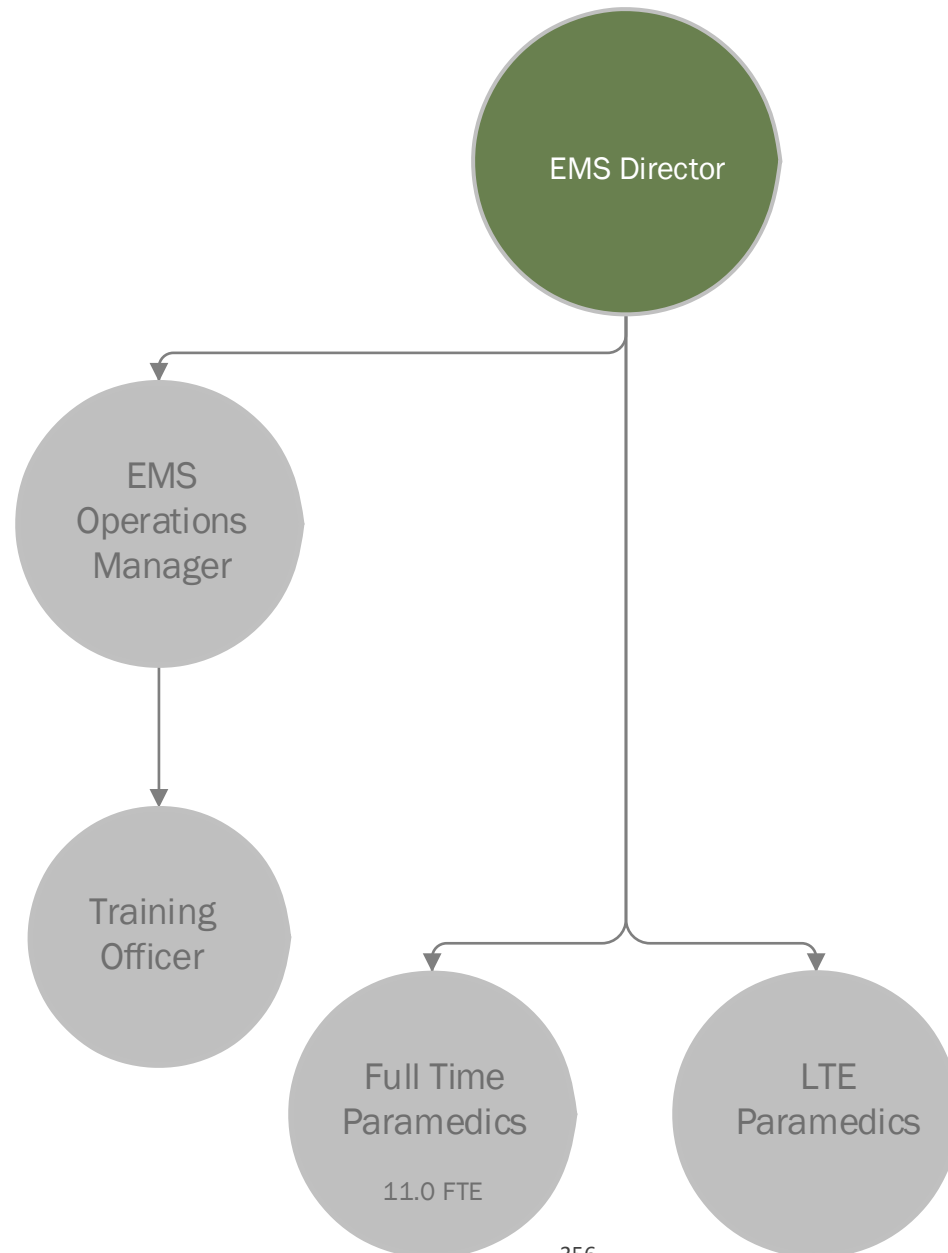


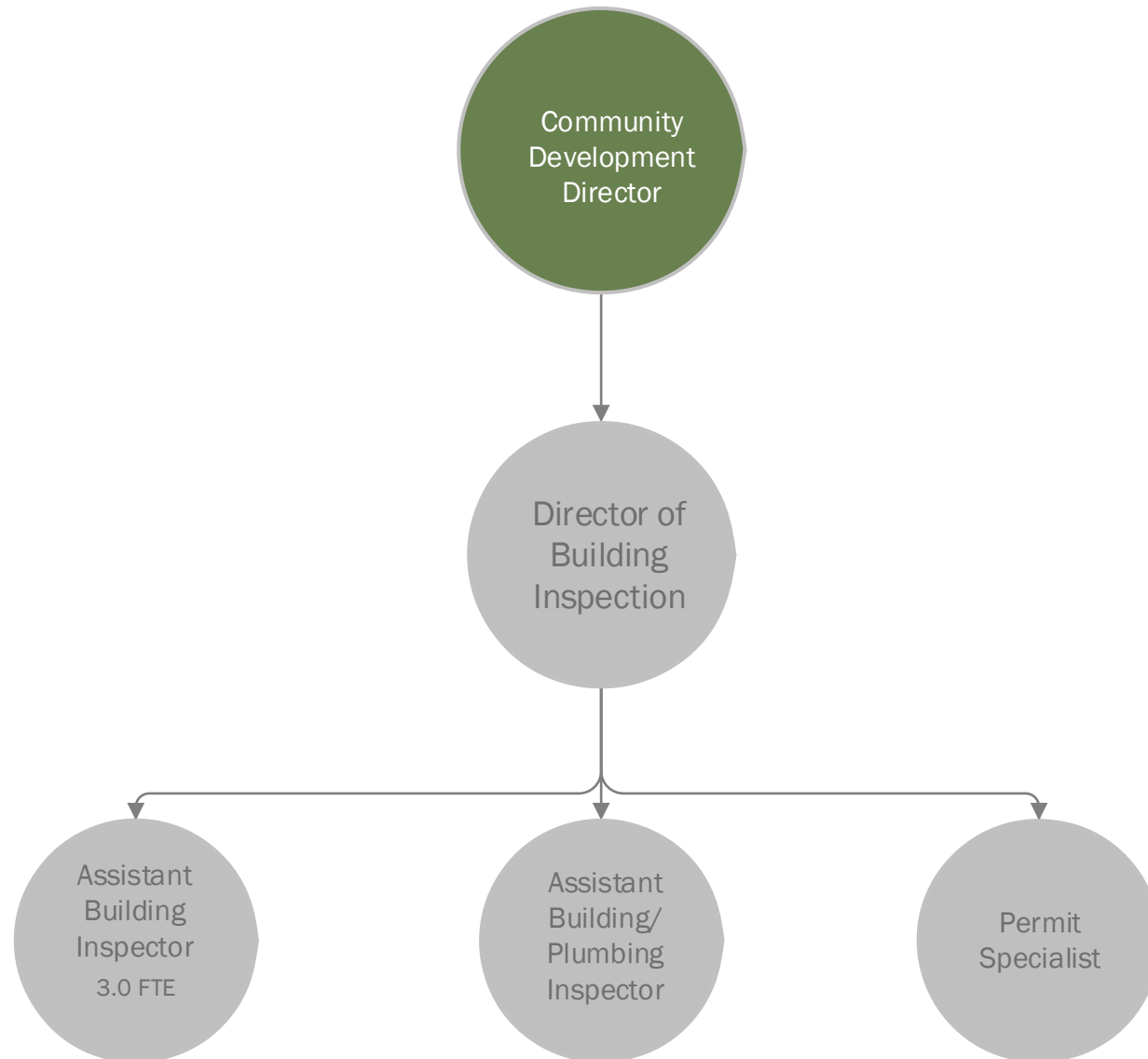


Police

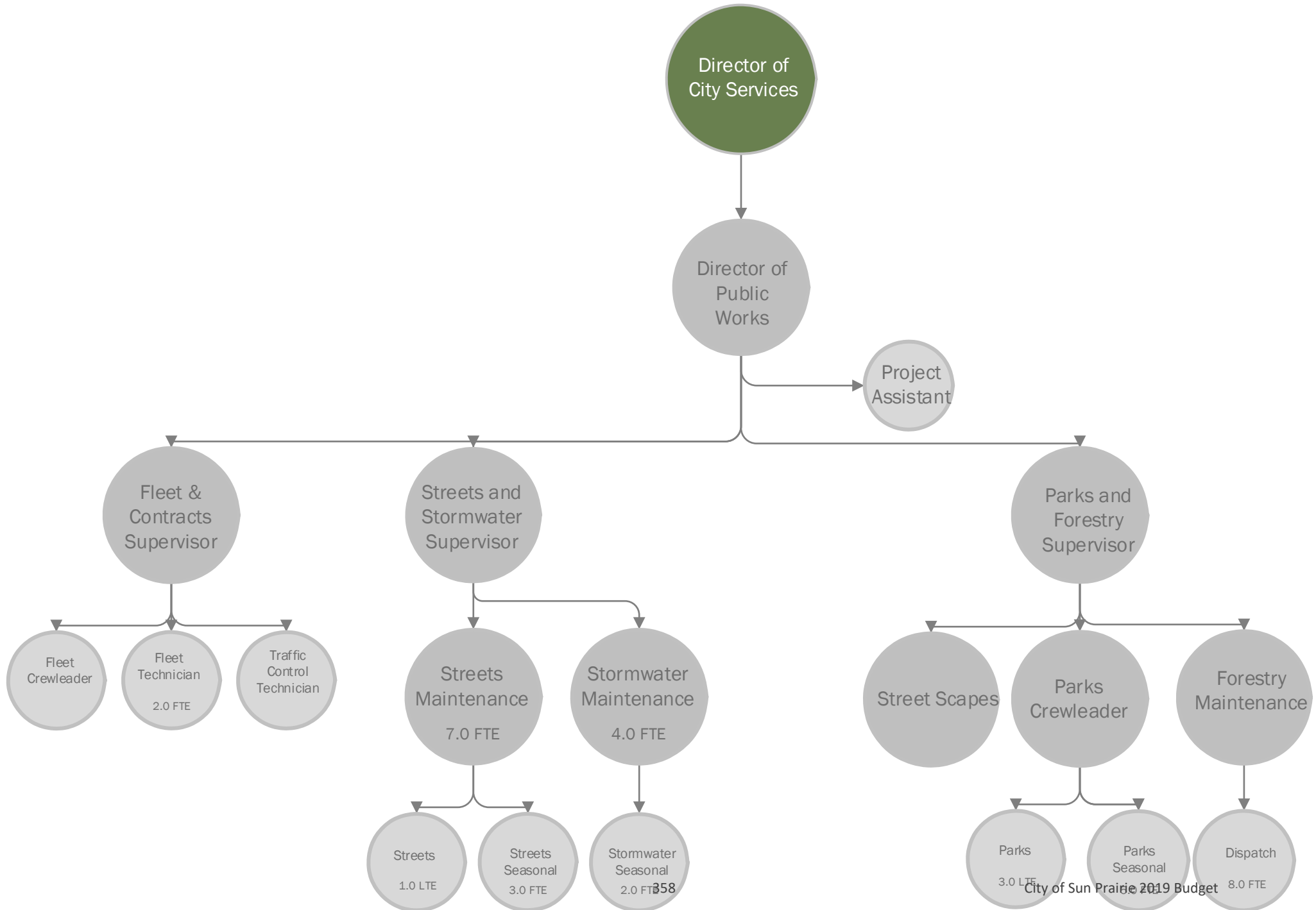


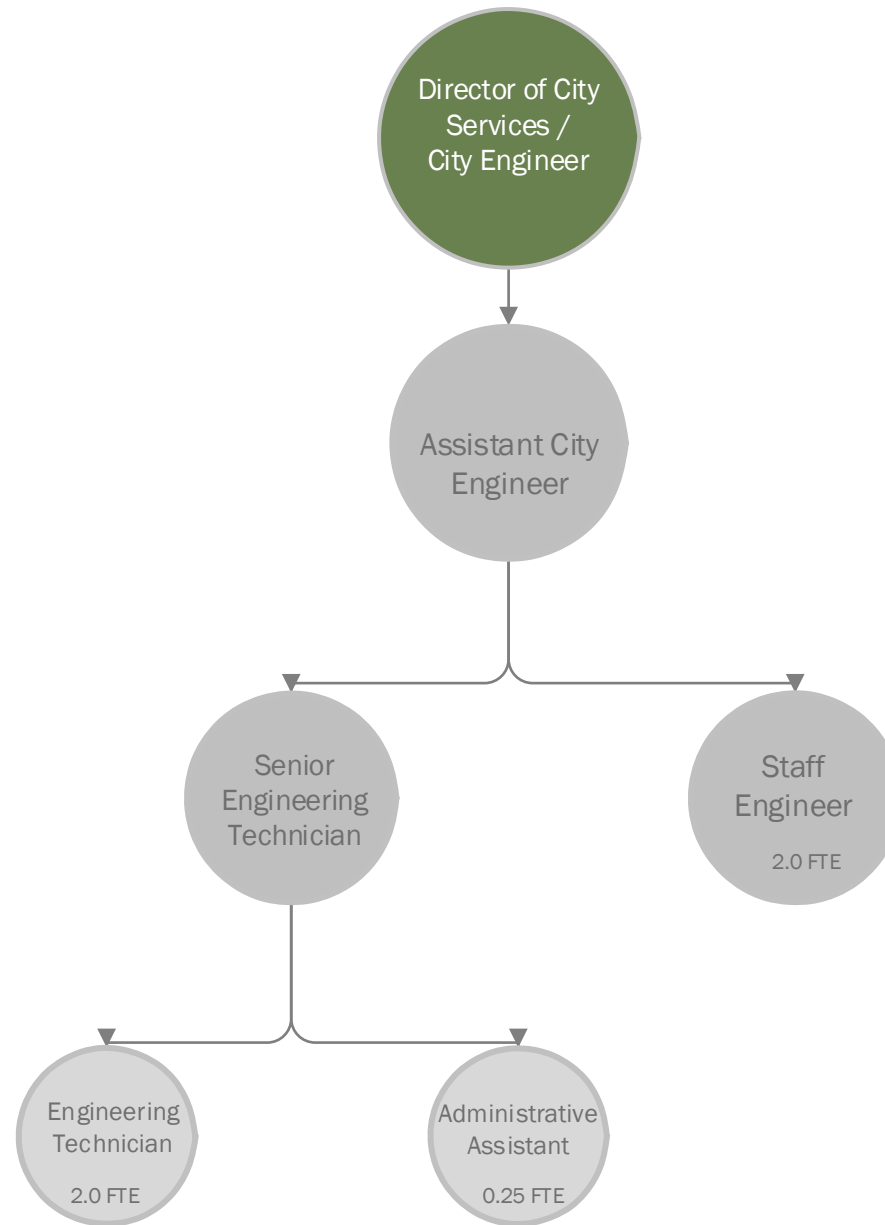
Emergency Medical Services



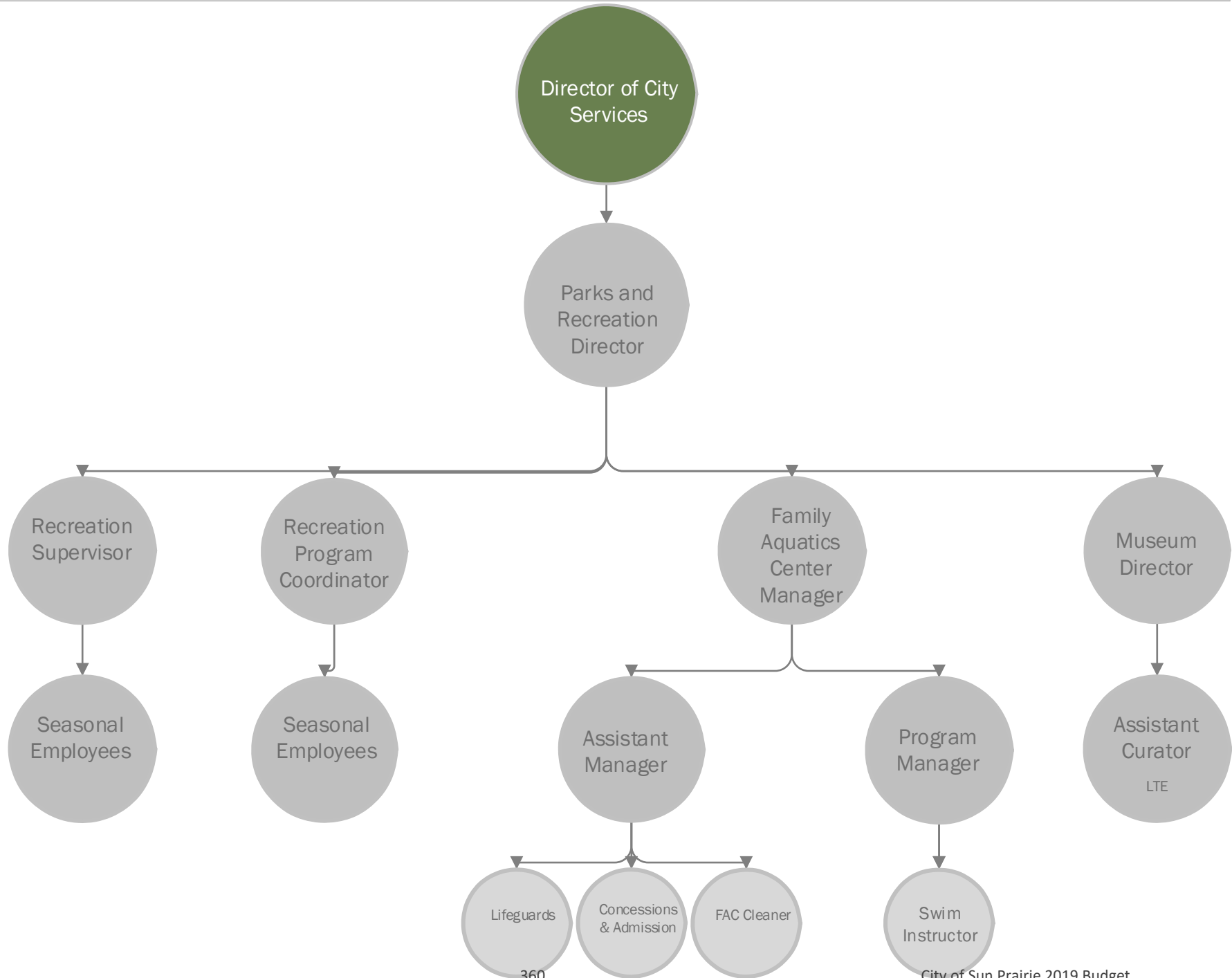


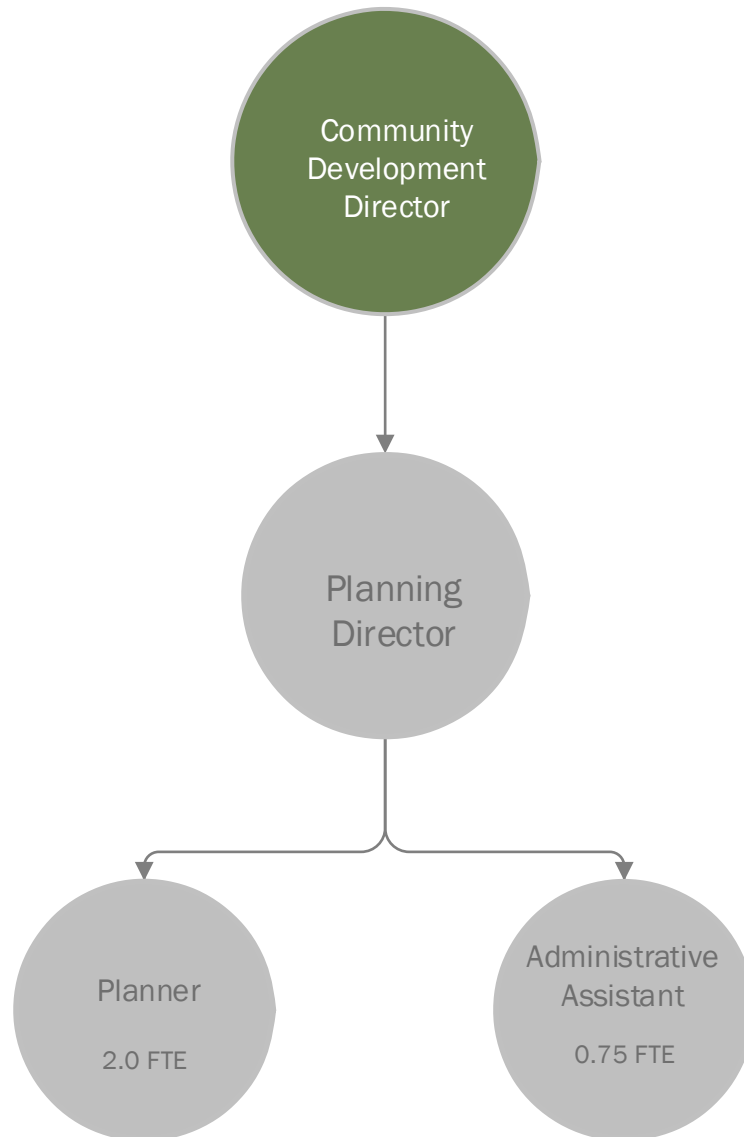
Public Works



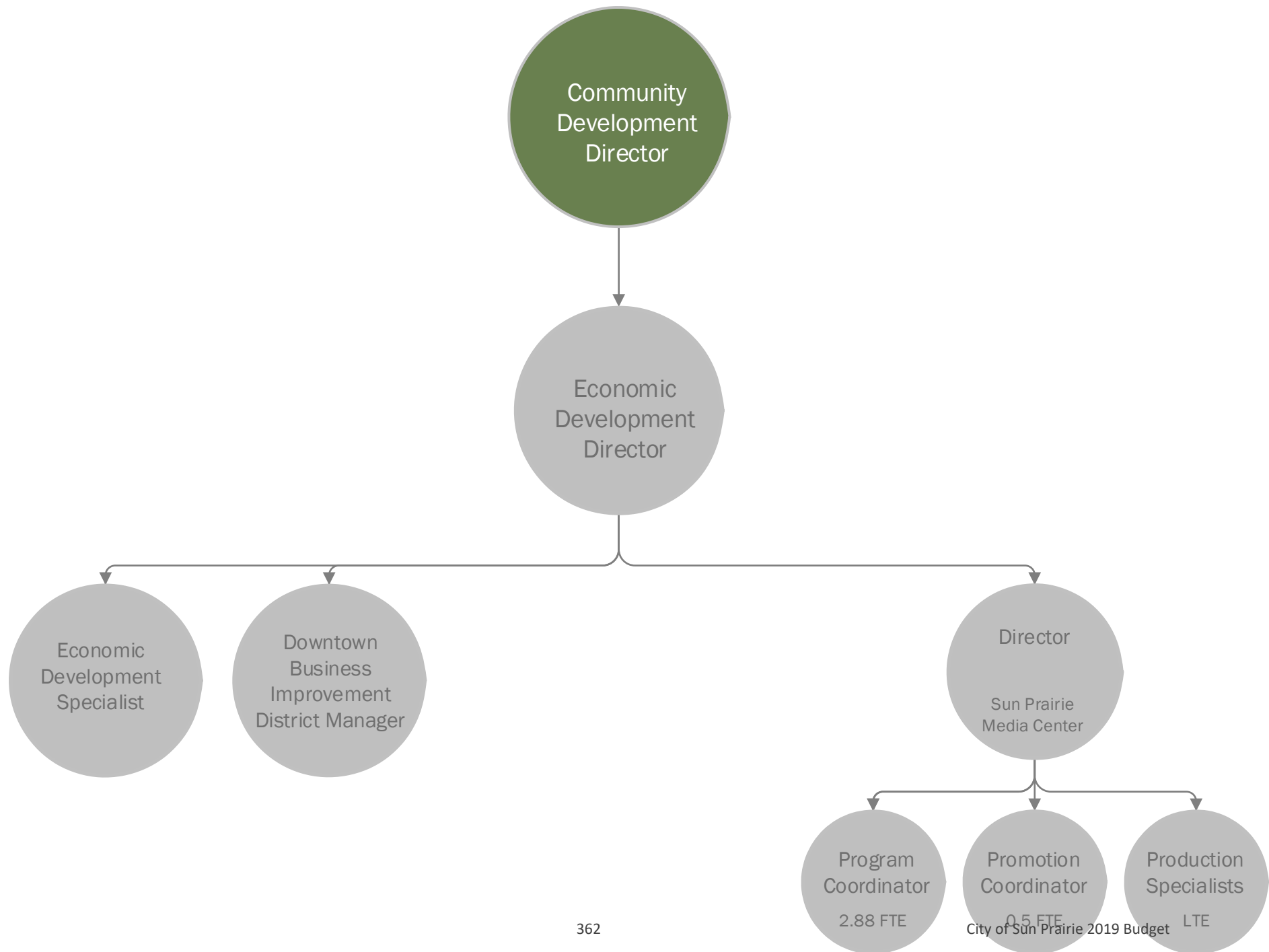


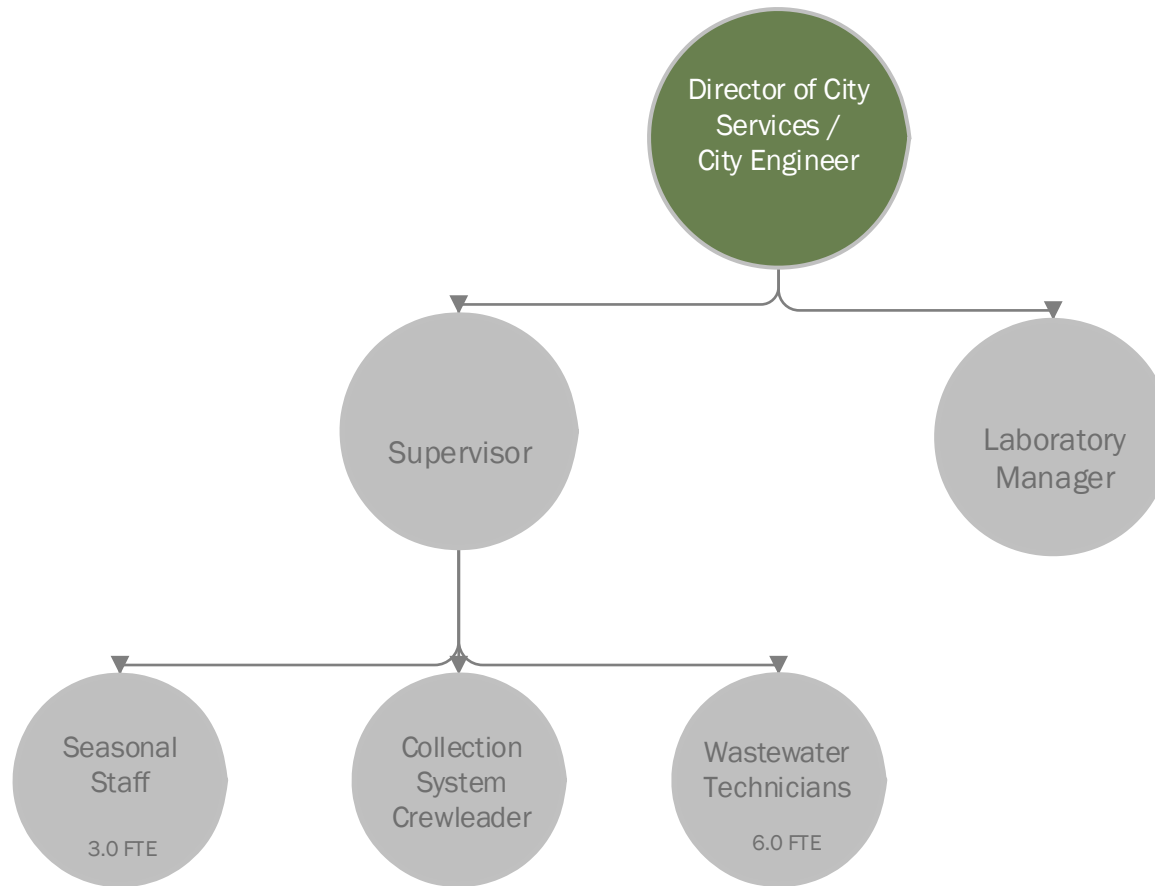
Recreation



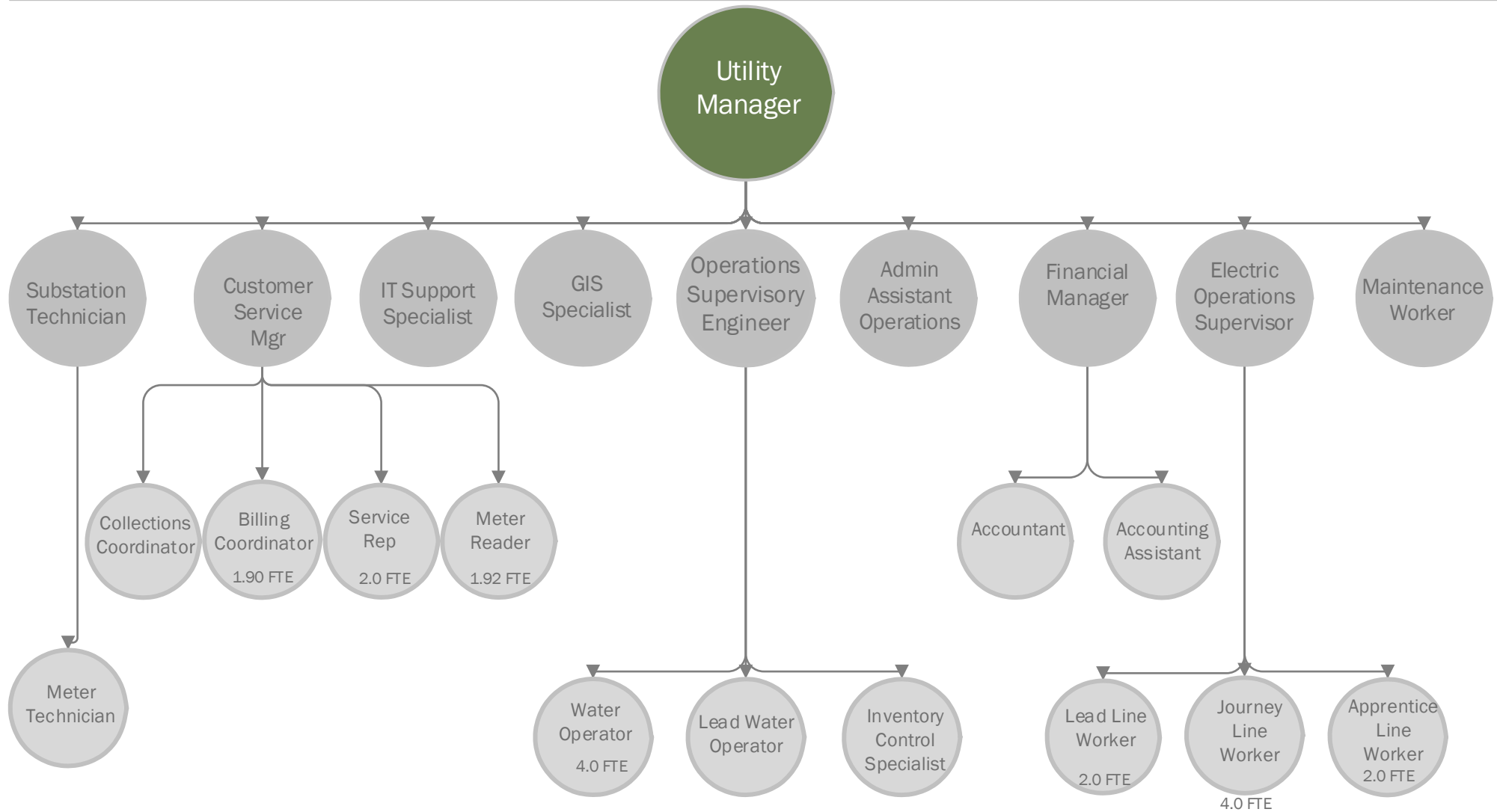


Economic Development





Sun Prairie Utilities



APPENDIX G: GLOSSARY

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Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Adopted Budget - The financial plan of revenue and expenditures for a fiscal year as approved by the governing entity.

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.

Available (Undesignated) Fund Balance – Refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balanced Budget - A balanced budget arises when the government entity estimates the same amount of money from revenue sources as it is appropriating for expenditures. Revenue from collection includes cash reserves carried over from prior fiscal years.

Bond - A written promise to pay a sum of money on a specific date at a specified interest rate. The most common type of bonds are general obligation and revenue bonds. These are most frequently used to finance capital projects.

Bond Rating - Is the measure of the quality and safety of a bond. It indicates the likelihood that a debt issuer will be able to meet scheduled repayments, and dictates the interest rate paid.

Budget - A plan of financial operation for a specified period of time (fiscal year). The annual budget authorizes, and provides the basis for control of, financial operations during the fiscal year.

Budget Amendment - A procedure to revise a budget appropriation either by City Council approval through the adoption of a resolution for any interdepartmental or interfund adjustments or by City Administrator authorization to adjust appropriations within a departmental budget.

Capital Improvements Plan (CIP) - A projection of all planned capital replacements and acquisitions of additional City facilities, streets, sidewalk, trails, equipment and vehicle purchases.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service - The amount of interest and principal that a City must pay each year on net direct long-term debt plus the interest it must pay on direct short-term debt.

Department - A major organizational division of the City, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

Encumbrance - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Expenditure/Expense - This term refers to the outflow of funds paid for an asset obtained or goods and services obtained.

Equalized Value – The State’s estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

Expenditures Restraint Program (ERP) – An optional State of Wisconsin program that provides unrestricted aid to qualifying municipalities. To qualify for the program, the City must have a minimum property tax rate of five mills and must limit the increase in its general fund expenditures to an inflation factor plus a valuation factor. The inflation factor equals the average annual percentage change in the US consumer price index for all urban consumers. The valuation factor equals 60% of the percentage change in net new construction value capped at 2%. Municipalities may qualify for the program annually receiving an aid payment in the following year.

Fiscal Year - The annual 12 month accounting period that begins on January 1 and ends on December 31.

Fixed Assets - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Franchise Fees - Annual fees paid by utilities (electricity, telephone, cable TV, natural gas) for the use of the city's public rights-of-way, or that are granted a service monopoly that is regulated by the city. The franchise fee is typically a set percentage of gross revenue within the city.

Full Faith and Credit - A pledge of a government’s taxing power to repay debt obligations.

Full-Time Equivalent (FTE) – One FTE equals 2,080 hours or 40 hours/week (full-time) and is benefitted. One FTE for police Officer positions is equal to 1,950 hours or 37.5 hours/week.

Fund - A set of inter-related accounts to record revenue and expenditures associated with a specific purpose. Fund structure consists of Governmental Funds (e.g., General Fund, Special Revenue Fund, Debt Service Fund), Proprietary Funds, and Fiduciary Funds (See previous section on "Financial Structure and Operations" for complete description of funds).

Fund Balance - The difference between revenue and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

General 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.

Grant - A contribution by the State or Federal government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

Infrastructure - The basic facilities, services, and installations needed for the functioning of a community or society, such as transportation and communications systems, water and power lines, and public institutions including schools, post offices, and prisons.

Interfund Transfer - The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenue, and payments in lieu of taxes.

Internal Services Charges - The charges to user departments for internal services provided by another government agency, such as fleet services.

Levy - To impose taxes for the support of government activities.

Levy Limits – Wisconsin law places a limit on the amount of property taxes that may be levied by municipalities. A municipality is allowed to increase its levy over the amount levied in the prior year by the percentage increase in equalized value from net new construction. Several potential modifications are allowed including for increases in debt service, transfers in services, or increases approve by referendum.

Liability - Amounts owed for items received, services rendered, expenses incurred, assets acquired, and construction performed, and amounts received but not as yet earned.

Line Item Budget - A budget prepared along departmental lines that focuses on what is to be bought.

Long-Term Debt - Debt with a maturity of more than one year after the date of issuance.

Major Fund – A government’s main operating fund; other individual governmental and enterprise funds are reported in separate columns as major funds based on:

Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise funds re at least 10 percent of the corresponding total (assets, liabilities, and so forth) for all funds of that category or type (that is, total governmental or total enterprise funds), and

Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

Modified Accrual Basis - Refers to the accrual basis of accounting, which recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Thus, under modified accrual basis of accounting, then, amounts are recognized as revenue when earned, only so long as they are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations, including such items as taxes, user fees, interest earnings, and grant revenue. Operating revenue is used to pay for day-to-day services.

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.

Reserve - An account used to indicate that a portion of a fund's assets are restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenue, fund transfers, and beginning balances.

Revenue - Funds that the government receives as income. It includes tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, shared revenue and interest income.

Revised Budget - A revision of the adopted budget previously submitted and authorized by a governing board.

Significant Nonrecurring Capital Expenditures - Expenditures for major projects that are typically “one time” in nature and involve the construction or expansion of new City facilities or City infrastructure, extensive renovation of existing facilities, the purchase of important capital assets, or the acquisition of new technology which will enhance service delivery.

Source of Revenue - Revenue are classified according to their source or point of origin.

Tax Increment District (TID) – A geographical area designed for development. The City financially contributes to the cost of the development by flowing tax increment dollars to a developer. The legal test for creating the district is referred to as the BUT FOR test; the development would not have occurred but for the generation of new property taxes and the related development.

Tax Increment Financing (TIF) – A public financing method used as an incentive for development in a tax increment district. Tax increment is defined as the amount of property taxes generated from a development less that amount of taxes generated prior to the development or referred to as the base tax amount.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unrestricted Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

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