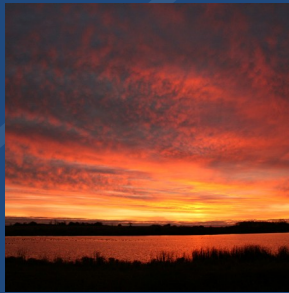


CITY OF SUN PRAIRIE
ADOPTED ANNUAL 2020
OPERATING & CAPITAL BUDGET



CITY OF
SUN PRAIRIE
Wisconsin

BUDGET



CITY OF
SUN PRAIRIE
Wisconsin



CITY OF
SUN PRAIRIE
Wisconsin



Visitors can make their own custom wood signs at [Board & Brush](#) in downtown Sun Prairie.

Mariah Haberman, of [DiscoverWisconsin](#), and Board & Brush owner, Gina Gaspario, show off their finished project.

INSTRUCTIONS FOR NAVIGATING THE ANNUAL BUDGET PDF DOCUMENT

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

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

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

DOCUMENT STYLE

Purpose

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

Some guiding principles behind AP style are:

- Consistency
- Clarity
- Accuracy
- Brevity

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

Common Style Guidelines

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

States and Cities

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

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

Governmental Bodies

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

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

Government Buildings

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

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

Capital, Capitol

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

Cities

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

Source: [Purdue Online Writing Lab](#)

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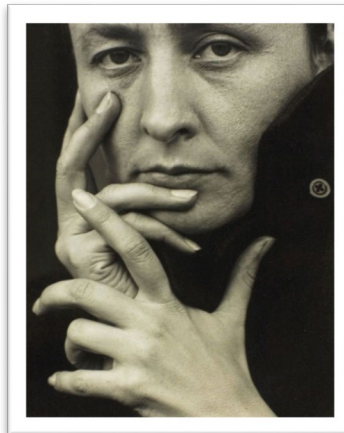
CITY OF SUN PRAIRIE *Wisconsin*

Did You Know...

GEORGIA O'KEEFFE: THE "MOTHER OF AMERICAN MODERNISM"

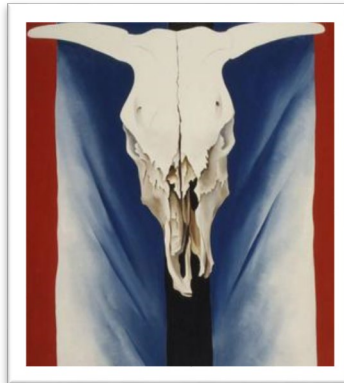
Georgia Totto O'Keeffe (November 15, 1887 – March 6, 1986) was an American artist. Recognized as the "Mother of American modernism", O'Keeffe was best known for her paintings of enlarged flowers, New York skyscrapers, and New Mexico landscapes.

Georgia O'Keeffe was born in a farmhouse located at 2405 Hwy T in the town of Sun Prairie, Wis. Her parents, Francis Calyxtus O'Keeffe and Ida (Totto) O'Keeffe, were dairy farmers. Her father was of Irish descent. Her maternal grandfather George Victor Totto, for whom O'Keeffe was named, was a Hungarian count who came to the United States in 1848.



O'Keeffe was the second of seven children. By age 10, she had decided to become an artist, and with her sisters, Ida and Anita, she received art instruction from local watercolorist Sara Mann. She attended Town Hall School in Sun Prairie and high school at Sacred Heart Academy in Madison, Wis.

Later in life, O'Keeffe began spending part of the year in the Southwest, which served as inspiration for her paintings of New Mexico landscapes and images of animal skulls, such as Cow's Skull: Red, White, and Blue





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sun Prairie
Wisconsin**

For the Fiscal Year Beginning

January 1, 2019

Christopher P. Morill

Executive Director

MESSAGE FROM THE MAYOR

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

BUDGET SUMMARY

I am pleased to present the 2020 Annual Budget. The approved annual budget of \$120.2 million (excluding transfers and internal service funds) represents a 4.0 percent decrease in expenditures over 2019's Revised Budget. This is primarily due to Sun Prairie Utilities' decreased capital expenditures within Capital Projects Funds for Fiscal 2019.

Table 1: Approved Budget	2019	2020
<i>Dollars in thousands</i>	Revised Budget	Approved Budget
General Fund	\$25,031.2	\$25,347.5
Special Revenue Funds	6,210.2	7,517.2
Debt Service Funds	6,918.8	7,366.4
Capital Projects	33,676.7	17,024.0
Enterprise Funds	52,450.4	62,018.1
Agency Funds	599.5	604.7
Permanent Funds	5.0	16.0
Component Funds	304.1	272.5
Total	\$125,196.0	\$120,166.3

Note: Excludes Transfers and Fund Balance Applied accounts

COUNCIL PRIORITIES

The Common Council underwent a strategic plan process in the spring of 2019. Eight themes, or priorities, came out of this process. They include human services, complete transportation network, sustainable Sun Prairie, dynamic economy, employer of choice, quality city services, downtown & central corridor vibrancy, and housing & neighborhoods. The 2020 budget includes an emphasis on quality city services, human services, and employer of choice.

HOUSING & NEIGHBORHOODS

Through the comprehensive planning process, the community voiced its desire to have housing options in all price ranges for those who desire to rent or own. Options like these offer people who come to our community the ability to put down roots and grow with us. Neighborhood associations provide residents opportunities to connect with neighbors and the greater city. The 2020 budget provides funding to update the City's legislation regarding zoning and subdivisions, to conduct a housing needs assessment, and to create a Good Neighbor Project, which will connect residents with resources and opportunities to get to know their neighbors and strengthen their own community.

DOWNTOWN & CENTRAL CORRIDOR VIBRANCY

The City's downtown area is easy to get to by bike, car, foot, or public transportation. The breadth of retail and personal services offer great options for people visiting and living in Sun Prairie. The downtown area, including Ashley Field, host a wide variety of community, cultural, sports, and entertainment events. After the explosion in July 2018, the Common Council provided a promise to be #SunPrairieStrong by allocating funds to be used as a donation to the disaster relief program as well as by hiring a consultant to assist the City in a visioning and redevelopment plan for the Main and Bristol Street intersection area. As the visioning and redevelopment plan come to a conclusion, we will use 2020 as a time to contemplate the recommendations and plan for the future.

DYNAMIC ECONOMY

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

COMPLETE TRANSPORTATION NETWORK

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. These include roads, pedestrian walkways, bike lanes, and mass transit. The 2020 Annual Budget includes investments in all modes of transportation through our continued funding of street reconstruction and rehabilitation, a full year of funding for the Madison Metro express bus route, share-ride taxi, bike path replacement, and trail connection design.

HUMAN SERVICES

The Common Council expects that the City will provide a wide range of human services to assist residents to live to their full potential. Service partners funded in the 2020 Annual Budget include the Sun Prairie Public Library, the YMCA, Community Schools, Colonial Club, and Neighborhood Navigators.

SUSTAINABLE SUN PRAIRIE

The City continues its commitment to sustainability by reducing our carbon footprint through the use of renewable energy and the reduction of non-green consumer practices. In 2019 the City has reinforced this commitment through the installation of solar panels on the Westside Community Services Building expansion project, Wastewater expansion's sustainability projects, and the purchase of an electric vehicle. The 2020 budget includes the purchase of three hybrid squad cars, city hall bathroom updates which include energy efficient components, and investments in software which provide efficiencies and process automation.

QUALITY CITY SERVICES

City services are efficient, friendly, and accessible. The Common Council has displayed their commitment to this by funding initiatives that have expanded the number of polling locations and accessibility to vote during elections as well as funding additional public safety personnel to keep our residents safe and well served. The 2020 Annual Budget continues to allocate resources to maintaining current services while also anticipating future needs. A funding pledge has been made to provide funding for five new firefighters to assist in 24/7 staffing of station two as a result of the City's growing west side.

EMPLOYER OF CHOICE

The City provides excellent public services, which can only be made available by dedicated and talented staff. Our community benefits from employees who have an amazing workplace culture where people work together toward common goals. As the City's population and boundary grows, additional staff is needed to continue to provide the same level of service our community requests. The Common Council has been proactive in providing a modest increase in staffing each year. In 2019, Alders approved 6.61 additional FTE through the budget process, as well as an additional 1.5 FTE through mid-year budget amendments. The 2020 Annual Budget includes funding for 3.75 FTE of additional staff, as well as position reclassifications of some existing staff. Additionally, the 2020 Annual Budget includes an investment in our current staff by providing educational reimbursements and training opportunities to solidify our commitment to retain quality employees.

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 realized the highest increase in its history of net new construction in 2019. Net new construction totaled \$173 million, which is an increase of 20 percent over last year. The City's equalized value (market value) increased by \$325 million in 2019 for a total value of \$3.31 billion. In 2019, the city realized increases in both residential and commercial property values.

The 2020 Approved Budget includes a modest increase in the tax levy of 5.1% which is a 2.557% tax increase or a \$52 increase on the average home in the City Sun Prairie, compared to 2019's tax increase of \$74 on the average home.

TABLE 2: APPROVED PROPERTY TAX LEVY

<i>Dollars in thousands</i>	2019	2020
General Fund	\$14,963.6	\$15,874.8
Grants Fund	7.0	18.0
Library Fund	1,605.2	1,631.9
Transportation Fund	285.7	347.8
Recreation Fund	-	36.6
Debt Service Fund	6,449.9	6,567.0
Health In-Service Fund	-	20.0
Fleet In-Service Fund	50.0	50.0
Total	\$23,361.3	\$24,547.0

STATE SHARED REVENUES AND EXPENDITURE RESTRAINT PROGRAM

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 2019 Revised Budget meets the Expenditure Restraint program limits to qualify for receiving the aid in 2020. The 2020 Annual Budget does not use monies from the Expenditure Restraint program to balance the general fund budget.

By doing this, the City has eliminated the reliance of these funds for operations. The City will be directly allocating these resources to the capital projects fund to offset future projects.

The City received a decrease of \$14,783 in the personal property aid that replaced the tax exemption approved by the legislature in 2017. The City no longer receives property taxes from Class 2 personal property (machinery, tools and patterns). Additionally, the state aid will not increase in the future. For a city that is growing rapidly, this translates into a continued loss of future revenue.

TRANSPORTATION AIDS

Highway aids increased by \$203,955 over 2019. This is due to the increase in lane miles within the city, increased costs attributed to streets maintenance and increased state budget for GTA.

SANITATION FUND

The sanitation fund charges annual fees for recycling and refuse collection to residential properties. The annual fees were increased in 2017 to \$48 for recycling and \$75 for refuse collection. The fees were intended to cover the cost of the residential contract for the collection of waste to residential properties. In 2020, sanitation fees will remain the same.

WATER POLLUTION CONTROL FUND

The Water Pollution Control Facility 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 began design in 2019 and will begin construction in 2020. The 2019 Budget included a rate increase of 9.3% in anticipation of this project. The 2020 Budget includes an additional rate increase of 11.2% to fund the plant expansion.

STORMWATER FUND

The Stormwater 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 2020. The rate increase of 15% in 2019 is sufficient to cover the budgetary needs of the fund in 2020.

SUN PRAIRIE UTILITIES

Sun Prairie Utilities (SPU) manages the City's Electric and Water System.

In 2019, SPU increased rates for both electric and water. The simplified (inflationary) water increase took effect August 5, 2019 and the full, conventional electric increase took effect October 1, 2019.

In 2020, the electric utility will focus on designing a system study upgrade to the Business Park Substation, as well as implementing a new outage management system.

The water utility is in the process of obtaining Public Service Commission (PSC) approval for a lead lateral replacement program, whereby residents may apply for a 50% grant to offset the cost of this replacement. This program is expected to start in 2020. In addition, the water utility is looking to enhance service reliability to its low-pressure system with initiatives for the installation of a pressure relief valve and the start of construction on its eighth well.

Currently, SPU does not plan to file for an electrical rate increase but will file a full, conventional water rate increase. The amount of the water utility rate increase granted by the PSC will undoubtedly depend on whether the PSC approves SPU's proposed customer-side lead lateral program and how much PSC includes for funding. As of January 24th, 2020, SPU is awaiting primarily questions on its filing.

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 operating challenges the City has are salaries and healthcare. The 2020 budget includes a 1.5% cost of living increase as of January 1, 2020. 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 union represented paramedics receive a 3.5% increase on the first payroll in January.

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

In 2020, the City will increase its ongoing expense for wellness benefits by \$50,000; from 2019's contribution of \$20,000 to \$70,000. This increase will fund a joint Employee Wellness Clinic with Sun Prairie Area School District. The clinic is to tentatively open July 1, 2020 at the Sun Prairie Dean Clinic site and then move to the CHUMS location in the fall of 2022.

The City entered the Wisconsin Retirement System (WRS) on January 1, 2017. This system requires that the employees share in the required pension contribution. Employees hired on or before January 1, 2017 were

allowed the choice of converting to WRS or remaining with the City's 401a plan. By resolution, the City indicated that the 401a plan would mirror the WRS employer contributions. Currently employees enrolled in the Wisconsin Retirement System will pay 6.75% in 2020, an increase from 6.55% in 2019. The City contribution for public safety employees (police and paramedics) will increase to 11.74% in 2020 from 10.72% in 2019. For all other employees, the City is required to pay 6.75% in 2020, an increase from 6.55% in 2019.

STAFFING

The 2020 Annual Budget includes additions to staffing to strengthen service to the community as described below.

Description	Budgetary Costs w/ Benefits*	FTE	Funding Source	Start Date
Community Events Coordinator	\$81,700	1.00	General/Rec/BID / Tourism Funds	01/01/2020
BID/Tourism Manager	\$6,900	-	BID/Tourism	01/01/2020
Rec. Program Specialist Hours Increase	\$32,800	0.25	General / Rec Fund	01/01/2020
Neighborhood Navigators Expansion	\$19,400	-	General/Grant	01/01/2020
Library Year-Round Sunday Hours	\$6,800	-	General Fund	01/01/2020
Rec Programming Expansion	\$15,800	-	General/Rec Fund	01/01/2020
Police Officer	\$67,500	1.00	General Fund	05/01/2020
Forestry Maintenance Worker	\$46,700	1.00	General Fund/SWU	05/01/2020
HR Staffing Increase (FT from PT)	\$39,000	0.50	General Fund/CATV/WWTP/SWU/SPU	07/01/2020
Wastewater Intern (2)	\$19,400	-	Wastewater Fund	01/01/2020

*Budgetary Costs rounded

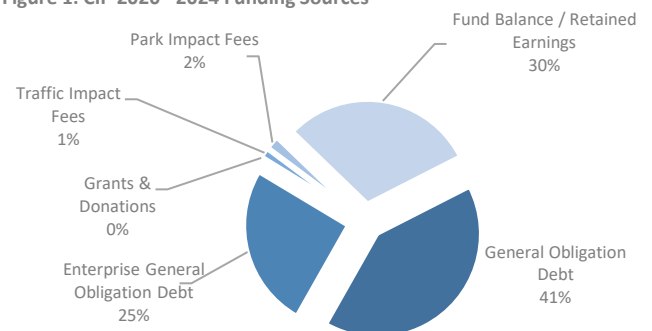
CAPITAL IMPROVEMENT PLAN

The City Council approved a five-year capital improvement plan (CIP) for 2020-2024. The 2020 CIP projects have been included in the 2020 budget. Please see [Appendix D](#) for a list of these projects. The CIP includes projects for infrastructure, equipment and vehicles.

FUNDING SOURCES

Although various funding sources are used for capital projects, the primary funding source is capital borrowing. The City's funding sources include general obligation debt (41%), general obligation debt abated by enterprise funds (25.4%), grants and donations (0.2%), traffic impact fees (1.4%), park impact fees (2.0%), fund balance or retained earnings (30%).

Figure 1: CIP 2020 - 2024 Funding Sources



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 will close TID6 in 2020.

TAX INCREMENT FINANCING DISTRICT #8 (TID8)

Currently this district has a general fund advance of approximately \$1.5 million. The City anticipates that this will be paid back to the general fund in 2024 upon retirement of the majority of the debt in TID8. The project period for TID8 closes in 2024. The TID is anticipated to close in 2025.

TAX INCREMENT FINANCING DISTRICT #9 (TID9)

Currently this district has a general fund advance of approximately \$450,000. The project period for TID9 closes in 2022. The 2020 budget includes the debt payment for the taxable general obligation borrowing in 2019 of \$4.2 million to pay an economic incentive payment due for the construction of a hotel in the district. It also includes economic incentive payments for FC Lands and 2G Engineering, based upon the approved development agreements. This district continues to see new development. The TID is anticipated to remain open until 2027.

TAX INCREMENT FINANCING DISTRICT #11 (TID11)

TID11 currently does not receive assistance from the general fund. The fund continues to see new development and the 2020 budget includes economic incentive payments for five separate development agreements. TID11 project period ends in 2031. The City does not anticipate closing the TID until after the close of the project period.

TAX INCREMENT FINANCING DISTRICT #12 (TID12)

TID12 has a general fund advance of approximately \$530,000. The 2019 valuation for TID12 decreased by approximately \$3 million due to a valuation change of the Northwood Properties Inc. property during open book. The TID is anticipated to close in 2035, which is two years earlier than allowed.

TAX INCREMENT FINANCING DISTRICT #13 (TID13)

TID 13 has a general fund advance of approximately \$1.3 million which the City expects will be repaid by 2023. The City has seen continued development in 2018 and 2019, which has significantly increased the value of the area. The project period for this TID ends in 2032.

TRANSFERS AND REPAYMENTS TO GENERAL FUND FROM OTHER FUNDS

REPLACEMENT FUNDS / DESIGNATED FUND BALANCE

The City levies for the Building Maintenance Fund (assigned general fund balance) each year to assist in the repairs and maintenance of the City's buildings. The 2020 budget includes \$45,000 for this purpose.

CONCLUSION

I am pleased to present a budget that reinforces the priorities of our Common Council while being sensitive to the economic climate of the City and our residents. I believe the 2020 Approved Budget maintains investment in our existing infrastructure as well as provides a similar level of municipal service as in previous years.



Paul T. Esser
Mayor

MAYOR & CITY COUNCIL



Paul T. Esser
Mayor



Emily Lindsey
Aldermanic District 1



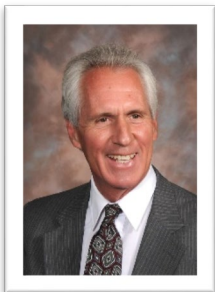
Bill Conners
Aldermanic District 2



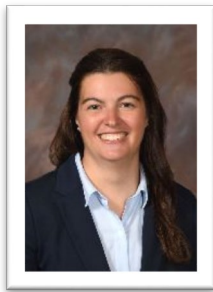
Maureen Crombie
Aldermanic District 3



Al Guyant
Aldermanic District 4



Steve Stocker
Aldermanic District 1



Theresa Stevens
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



Mary Polenske
Aldermanic District 4

DIRECTORY OF STAFF

Aaron Oppenheimer
City Administrator

Connie DeKemper
Director of Administrative Services

Kristin Vander Kooi
Finance Director

Tyler Technologies
City Assessor (contracted)

Elena Hilby
City Clerk

Adam Schleicher
Director of Public Services

Mark Leonard
City Attorney

Scott Kugler
Director of Community Development

Jeffrey Robbins
Sun Prairie Media Center Director

Brian Flannery
Director of Building Inspection

Lee Igl
Director of Public Works

Neil Stechschulte
Director of Economic Development

Brian Goff
EMS Chief

Tom Veith
Engineering Director

Brenda Sukenik
Human Resources Director

Donald McDermott
Information Technology Director

Svetha Hetzler
Library Director

Kristin Grissom
Parks & Recreation Director

Tim Semmann, AICP
Planning Director

Mike Steffes
Chief of Police

Christopher Garrison
Fire Chief

Jeremy Cramer
Wastewater Treatment Plant Superintendent

Rick Wicklund
Sun Prairie Utilities Manager

Andrew Pulvermacher
Budget Analyst

MISSION STATEMENT

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

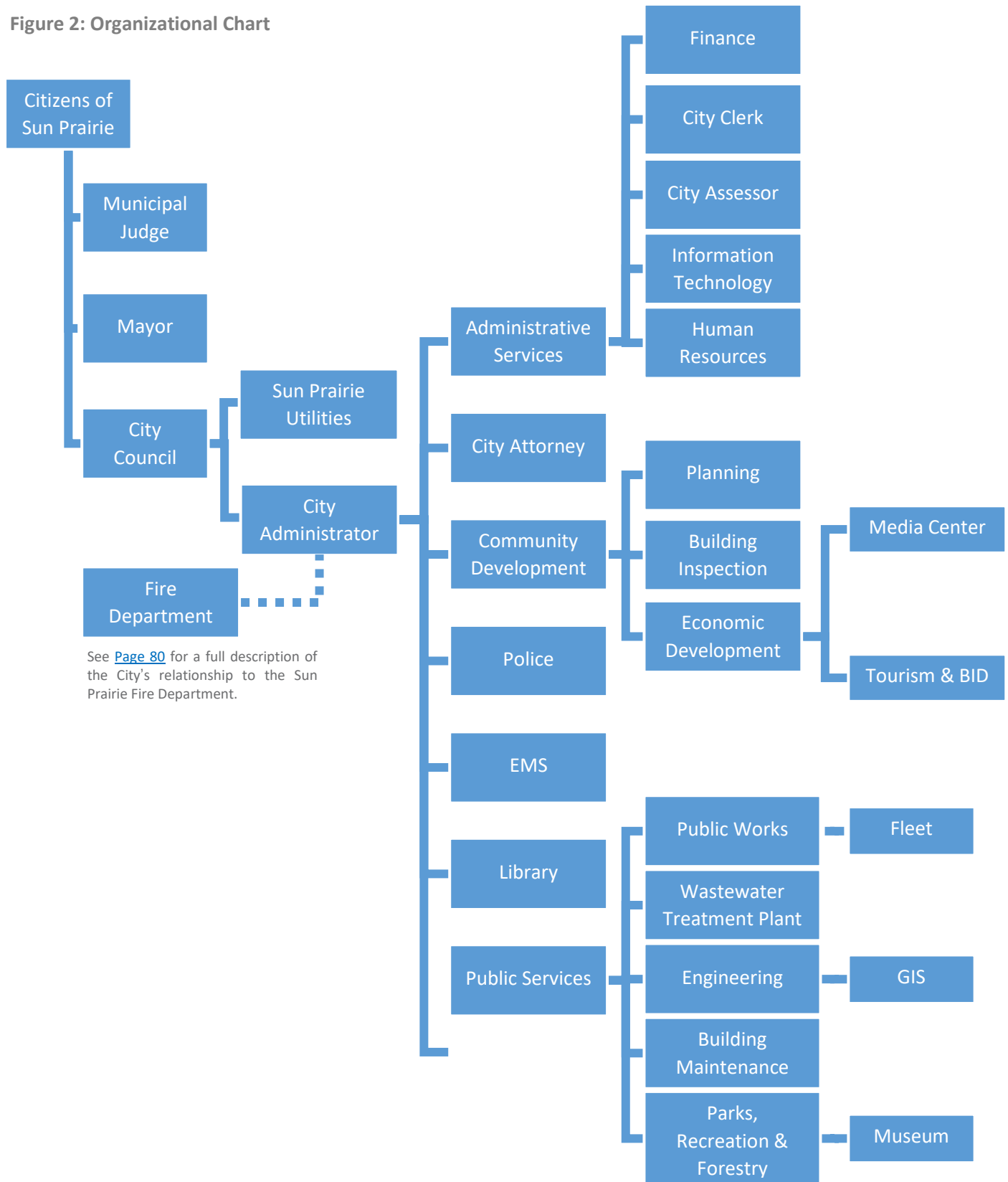
VISION STATEMENT

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

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

ORGANIZATIONAL CHART

Figure 2: Organizational Chart



CITY OF SUN PRAIRIE PERSONNEL SUMMARY

Table 4: Personnel by Division

	2019 to 2020				
	2017 FTE	2018 FTE	2019 FTE	2020 FTE	Change
GENERAL GOVERNMENT					
Mayor & Council ¹	*	*	*	*	*
Municipal Court	1.00	1.00	1.00	1.00	0.00
City Attorney	2.00	2.00	2.00	2.00	0.00
City Clerk & Elections	4.00	4.31	4.56	4.56	0.00
Administration	2.00	3.00	3.00	3.00	0.00
Administrative Services ²	n/a	n/a	n/a	1.00	1.00
Human Resources ³	2.80	3.50	3.50	4.00	0.50
Finance ²	4.63	6.00	6.00	5.00	-1.00
Assessing ⁴	4.75	4.00	4.00	2.00	-2.00
Information Technology	6.13	5.00	5.00	5.00	0.00
Building Maintenance	2.00	2.00	3.00	3.00	0.00
PUBLIC SAFETY					
Police Department ⁵	73.40	72.90	76.00	77.00	1.00
Emergency Medical Services	14.00	14.00	14.00	14.00	0.00
Building Inspection	5.00	5.00	6.00	6.00	0.00
PUBLIC WORKS					
Public Services ⁶	n/a	n/a	n/a	3.00	3.00
Public Works ⁷	10.00	11.00	13.00	11.00	-2.00
Engineering ⁸	5.25	7.00	7.00	6.00	-1.00
GIS	1.00	1.00	2.00	2.00	0.00
Sanitation ¹⁰	seasonal	seasonal	seasonal	seasonal	
Wastewater Utility	10.00	10.00	10.00	10.00	0.00
Stormwater Utility	5.30	5.00	5.00	5.00	0.00
Fleet In-Service Fund	4.00	4.00	4.00	4.00	0.00
CULTURE & RECREATION					
Museum	stipend	1.00	1.00	1.00	0.00
Recreation Programs ⁹	3.00	3.00	3.50	4.75	1.25
Family Aquatic Center ¹⁰	seasonal	seasonal	seasonal	seasonal	
Parks Maintenance	8.25	7.00	8.00	8.00	0.00
Sun Prairie Media Center	4.38	5.00	5.00	5.00	0.00
Sun Prairie Public Library ¹¹	22.25	23.51	24.10	23.43	-0.67
COMMUNITY DEVELOPMENT					
Community Development ¹²	n/a	n/a	n/a	1.00	1.00
Planning ¹²	4.00	5.00	5.00	4.00	-1.00
Economic Development	3.00	3.00	3.00	3.00	0.00
Forestry ¹³	1.00	1.00	1.00	2.00	1.00
SUN PRAIRIE UTILITIES					
Sun Prairie Utilities	31.53	31.90	31.90	31.90	0.00
Total All Funds	234.67	241.12	251.56	252.64	1.08

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

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

²Promotion to Admin. Services from Finance

³Amendment 11: HR staffing increase (PT to FT)

⁴Staff attrition

⁵Amendment 10: Add 1.0 Police Officer

⁶Move 2.0 from Public Works and 1.0 from Engineering

⁷Retirement and move to Public Services

⁸Move 1.0 to Public Services

⁹Amendment 13: Community Events Coordinator and 0.25 Rec Program Hours Increase.

¹⁰LTE and seasonal positions are not included in the FTE count.

¹¹Reclassified "Page 1" positions to seasonal, reducing FTE count by 2.625.

¹²Move to Community Development from Planning

¹³Amendment 20: Forestry Maint. Worker

SUN PRAIRIE, WI

POPULATION

34,926

2.8% GROWTH

MEDIAN AGE

34

MEDIAN HOUSEHOLD INCOME

\$67,512

UNEMPLOYMENT RATE

2.30%

NUMBER OF BUSINESSES

718

MEDIAN HOME VALUE

\$260,000

0.8% GROWTH

GROWING COMMUNITY

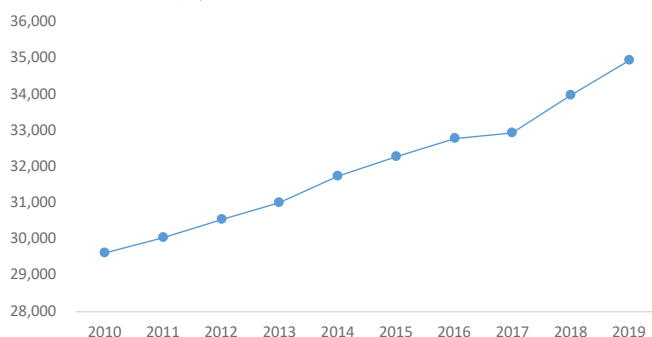
Sun Prairie is a vibrant and thriving community; known in the region for its high quality of life, its excellent parks and recreation programs, historic downtown, its exceptional public school system, and progressive approach to the development and redevelopment of the community.

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

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

Figure 3: City of Sun Prairie, Population

Source: U.S. Census Bureau, Population Division



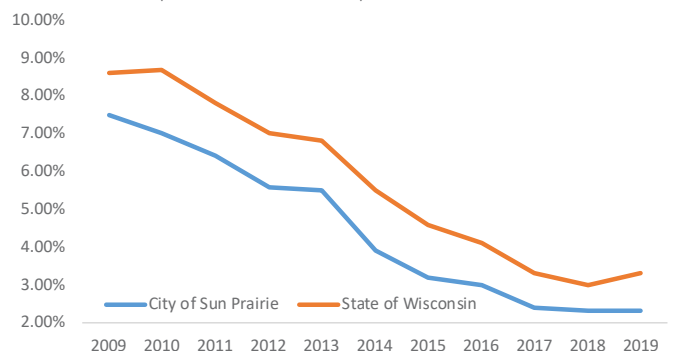
ECONOMY

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

The City's 2019-unemployment rate of 2.3 percent, was significantly lower than the State of Wisconsin as a whole (3.3 percent).

Figure 4: Unemployment Rate

Source: Wisconsin Department of Workforce Development



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

ABOUT SUN PRAIRIE

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

Table 5: Top Ten Employers

Employer	Employees
Sun Prairie School District	1,501
City of Sun Prairie	677
Colony Brands	505
QBE Insurance	450
Prairie Athletic Club	330
Wisconsin Distributors	310
Royle Printing	274
Target	274
Continental ContiTech	264
Frontier	250

Source: City Economic Development Division

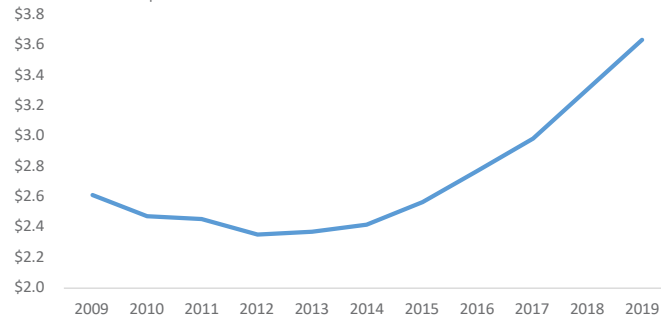
Over the last ten years, the City has seen significant increases in its equalized value. Equalized value increased by 9.8 percent in 2019⁴. This is the seventh year in a row that the City's tax base has increased. The City has regained the losses sustained during the great recession. Over the long-term the city is likely to continue to experience significant residential and commercial growth due to its proximity to the city of Madison.

In 2019, the City had net new construction growth of 5.22 percent or \$172.8 million³.

Figure 5: City of Sun Prairie's Equalized Value

(\$ in billions)

Source: Wisconsin Department of Revenue



Additionally, personal income within the city of Sun Prairie continues to grow. Per capita personal income has risen over \$6,500 since 2009 to \$34,587. This continues to exceed the per capita personal income of the state of Wisconsin as a whole.

EDUCATION

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

GOVERNMENT AND ORGANIZATION

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

HISTORY OF SUN PRAIRIE

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

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

Figure 6: Sun Prairie's location in Wisconsin



COMMUNITY PROFILE

DANE COUNTY, WISCONSIN

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

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

GOVERNMENT

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

COMMUNITY COMPARISONS

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

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

Table 6: Population

Madison	258,328
Sun Prairie	35,586
Fitchburg	29,726
Middleton	21,141
Stoughton	12,957
Verona	12,635
Monona	7,922

Table 7: Square Miles

Madison	78.95
Fitchburg	34.92
Sun Prairie	12.23
Middleton	8.92
Verona	6.30
Stoughton	4.92
Monona	3.26

Table 8: Property Tax Rate

per \$1,000 assessed value			
Sun Prairie	\$ 24.9258	Madison	\$ 8.9033
Verona	\$ 23.7910	Stoughton	\$ 8.1920
Fitchburg	\$ 23.2462	Fitchburg	\$ 7.9608
Madison	\$ 22.5562	Sun Prairie	\$ 8.0860
Monona	\$ 21.7295	Middleton	\$ 6.0999
Stoughton	\$ 21.3573	Monona	\$ 6.5257
Middleton	\$ 19.4819	Verona	\$ 5.7957

Table 9: City Rate

	City Rate	% of Property Tax
Madison	\$ 8.9033	39.5%
Stoughton	\$ 8.1920	38.4%
Fitchburg	\$ 7.9608	34.2%
Sun Prairie	\$ 8.0860	32.4%
Middleton	\$ 6.0999	31.3%
Monona	\$ 6.5257	30.0%
Verona	\$ 5.7957	24.4%

POLITICS

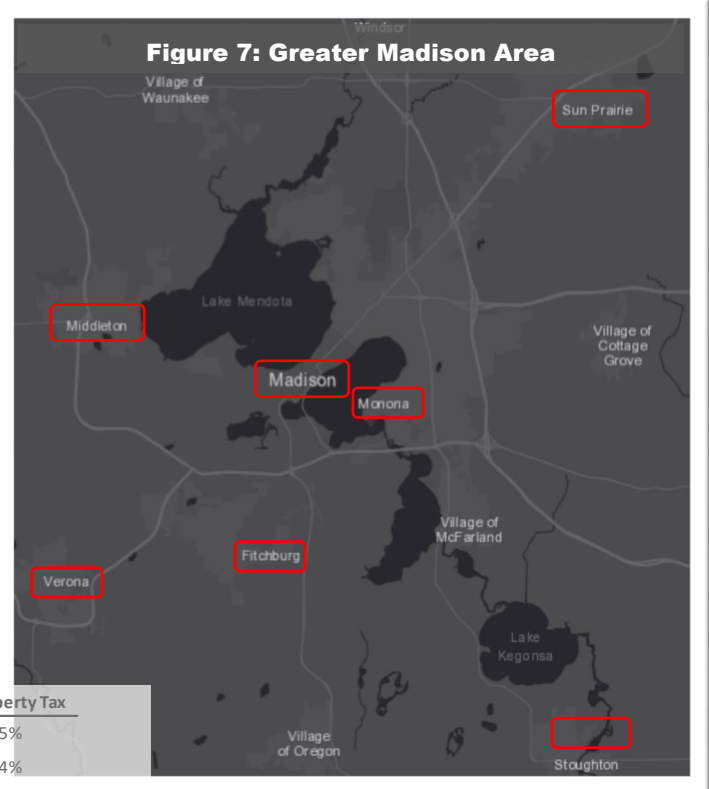
Dane County has supported the Democratic nominee for president all but five times since 1912, and in every election since 1960. Dane County was one of the few counties in the United States to elect a member of the Green Party into county-level office; that official was Leland Pan.

EDUCATION

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

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

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



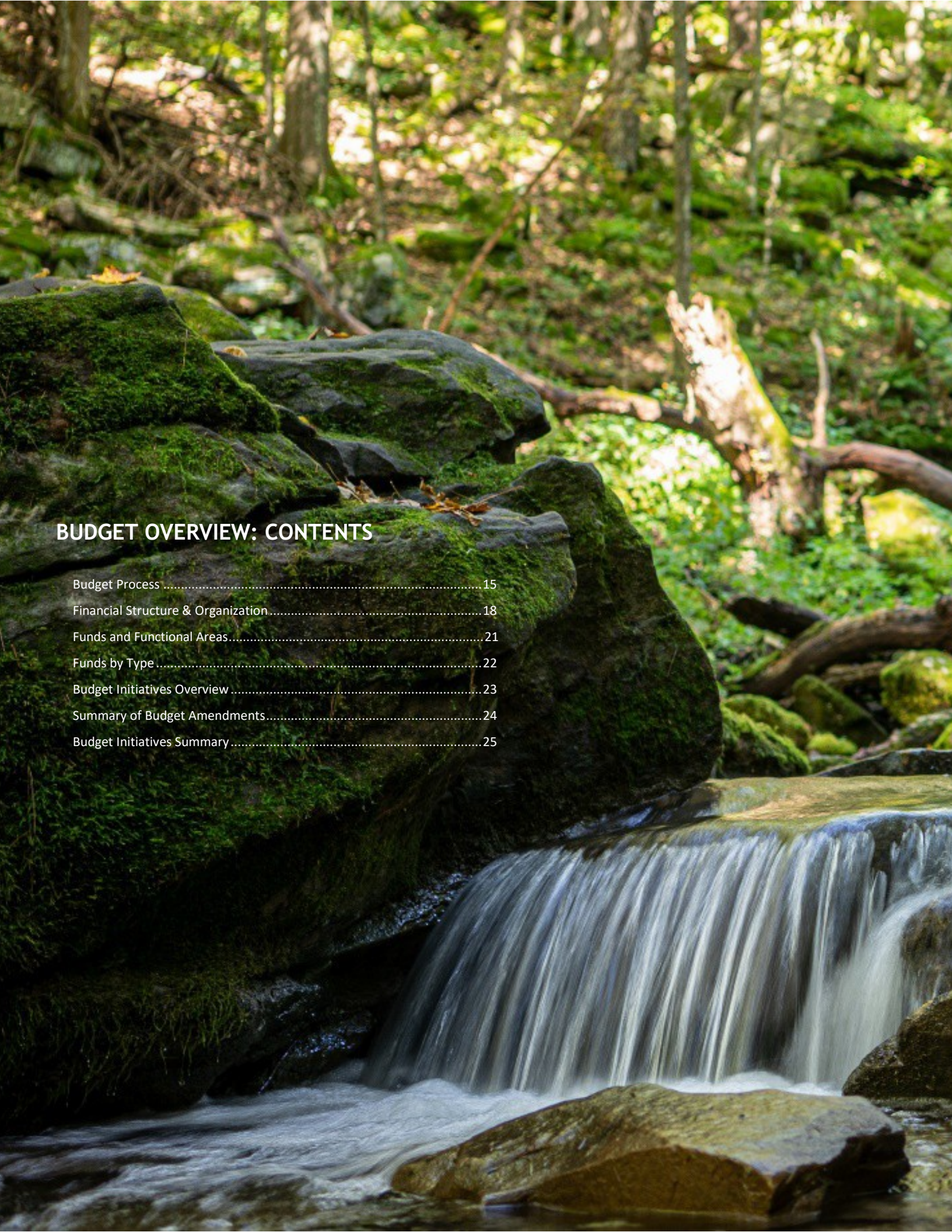
CITY OF SUN PRAIRIE *Wisconsin*

Did You Know...

HISTORY OF GROUNDHOG DAY

For over 50 years, the Sun Prairie members and supporters have been proclaiming Sun Prairie to be "The Groundhog Capital of the World." This proclamation has caused reverberations from the halls of Congress, to the coal fields of Pennsylvania, and in the news media of the country. Groundhog Day is tied to Candlemas Day, a centuries old celebration day in Europe. Folklore states: "If the day is bright and clear there'll be two winters in the year."





BUDGET OVERVIEW: CONTENTS

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- Funds and Functional Areas 21
- Funds by Type 22
- Budget Initiatives Overview 23
- Summary of Budget Amendments 24
- Budget Initiatives Summary 25

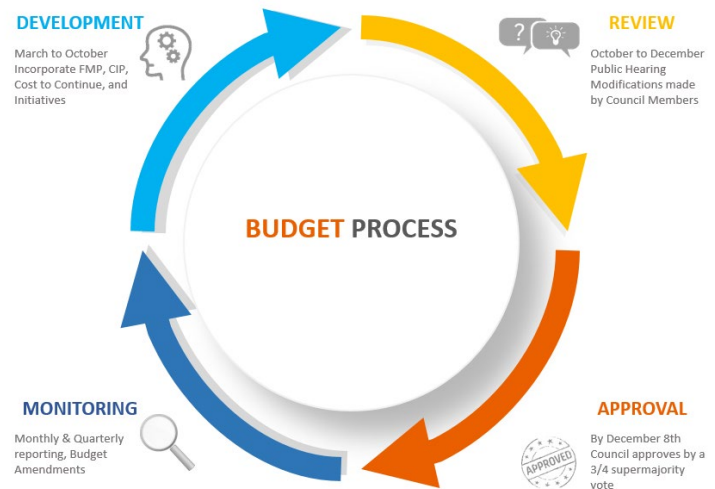
BUDGET PROCESS

BUDGET DEVELOPMENT

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

The tools are:

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



BUDGET CALENDAR

FIRST QUARTER

MARCH

Departments update the five-year capital improvement plan

SECOND QUARTER

MAY

Finance Department prepares 5-year capital improvement plan document

JUNE

Presentation of the 5-Year Capital Improvement Plan to Committee of the Whole

Finance Department begins working on the revenue and expenditure forecast and 5-year request for service changes

THIRD QUARTER

JULY

Departments start entering cost to continue estimates.

Finance Department updates personnel budgets.

AUGUST

Council approves the 5-year Capital Improvement Plan. The first year of the plan is incorporated into the budget

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

SEPTEMBER

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

Finance Department completes the draft budget document.

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

FOURTH QUARTER

OCTOBER

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

NOVEMBER 5TH, 2019

Public Hearing regarding budget document

NOVEMBER 19TH, 2019

Council approves budget

BUDGET PROCESS

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 Policy](#) 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 Plan, the Parks and Open Space Plan, the Long-Range Electric System Plan, and the Long-Range Water System Plan.

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

ANNUAL CITY BUDGET

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

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

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

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

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

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

The budget takes effect January 1 of each year.

BUDGET PROCESS

BUDGET MONITORING

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

BUDGET AMENDMENTS

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

BUDGET BASIS

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

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

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

The major differences for Enterprise funds are:

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

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

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

OPERATING BUDGET POLICIES

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

DEBT MANAGEMENT POLICY

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

FUND BALANCE POLICY

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

CAPITAL IMPROVEMENT POLICY

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

FINANCIAL STRUCTURE & ORGANIZATION

FUND DESCRIPTIONS

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

City of Sun Prairie's Funds

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

GOVERNMENTAL FUNDS

GENERAL FUND

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

DEBT SERVICE FUNDS

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

Debt Service Fund

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

TIF District #6 Fund

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

CAPITAL PROJECTS FUNDS

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

Capital Projects Fund

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

Development Projects Fund

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

Tax Increment Financing District Funds

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

GOVERNMENTAL FUNDS, continued

SPECIAL REVENUE FUNDS

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

Grants and Donations Fund

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

Transportation Impact Fee Fund

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

Sun Prairie Media Center Fund

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

Refuse and Recycle Fund

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

Park Fund

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

Street Tree Fund

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

Library Fund

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

Tourism Fund

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

Transit Fund

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

Recreation Fund

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

PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

Sun Prairie has the following enterprise funds:

Water Pollution Control Facility

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

Stormwater Utility

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

Sun Prairie Utility

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

INTERNAL SERVICE FUNDS

Fleet In-Service Fund

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

Health In-Service Fund

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

COMPONENT UNITS

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

The Community Development Authority (CDA)

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

The Business Improvement District

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

PERMANENT FUNDS

City of Sun Prairie is the fiscal agent for:

The Ashely Trust Fund

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

The Library Trust Fund

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

AGENCY FUND

Multijurisdictional Public Safety Information System Commission (MPSISC)

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

Tax Agency Fund

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

FUNDS AND FUNCTIONAL AREAS

Table 10: Funds and Functional Area

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

FUNDS BY TYPE

GENERAL FUND

GENERAL GOVERNMENT

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

PUBLIC SAFETY

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

PUBLIC WORKS

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

HEALTH & HUMAN SERVICES

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

CULTURE & RECREATION

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

COMMUNITY DEVELOPMENT

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

OTHER FINANCING USES

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

SPECIAL REVENUE FUNDS

<u>FUND #</u>	<u>FUND</u>
200	Grants & Donations
210	Transportation Impact Fee Fund
220	Sun Prairie Media Center
230	Refuse & Recycling
250	Park Fund
251	Street Tree Fund
260	Library Fund
270	Tourism Fund
275	Transportation Fund
280	Recreation Fund

CAPITAL PROJECT FUNDS

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

DEBT SERVICE FUNDS

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

PERMANENT FUNDS

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

ENTERPRISE FUNDS

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

COMPONENT UNITS

<u>FUND #</u>	<u>FUND</u>
810	Business Improvement District
850	Community Development Authority

AGENCY FUND

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

BUDGET INITIATIVES OVERVIEW

Requested Changes from the Base Budget

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

Examples of Budget Initiative Requests include:

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

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

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

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

SUMMARY OF BUDGET AMENDMENTS

Table 11: Summary of Budget Amendments

	Increase / (Decrease)					
	Expenditures	Revenues	Fund Balance	Borrowing	Tax Levy	Notes
Amendment 1	-	53,320	-	-	(53,320)	Revenue Fee Increase Initiatives
Amendment 2	285,596	-	-	-	285,596	Firefighters
Amendment 3	23,297	-	-	-	23,297	Hoopla, Library Champion Signs, Year-Round Sunday Hours
Amendment 4	1,445	19	-	-	1,426	Board and Committee Pay
Amendment 5	25,000	20,000	-	-	5,000	Transit Scientific Study
Amendment 6	16,500	-	-	-	16,500	Network Switch Replacement
Amendment 7	10,000	-	-	-	10,000	Colonial Club Donation Increase
Amendment 8	5,600	3,850	-	-	1,750	Park and City Bike Racks
Amendment 9	22,522	11,713	-	-	10,809	Neighborhood Navigators Expansion
Amendment 10	76,838	-	-	-	76,838	Police Officer (5/1 Start)
Amendment 11	64,185	44,805	-	-	19,380	HR Staffing Increase, PW Maintenance Worker Step Increase, Election Official Wage Increase
Amendment 12	2,280	-	-	-	2,280	Project Management Software
Amendment 13	84,977	74,356	-	-	10,621	Community Events & Sponsorship Coordinator
Amendment 14	23,012	-	-	-	23,012	Childcare for City Meetings (1 Year Pilot Program)
Amendment 15	253,200	241,200	-	-	12,000	Highway Safety Screening and HAWK Pedestrian
Amendment 16	16,000	14,000	-	-	2,000	Electronic Message Board
Amendment 17	12,000	-	12,000	-	-	Water Fountain Replacements
Amendment 18	3,000	-	-	-	3,000	EMS Educational Reimbursement
Amendment 19	7,000	6,000	-	-	1,000	International Fair
Amendment 20	34,720	9,520	-	25,200	-	Fleet Fund Contribution, Program Specialist Hours, Forestry Technician
Amendment 21	(16,012)	-	-	-	(16,012)	Reduce Childcare pilot from 1 Year to 1 Quarter
Total Amendments	\$ 951,160	\$ 478,783	\$ 12,000	\$ 25,200	\$ 435,176	

BUDGET INITIATIVES SUMMARY

Table 12: Budget Initiatives Summary

Description	FTE	Total	Revenues	Tax Levy
Revenue Initiatives				
Commercial Plan Misc. Service Fees	-	(1,000)	-	(1,000)
Commercial Plan Review Fees	-	(4,000)	-	(4,000)
Fire Alarm and Fire Sprinkler Permit Fees	-	(22,000)	-	(22,000)
Application and Permit for Street Occupancy Privileges	-	(1,000)	-	(1,000)
Barricade rental	-	(500)	-	(500)
Park Shelter Rental Fees	-	(23,010)	-	(23,010)
WPPI Economic Development Grant	-	(1,000)	-	(1,000)
DVD/CD Open Records request Fees	-	(810)	-	(810)
Subtotal	-	\$ (53,320)	\$ -	\$ (53,320)
Housing & Neighborhoods				
Housing Needs Assessment	-	60,000	60,000	-
Zoning and Subd. Ord rewrite	-	20,000	20,000	-
Good Neighbor Project	-	7,000	7,000	-
Subtotal	-	\$ 87,000	\$ 87,000	\$ -
Dynamic Economy				
BID/Tourism Manager Expansion	-	6,864	6,864	-
Project Management Software for Econ. Development	-	2,280	-	2,280
Comm. Events & Sponsorship Development Coordinator	1.00	84,977	74,356	10,621
Subtotal	1.00	\$ 94,121	\$ 81,220	\$ 12,901
Complete Transportation Network				
Local Bus Service Study	-	100,000	95,000	5,000
HAWK pedestrian crossing	-	241,200	241,200	-
Highway Safety Screening	-	12,000	-	12,000
Prairie Lakes Traffic Study	-	17,000	17,000	-
Park and City Bike Racks	-	5,600	3,850	1,750
Subtotal	-	\$ 375,800	\$ 357,050	\$ 18,750
Human Services				
Colonial Club Donation	-	10,000	-	10,000
International Fair (Special Event)	-	7,000	6,000	1,000
Rec. Program Specialist Hours Increase	0.25	33,946	33,946	-
Hoopla Digital Services	-	12,000	-	12,000
Library Champion Signs	-	4,500	-	4,500
Neighborhood Navigators Expansion	-	22,522	11,713	10,809
Year-Round Sunday Hours	-	6,797	-	6,797
Professional Services for Library's Marketing, Analysis, and Fundraising	-	32,386	32,386	-
Wisconsin Library Association Membership	-	1,500	1,500	-
Library Furniture & Equipment	-	20,000	20,000	-
Summer School Wraparound Care Program	-	20,800	20,800	-
Subtotal	0.25	\$ 171,451	\$ 126,345	\$ 45,106

BUDGET INITIATIVES SUMMARY

Table 12: Budget Initiatives Summary, continued

Description	FTE	Total	Revenues	Tax Levy
Quality City Services				
Board and Committee Pay	-	1,445	19	1,426
Childcare for City Meetings (1 Quarter Pilot Program)	-	7,000	-	7,000
Police Officer-05/01 Start	1.00	76,838	-	76,838
Firefighters (5 FTE)	-	405,689	120,093	285,596
Forestry Maintenance Worker-05/01 Start	1.00	47,599	47,599	-
Media Center Storage Backup Installation	-	20,000	20,000	-
Youth in Government Programming	-	500	500	-
In-House Video Replacement	-	44,013	44,013	-
Assistant Chief of Police Vehicle	-	49,500	49,500	-
Media Center Volunteer Tracking Software	-	1,600	1,600	-
Network Switch Replacement	-	16,500	-	16,500
Radio Remote Broadcast Upgrade	-	4,000	4,000	-
Core Server Node Replacement	-	20,000	20,000	-
TelVue Hypercaster Upgrade	-	19,105	19,105	-
Camera Power Supplies	-	900	900	-
Message Board	-	16,000	14,000	2,000
Toolcat Aerial Lift	-	11,800	11,800	-
Water Fountain replacements	-	12,000	12,000	-
Fleet Contribution	-	50,000	50,000	-
Subtotal	2.00	\$ 804,489	\$ 415,129	\$ 389,360
Employer of Choice				
Staffing Increase-07/01 Start	0.50	39,028	39,028	-
EMS Professional Development Reimbursement	-	3,000	-	3,000
Maintenance Worker 2 - Promotional Position	-	11,440	5,777	5,663
Employer Clinic	-	50,000	50,000	-
Ceiling Tile Replacement	-	24,000	24,000	-
ACM Conference Attendance	-	3,000	3,000	-
2nd Floor Lobby Wallpaper and Finishes Repair	-	15,000	15,000	-
Wastewater Interns (2)	-	19,377	19,377	-
Increase Election Official Wages	-	13,717	-	13,717
Subtotal	0.50	\$ 178,562	\$ 156,182	\$ 22,380
GRAND TOTAL - ALL INITIATIVES	3.75	\$ 1,658,103	\$ 1,222,926	\$ 435,176

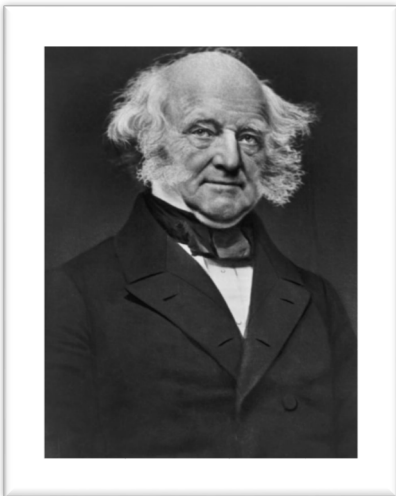
CITY OF SUN PRAIRIE *Wisconsin*

Did You Know...

PRESIDENT VAN BUREN

President Martin Van Buren (born Maarten Van Buren; December 5, 1782 – July 24, 1862) was an American statesman who served as the eighth president of the United States from 1837 to 1841. He was the first president born speaking a language other than English (Dutch) and the first born after the United States had declared its independence from Great Britain. A founder of the Democratic Party, he had previously served as the ninth governor of New York, the tenth United States secretary of state, and the eighth vice president of the United States.

Van Buren's most lasting achievement was as a political organizer who built the Democratic Party and guided it to dominance in the Second Party System, and historians have come to regard Van Buren as integral to the development of the American political system.



AUGUST BIRD

Augustus Allen Bird (April 1, 1802 – February 25, 1870) was an American pioneer and politician. He was the 2nd Mayor of Madison, Wisconsin, represented the Madison area for two terms in the Wisconsin State Assembly, and was one of the commissioners responsible for establishing the first Capitol building located at Madison, Wisconsin, used by the territorial government and Wisconsin Legislature until 1863.

In 1836, Bird moved to the Wisconsin Territory, settled in Milwaukee, and engaged in a construction business. The Governor of Wisconsin Territory Henry Dodge appointed Bird to a three-man commission to plan the new territorial capitol, and, in June 1837, Bird set out with about forty workmen from Milwaukee to the site of the new capitol in Madison, cutting a road from Milwaukee to Madison in the process.





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COMPREHENSIVE FINANCIAL PLAN

OVERVIEW: REVENUES & EXPENDITURES

MISSION

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

Total revenue for 2020 is \$112.2 million of which \$87.1 million will be used to fund operations. Funding sources include fees, utility rates, and intergovernmental funds. The City's largest operating revenue source is property taxes; 2020 property taxes will provide \$18.0 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 2019 (budget year 2020) was 5.22%, a continued increase over the past five years. The 2019 increase was larger due to the construction of a Hilton Garden Inn Hotel, new retail outlets such as TJ Maxx, Home Goods, and Five Below, as well as the completion of a new home improvement store, Mernard's. 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. Total property values increased, on average, 4.3% in 2019, 3.2% in 2018 and 14.9% in 2017.

TABLE 13: NET NEW CONSTRUCTION AS A PERCENT OF EQUALIZED VALUE

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

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

INTERGOVERNMENTAL REVENUE

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

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

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

The City receives monies through the expenditure restraint program based on a formula that restricts the General Fund expenditure growth rate. This limit is calculated using 60% of net new construction capped at 2% plus a CPI factor. Due to the growth of the City in 2019, 0.89% of net new construction was not available for increases in expenditures due to the cap.

TABLE 14: STATE SHARED REVENUE

Dollars in thousands	2020	2019	2018	2017	2016
State Shared Revenue	692	695	698	689	691
State Aid – Exempt Computers	291	291	285	250	290
State Aid – Personal Property	103.2	118.0	-	-	-
Total State Shared Revenue	1,087.0	1,104.9	982.7	939.3	981.0
Percent Change	-1.6%	12.4%	4.6%	-4.2%	-7.6%
State Expenditure Restraint	-	-	557.3	582.9	570.9
Percent Change			-4.4%	2.1%	0.2%

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

The City also receives Franchise Fee aid in the form of Video Service Provider Aid (VSPA). VSPA is intended to reimburse municipalities for the mandated reduction in each communities' video service provider (cable franchise) fee of .5% in 2020 and another .5% in 2021. The aid is based on the amounts reported to the Department of Revenue (DOR) on Form [SL-310: Video Service Provider Report](#). The VSPA is distributed to each municipality imposing the video service provider (cable franchise) fee under [sec. 66.0420\(7\), Wis. Stats.](#) The aid equals 0.5 percent of the gross receipts used to calculate the actual 2018 fee revenues received by the municipality ([sec. 79.097\(1\)\(a\), Wis. Stats.](#)) The state will distribute this aid to each municipality on or before July 27, 2020 ([sec. 79.097\(3\)\(b\), Wis. Stats.](#)). Starting on January 1, 2020, the video service fee (percentage) imposed by a municipality must equal the percentage applied on December 31, 2018 less 0.5 percent ([sec. 66.0420\(7\)\(b\)2m., Wis. Stats.](#)

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 2020 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.

COMPREHENSIVE FINANCIAL PLAN

UTILITY REVENUE

The City reviews the rates for utility charges annually to assure that the rates create a sustainable environment for the utility funds. The 2020 Annual Budget includes a rate increase for the Water Pollution Control Facility. The rate increase is driven by Wastewater Utility's plant expansion. The Wisconsin Public Service Commission (PSC) regulates rates for the Electric Utility and the Water Utility. Submitted for PSC approval, the City's Water Utility presented a plan to provide financial assistance to property owners who need to replace a lead service line. The plan would include a rate increase to cover the additional \$150,000 utility cost of the program.

In 2019, SPU increased rates for both electric and water. The simplified, inflationary water increase took effect August 5, 2019 and the full, conventional electric increase took effect October 1, 2019.

In 2020, there is no plan to file for an electric increase – but SPU does plan to file a full, conventional water rate increase. The amount of the increase SPU is granted will undoubtedly depend on whether the PSC approves SPU's proposed customer-side lead lateral program and how much PSC includes for funding. As of Jan 24th, 2020, SPU has not reached "round 1" of additional questions on that filing.

BUDGET COMPARISON BY FUND

Table 15: Budget Comparison by Fund

	2018	2019	% vs. '18	2019	% vs. '19	2020	% vs. '19
REVENUE (\$ in '000s)	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	22,781.9	24,300.3	6.7%	24,464.8	0.7%	25,315.5	3.5%
Special Revenue Funds	4,324.0	4,119.7	-4.7%	4,119.7	0.0%	5,076.4	23.2%
Debt Service Funds	6,663.2	6,640.2	-0.3%	6,640.2	0.0%	6,796.3	2.3%
Capital Projects Funds	19,646.9	15,931.4	-18.9%	31,006.6	94.6%	15,710.9	-49.3%
Permanent Funds	5.0	25.0	399.8%	25.0	0.0%	24.0	-4.0%
Enterprise Funds	48,678.4	46,990.2	-3.5%	54,537.1	16.1%	58,946.4	8.1%
Component Units	312.4	290.2	-7.1%	290.2	0.0%	272.5	-6.1%
Agency Funds	590.2	599.5	1.6%	599.5	0.0%	604.7	0.9%
Total Revenues/Resources	\$ 103,002.0	\$ 98,896.5	-4.0%	\$ 121,683.2	23.0%	\$ 112,746.6	-7.3%

	2018	2019	% vs. '18	2019	% vs. '19	2020	% vs. '19
EXPENDITURES (\$ in '000s)	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	22,623.3	24,504.3	8.3%	25,031.2	2.2%	25,347.5	1.3%
Special Revenue Funds	4,948.0	5,571.7	12.6%	6,210.2	11.5%	7,517.2	21.0%
Debt Service Funds	6,624.3	6,911.8	4.3%	6,918.8	0.1%	7,366.4	6.5%
Capital Projects Funds	16,507.4	16,012.6	-3.0%	33,676.7	110.3%	17,024.0	-49.4%
Permanent Funds	5.0	5.0	0.0%	5.0	0.0%	16.0	219.9%
Enterprise Funds	38,919.4	42,858.0	10.1%	52,450.4	22.4%	62,018.1	18.2%
Component Units	381.6	297.2	-22.1%	304.1	2.3%	272.5	-10.4%
Agency Funds	591.0	599.5	1.4%	599.5	0.0%	604.7	0.9%
Total Expenditures/Uses	\$ 90,600.0	\$ 96,760.2	6.8%	\$ 125,196.0	29.4%	\$ 120,166.3	-4.0%

2020 APPROVED BUDGET SUMMARY

Table 16: 2020 Approved Budget Summary

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Enterprise Funds	Component Units	Agency Funds
REVENUES (\$ in '000s)								
Taxes	17,980.0	-	6,728.4	4,650.7	-	-	-	-
Special Assessments	0.5	1.4	-	-	-	500.0	112.0	-
Intergovernmental Revenues	2,868.6	1,678.6	11.6	1,067.8	-	100.0	-	-
Licenses and Permits	814.1	368.3	-	-	-	749.8	-	-
Fines and Forfeitures	183.0	13.5	-	-	-	-	-	-
Charges for Services	1,955.0	2,513.0	-	319.8	-	42,491.7	-	604.7
Investment Income	262.6	70.1	5.0	-	-	4,768.5	147.4	-
Interdepartmental Charges	-	-	-	-	-	-	-	-
Misc. Revenues	542.0	218.1	51.3	1,577.0	-	54.2	13.1	-
Other Financing Sources	-	-	-	8,095.6	-	10,282.2	-	-
Other	163.5	213.3	-	-	24.0	-	-	-
General Obligation Debt	-	-	-	-	-	-	-	-
Sub-Total Revenues	24,769.4	5,076.4	6,796.3	15,710.9	24.0	58,946.4	272.5	604.7
Transfers In	2,137.1	2,035.1	-	110.1	-	50.0	-	-
Fund Balance Applied/Cash Reserves	546.1	1,256.2	592.7	60.0	-	6,978.7	-	-
Less: Transfers Out	(2,105.1)	(116.8)	-	-	-	-	-	-
Sub-Total Transfers and Applied Balance	578.1	3,174.5	592.7	170.1	-	7,028.7	-	-
Total Funding Sources	\$ 25,347.5	\$ 8,250.9	\$ 7,389.0	\$ 15,881.0	\$ 24.0	\$ 65,975.1	\$ 272.5	\$ 604.7
EXPENDITURES								
General Government	4,833.8	8.5	-	-	-	-	-	-
Public Safety	13,547.4	548.9	-	-	-	-	-	604.7
Public Works	3,367.5	1,556.7	-	-	-	-	-	-
Health & Human Services	133.0	-	-	-	-	-	-	-
Culture, Recreation, and Education	2,121.0	3,522.7	-	-	16.0	-	-	-
Conservation And Development	942.9	1,857.3	-	-	-	-	147.4	-
Water Pollution Control Facility	-	-	-	-	-	16,363.8	-	-
Stormwater Facility	-	-	-	-	-	7,930.1	-	-
Sun Prairie Utilities	-	-	-	-	-	33,073.3	-	-
Fleet In-Service Fund	-	-	-	-	-	1,729.1	-	-
Health In-Service Fund	-	-	-	-	-	2,921.8	-	-
Business Improvement District (BID)	-	-	-	-	-	-	125.1	-
Capital Outlay	-	17.0	12.6	3,531.9	-	-	-	-
Debt Service	-	-	7,353.8	13,492.1	-	-	-	-
Contingency	402.0	6.0	-	-	-	-	-	-
Total Expenditures	\$ 25,347.5	\$ 7,517.2	\$ 7,366.4	\$ 17,024.0	\$ 16.0	\$ 62,018.1	\$ 272.5	\$ 604.7

Figure 8: Revenue by Source as a Percent of Total Revenue
Excludes Transfers and Fund Balance Applied

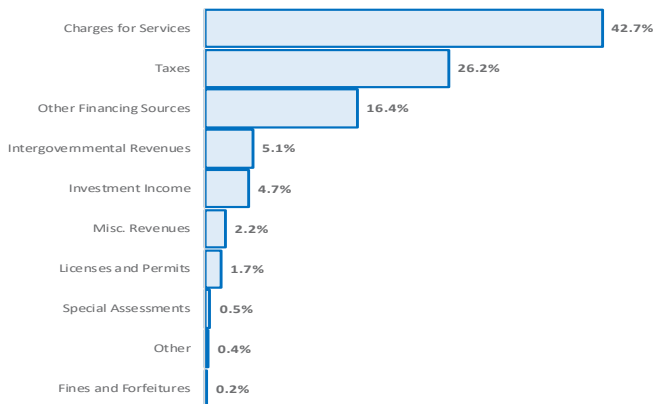
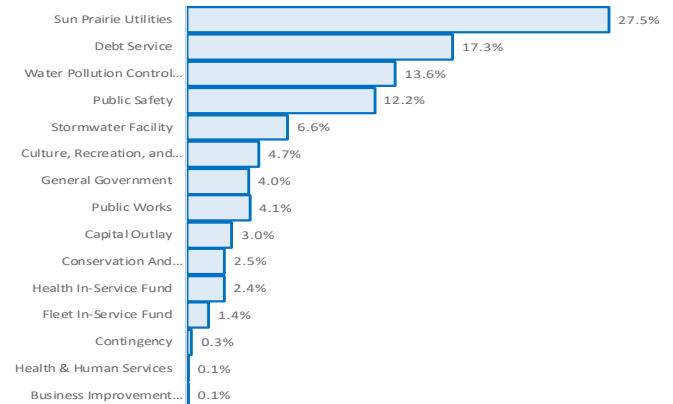


Figure 9: Expenditures by Function as a Percent of Total Expenditures
Excludes Transfers



2020 FUND BALANCE SUMMARY

Table 17: 2020 Fund Balance Summary

\$ in '000s	Projected 2020 Beginning	2020 Approved Budget		Projected 2020 Ending	Property Tax Levy
FUND TYPE	Fund Balance	Revenues	Expenditures	Fund Balance	Contribution
GENERAL FUND	\$ 10,991.3	\$ 27,452.6	\$ 27,452.6	\$ 10,991.3	\$ 17,980.0
SPECIAL REVENUE FUNDS					
Park Improvement Fund	1,733.1	360.2	768.9	1,324.4	-
Street Tree Fund	221.0	77.0	155.1	142.9	-
WDF-Revolving Loan Fund	-	-	-	-	-
Grants and Donations Fund	115.4	321.9	321.9	115.4	-
Sun Prairie Media Fund	186.4	416.9	469.1	134.1	-
Westside Traffic Impact Fee	1,547.4	295.0	127.1	1,715.3	-
Sanitation Fund	284.3	1,345.9	1,542.7	87.5	-
Library Fund	260.4	2,255.8	2,309.7	206.5	-
Recreation Fund	1.5	338.9	331.6	8.8	-
Tourism Fund	403.6	214.3	122.2	495.8	-
Transportation Fund	83.4	1,485.7	1,485.7	83.4	-
Total Special Revenue Funds	4,836.5	7,111.5	7,634.0	4,314.0	-
CAPITAL PROJECTS FUNDS					
Capital Projects	5,969.6	9,639.8	9,639.8	5,969.6	-
TIF No. 8	(1,757.2)	3,311.1	3,192.8	(1,638.9)	-
TIF No. 9	(365.2)	1,420.8	1,678.5	(622.9)	-
TIF No. 11	714.4	583.8	971.6	326.6	-
TIF No. 12	(442.3)	227.5	403.2	(618.0)	-
TIF No. 13	(520.1)	337.9	838.2	(1,020.4)	-
Development Projects	(326.8)	300.0	300.0	(326.8)	-
Total Capital Projects Funds	3,272.3	15,821.0	17,024.0	2,069.3	-
DEBT SERVICE FUNDS					
Debt Service Fund	410.3	6,614.4	7,207.1	(182.4)	6,567.0
TIF No. 6	(111.9)	181.9	159.3	(89.3)	-
Total Debt Service Funds	298.4	6,796.3	7,366.4	(271.7)	6,567.0
PERMANENT FUNDS					
Ashley Trust Fund	1.0	0.0	0.0	1.0	-
Library Trust Fund	386.2	24.0	16.0	394.2	-
Total Permanent Funds	387.2	24.0	16.0	395.2	-
ENTERPRISE FUNDS					
Fleet Inservice	3,768.3	1,786.0	1,729.1	3,825.3	-
Healthcare Inservice Fund	-	2,871.8	2,921.8	(50.0)	-
Water Pollution Control	52,682.9	14,809.0	16,363.8	51,128.1	-
Stormwater Utility	44,680.2	4,097.4	7,930.1	40,847.5	-
Water & Light	80,376.0	35,432.2	33,073.3	82,734.9	-
Total Enterprise Funds	181,507.4	58,996.4	62,018.1	178,485.7	-
AGENCY FUNDS					
MPSISC	238.9	604.7	604.7	238.9	-
Total Agency Funds	238.9	604.7	604.7	238.9	-
COMPONENT UNITS					
Business Improvement District	18.8	125.1	125.1	18.8	-
Community Development Authority	229.5	147.4	147.4	229.5	-
Total Component Units	248.4	272.5	272.5	248.4	-
Grand Total	\$ 201,780.2	\$ 117,079.0	\$ 122,388.2	\$ 196,471.0	\$ 24,547.0

Note: Includes Transfers. General Fund includes Fund Balance Applied.

TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION

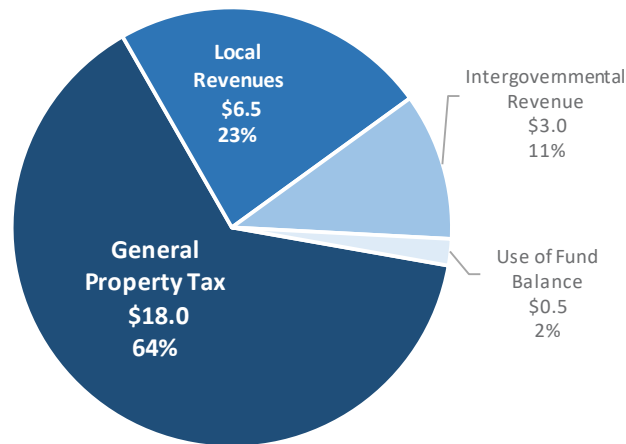
\$ 24,547.0

REVENUE SUMMARY

Table 18: General Fund Revenue Summary \$ in '000s	2017 Actual	2018 Actual	12/31/2019 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Taxes (excluding Levy)	216.7	283.8	177.4	201.4	205.2	163.5	163.5	(41.7)
Special Assessments	11.5	0.6	2.0	2.1	3.5	0.5	0.5	(3.0)
Licenses and Permits	937.1	920.6	812.2	763.7	789.9	814.1	814.1	24.2
Fines, Foreits & Penalties	171.2	174.6	232.8	211.6	172.0	183.0	183.0	11.0
Public Charges for Services	1,792.5	2,022.2	2,053.1	1,988.3	1,972.5	2,169.2	2,169.2	196.7
Investment Income	96.6	197.1	322.8	271.5	140.0	262.6	262.6	122.6
Miscellaneous Revenue	227.4	332.0	802.7	387.9	262.6	435.3	435.3	172.7
Other Financing Sources	2,323.4	2,462.8	2,458.8	2,442.2	2,542.7	2,515.4	2,515.4	(27.3)
Sub-Total Local Revenues	5,776.4	6,393.6	6,861.9	6,268.6	6,088.4	6,543.7	6,543.7	455.3
Intergovernmental Revenue	3,753.7	3,800.4	2,781.2	2,852.0	2,782.6	2,859.5	3,043.6	260.9
Total Revenues	9,530.2	10,194.1	9,643.1	9,120.6	8,871.1	9,403.3	9,587.3	716.2
Use of Fund Balance	-	-	-	-	962.7	534.1	546.1	(416.6)
Total Revenue & Fund Balance	9,530.2	10,194.1	9,643.1	9,120.6	9,833.8	9,937.4	10,133.4	299.7
General Property Tax Levy	14,299.0	15,689.1	16,824.1	16,824.0	16,911.5	18,198.7	17,980.0	1,068.5
Total Sources	\$ 23,829.2	\$ 25,883.2	\$ 26,467.1	\$ 25,944.6	\$ 26,745.2	\$ 28,136.1	\$ 28,113.4	\$ 1,368.2

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 200 - Grants & Donations, and 280 - REC Fund

Figure 10: 2020 General Fund Revenues
(in millions)



FUNCTION SUMMARY

Table 19: Function Summary (\$ in '000s)	2017 Actual	2018 Actual	12/31/2019 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
PROPERTY TAXES								
General Property Taxes	14,299.8	15,715.3	16,911.5	16,911.5	16,911.5	18,198.7	17,980.0	1,068.5
Illegal Taxes	(0.9)	(26.6)	(87.4)	(87.4)	-	-	-	-
Omitted Property Taxes	-	0.3	-	-	-	-	-	-
Property Tax Chargebacks	0.1	-	-	-	-	-	-	-
Sub-Total Property Taxes	14,299.0	15,689.1	16,824.1	16,824.0	16,911.5	18,198.7	17,980.0	1,068.5
OTHER TAXES								
Public Accommodation Tax	32.4	54.8	108.3	93.5	98.0	95.0	95.0	(3.0)
Public Accommodation Tax*	74.0	127.9	-	-	-	-	-	-
Payments In Lieu Of Taxes	108.1	98.4	66.9	105.4	105.4	66.5	66.5	(38.9)
Interest And Penalty On Taxes	2.2	2.7	2.1	2.5	1.8	2.0	2.0	0.2
Sub-Total Other Taxes	216.7	283.8	177.4	201.4	205.2	163.5	163.5	(41.7)
SPECIAL ASSESSMENTS								
Special Assessments	1.1	-	-	-	-	-	-	-
Interest Special Assessments	0.9	0.6	0.5	0.5	0.5	0.5	0.5	-
Delq Sa Revenue	9.5	-	1.6	1.6	3.0	-	-	(3.0)
Sub-Total Special Assessments	11.5	0.6	2.0	2.1	3.5	0.5	0.5	(3.0)
INTERGOVERNMENTAL REVENUE								
Federal Grants-Police	2.8	-	-	-	-	-	-	-
State Shared Revenue	689.2	698.2	695.4	695.4	695.0	692.4	692.4	(2.6)
State Expenditure Restraint	582.9	557.3	-	-	-	-	-	-
State Aid - Exempt Computers	250.1	284.5	291.4	291.4	253.8	291.4	291.4	37.6
State Fire Insurance Tax*	-	-	-	-	-	140.0	140.0	140.0
State Fire Insurance Tax	117.2	120.2	139.7	139.7	120.0	-	-	(120.0)
State Aid - Personal Property	-	-	118.0	118.0	118.0	103.2	103.2	(14.8)
State Grants - Police*	4.0	2.8	4.0	4.0	4.0	4.0	4.0	-
State Grants - Police	11.0	7.7	10.7	10.0	-	10.2	10.2	10.2
State Grants - EMS*	4.7	4.7	6.2	6.5	5.0	4.0	4.0	(1.0)
State Aid - Road Allotment	1,362.2	1,376.2	1,360.6	1,361.2	1,361.2	1,380.0	1,564.7	203.5
State Aid - Connecting Streets	54.7	55.0	54.9	54.9	54.9	55.5	54.8	(0.1)
State Aid - Transit*	517.4	539.1	-	-	-	-	-	-
County Grant - Parks*	-	1.1	18.8	18.8	18.8	20.0	20.0	1.2
School District - PD Liason	155.4	146.5	76.3	144.9	144.9	151.8	151.8	6.9
Misc.Grants*	-	7.0	5.1	7.0	7.0	7.0	7.0	-
Misc.Grants	2.0	-	-	-	-	-	-	-
Sub-Total Intergovernmental Revenue	3,753.7	3,800.4	2,781.2	2,852.0	2,782.6	2,859.5	3,043.6	260.9
LICENSES AND PERMITS								
Liquor & Malt Bev. Licenses	45.2	86.6	44.8	57.0	57.0	57.0	57.0	-
Bartender Licenses	16.5	16.5	25.1	23.6	15.0	21.8	21.8	6.8
Cigarette Licenses	2.6	2.5	2.7	2.7	2.6	2.6	2.6	-
Other Business Licenses	12.4	10.4	10.2	11.3	11.3	11.3	11.3	-
Dog Licenses	9.9	9.1	11.9	10.0	10.0	10.0	10.0	-
Chicken Keeping License	-	0.1	0.1	0.1	0.0	0.1	0.1	0.0
Building Permits	258.6	202.1	171.6	171.3	192.0	192.0	192.0	-
Occupancy Permits	20.0	19.6	15.5	17.0	15.0	16.3	16.3	1.3
Plumbing Permits	150.4	137.5	138.2	127.8	104.0	152.0	152.0	48.0
Electrical Permits	149.3	122.9	106.8	107.2	112.0	110.0	110.0	(2.0)
HVAC Permits	144.1	146.1	137.9	126.7	112.0	126.6	126.6	14.6
Street Opening Permits	21.1	36.8	21.5	18.5	41.0	20.0	20.0	(21.0)
Stormwater Erosion Cont Fee	32.8	36.6	23.4	20.0	40.0	25.0	25.0	(15.0)
Zoning And Plat Approval Fees	40.5	57.3	48.8	39.5	41.0	33.5	33.5	(7.5)
Other Permits And Fees	28.3	30.6	47.4	25.0	31.0	29.2	29.2	(1.8)
Weights & Measures	5.5	5.8	6.4	6.0	6.0	6.8	6.8	0.8
Sub-Total Licenses And Permits	937.1	920.6	812.2	763.7	789.9	814.1	814.1	24.2
FINES, FOREFEITS AND PENALTIES								
Court Penalties And Costs	124.3	131.8	164.3	143.3	126.0	135.0	135.0	9.0
Parking Violations	46.8	42.9	68.5	68.3	46.0	48.0	48.0	2.0
Sub-Total Fines, Forefeits And Penalties	171.2	174.6	232.8	211.6	172.0	183.0	183.0	11.0

FUNCTION SUMMARY

Table 19: Function Summary, continued
(\$ in '000s)

	2017 Actual	2018 Actual	12/31/2019 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
PUBLIC CHARGES FOR SERVICES								
Clerk Fees	39.3	40.0	41.6	40.0	40.0	40.0	40.0	-
Information Technology Fees	0.0	0.2	-	-	-	-	-	-
Police Department Fees	12.7	16.2	95.8	19.8	17.0	18.3	18.3	1.3
Police Animal Pound Fees	0.2	0.1	0.1	0.1	-	-	-	-
Ambulance Fees	974.5	1,082.1	1,281.4	1,300.6	1,234.0	1,350.0	1,350.0	116.0
EMS Townships Charges	63.4	62.3	70.3	70.3	64.8	69.3	69.3	4.5
Building Inspection Charges	(0.1)	0.4	1.9	2.0	0.5	1.5	1.5	1.0
Sewer Inspection Charges	5.8	6.3	4.2	3.0	4.0	4.0	4.0	-
HVAC Plan Review	1.4	15.2	21.4	17.0	4.5	16.0	16.0	11.5
Building Plan Review	11.0	47.9	41.3	38.8	38.0	41.2	41.2	3.2
Fire Alarm Plan Review	1.3	1.1	8.3	6.5	1.5	4.0	4.0	2.5
Fire Supp Plan Review	3.8	8.0	7.4	6.0	3.5	3.5	3.5	-
Plumbing Plan Review	6.7	34.6	37.2	26.3	31.5	32.0	32.0	0.6
Public Works Misc Charges	16.3	5.7	23.3	22.2	16.7	23.7	23.7	7.0
Engineering Review Fees	22.1	15.5	16.4	15.0	15.0	15.0	15.0	-
Taxi Program Fares*	220.6	246.7	-	-	-	-	-	-
Parks Miscellaneous Charges	23.5	25.9	36.7	39.0	25.5	63.5	63.5	38.0
Summer Program Fees	98.2	103.1	-	-	-	-	-	-
Winter Program Fees	64.6	96.1	(0.0)	-	-	-	-	-
Family Aquatic Center Fees	200.8	188.0	177.5	177.6	205.0	192.0	192.0	(13.0)
Dog Park Use Fees	22.6	23.3	24.9	25.2	18.0	23.0	23.0	5.0
Softball Fac Fee*	3.7	3.6	3.1	3.1	-	3.1	3.1	3.1
Adult Program Fees	-	-	50.2	49.7	55.3	57.4	62.1	6.8
Preschool Program Fees	-	-	28.6	32.5	42.6	54.0	59.5	16.9
Youth Program Fees	-	-	66.8	73.7	108.7	108.7	96.5	(12.2)
Teen Program Fees	-	-	9.6	11.3	21.4	13.9	15.3	(6.1)
Family & Misc Program Fees	-	-	1.3	4.4	21.0	16.1	16.7	(4.3)
Special Event Program Fees	-	-	4.1	4.3	4.0	19.0	19.0	15.0
Planning Misc Charges	0.2	-	-	-	-	-	-	-
Sub-Total Public Charges For Services	1,792.5	2,022.2	2,053.1	1,988.3	1,972.5	2,169.2	2,169.2	196.7
INVESTMENT INCOME								
Investment Income*	1.5	4.9	3.0	1.4	-	-	-	-
Investment Income+	-	-	0.1	0.1	-	-	-	-
Investment Income	95.1	192.2	319.7	270.0	140.0	262.6	262.6	122.6
Sub-Total Investment Income	96.6	197.1	322.8	271.5	140.0	262.6	262.6	122.6
MISCELLANEOUS REVENUE								
Bid Chargebacks	-	-	58.4	58.4	58.4	-	-	(58.4)
Miscellaneous Rents	13.7	11.0	10.2	11.0	6.0	10.7	10.7	4.7
Police Auction	4.0	-	5.1	1.2	-	-	-	-
Sale Of Material And Equipment	43.7	44.2	51.9	47.6	35.0	50.0	50.0	15.0
Insurance Dividend & Recovery	63.9	108.8	104.6	93.0	57.8	76.5	76.5	18.6
Insurance Dividend & Recovery - FAC	-	1.4	-	-	-	-	-	-
Donations - General*	-	-	-	-	-	13.5	13.5	13.5
Donations - Police*	8.0	10.1	218.5	3.1	6.4	6.9	6.9	0.5
Donations - EMS*	-	0.5	0.3	-	-	-	-	-
Donations - Taxi Program*	1.6	0.4	-	-	-	-	-	-
Donations - Library	4.0	4.0	-	-	-	-	-	-
Donation - Mus./Watertower*	2.2	1.1	22.5	22.1	7.0	9.0	9.0	2.0
Donations - Parks & Recreation*	-	-	0.5	0.5	-	-	-	-
Donations - Concerts In The Park	2.7	3.0	-	-	-	-	-	-
Donations - Parks Scholarships*	0.3	0.3	0.5	0.7	0.2	0.7	0.7	0.5
Miscellaneous Revenues*	0.9	1.3	6.9	5.3	1.8	95.0	95.0	93.2
Miscellaneous Revenues+	-	-	0.0	0.0	-	33.1	33.1	33.1
Miscellaneous Revenues	66.7	137.2	290.5	112.0	90.0	122.0	122.0	32.0
AG Use Penalties	15.9	8.7	32.9	33.0	-	18.0	18.0	18.0
Sub-Total Miscellaneous Revenue	227.4	332.0	802.7	387.9	262.6	435.3	435.3	172.7
OTHER FINANCING SOURCES								
City Attorney Chargebacks	-	-	-	-	-	6.0	6.0	6.0
Human Resources Chargebacks	20.0	20.0	20.0	20.0	20.0	25.2	25.2	5.2
Finance Chargebacks	-	-	2.0	2.0	2.4	2.0	2.0	(0.4)
Fleet Labor Chargebacks	-	-	-	-	-	-	-	-
Engineering Chargebacks	163.5	289.8	374.0	150.0	303.9	206.7	206.7	(97.2)
Econ Dev Chargebacks	-	-	55.7	55.7	55.7	58.0	58.0	2.3
Sponsorships	-	-	-	-	-	25.0	25.0	25.0
Transfer In	85.2	117.1	-	349.1	349.1	43.3	43.3	(305.8)
Transfer In - FAC	-	16.2	-	-	-	-	-	-
Transfer In*	303.1	189.2	-	7.0	7.0	18.8	18.8	11.8
Transfer In - W&L Pilot	1,751.7	1,827.3	2,007.1	1,858.4	1,804.6	2,130.4	2,130.4	325.8
Gain On Sale Of Capital Assets	-	3.3	-	-	-	-	-	-
Sub-Total Other Financing Sources	2,323.4	2,462.8	2,458.8	2,442.2	2,542.7	2,515.4	2,515.4	(27.3)
FUND BALANCE APPLIED								
Fund Balance Applied	-	-	-	-	962.7	534.1	546.1	(416.6)
Sub-Total Fund Balance Applied	-	-	-	-	962.7	534.1	546.1	(416.6)
Total General Fund Revenues	\$ 23,829.2	\$ 25,883.2	\$ 26,467.1	\$ 25,944.6	\$ 26,745.2	\$ 28,136.1	\$ 28,113.4	\$ 1,368.2

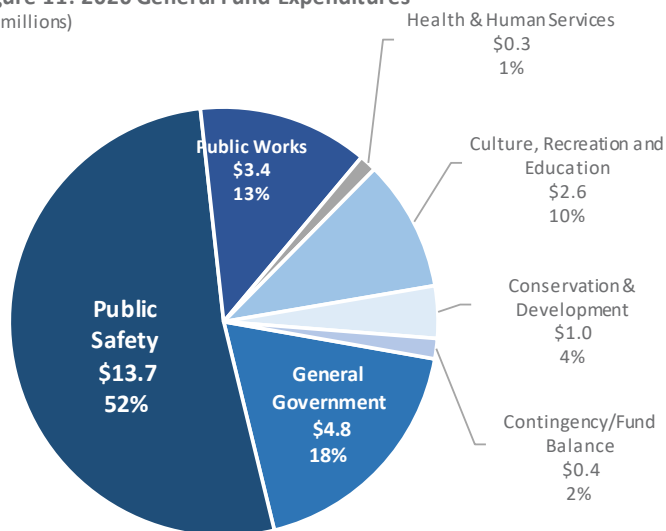
*Includes Funds 200 - Grants & Donations and 280 - REC Fund

EXPENDITURE SUMMARY

Table 20: General Fund Exp. Summary \$ in '000s	2017 Actual	2018 Actual	12/31/2019 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
General Government	4,218.9	4,959.0	4,555.0	4,714.0	4,856.8	4,794.4	4,848.3	(8.5)
Public Safety	10,854.4	11,895.9	12,962.3	13,058.4	13,194.5	13,738.7	13,702.2	507.7
Public Works	2,915.6	2,855.4	3,423.7	3,500.1	3,359.3	3,403.5	3,381.5	22.2
Health & Human Services	268.0	247.1	324.2	361.8	371.8	343.0	343.0	(28.8)
Culture, Recreation and Education	1,510.0	1,774.1	2,101.1	2,286.4	2,304.6	2,590.6	2,605.1	300.5
Conservation & Development	546.8	913.3	929.3	948.4	959.6	1,034.4	1,037.2	77.6
Sub-Total	20,313.7	22,644.8	24,295.6	24,869.2	25,046.7	25,904.5	25,917.2	870.5
Contingency/Fund Balance	-	-	-	-	170.0	402.0	402.0	232.0
Transfers	2,075.7	2,031.3	2,268.9	2,305.9	2,253.3	2,111.8	2,436.8	183.4
Sub-Total	2,075.7	2,031.3	2,268.9	2,305.9	2,423.3	2,513.8	2,838.8	415.4
Total General Expenditures	\$ 22,389.4	\$ 24,676.1	\$ 26,564.5	\$ 27,175.1	\$ 27,470.0	\$ 28,418.3	\$ 28,756.0	\$ 1,286.0

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 200 - Grants & Donations, and 280 - REC Fund

Figure 11: 2020 General Fund Expenditures
(in millions)



DIVISION SUMMARY

Table 21: Division Summary (\$ in '000s)	2017 Actual	2018 Actual	12/31/2019 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
GENERAL GOVERNMENT								
Mayor	38.5	39.8	40.8	43.1	41.6	42.3	42.3	0.7
Council	65.1	68.4	68.1	74.4	72.1	73.2	73.2	1.1
Municipal Court	102.3	106.9	107.8	113.5	110.4	113.2	113.2	2.8
City Attorney	221.5	258.5	238.8	243.2	231.6	242.7	242.7	11.1
City Clerk	316.5	317.6	381.1	386.1	377.5	393.2	393.2	15.8
Elections	28.8	122.4	61.9	71.4	71.4	201.8	201.8	130.4
Administration	264.1	285.0	327.8	313.9	348.0	354.5	357.4	9.4
Administrative Services	-	-	-	-	-	151.1	151.1	151.1
Human Resources	298.6	319.8	356.8	357.0	368.8	403.6	424.1	55.3
Finance	542.4	529.2	599.1	626.3	579.6	474.4	474.4	(105.2)
Risk Management	410.4	844.5	163.5	168.4	172.4	184.1	184.1	11.7
Assessing	358.0	435.4	321.2	329.7	408.8	390.7	392.6	(16.2)
Information Technology	999.3	927.9	1,165.1	1,214.8	1,248.2	1,089.7	1,105.7	(142.5)
Building Maintenance	573.1	703.6	722.8	772.1	826.5	679.7	692.3	(134.2)
Sub-Total General Government	4,218.9	4,959.0	4,555.0	4,714.0	4,856.8	4,794.4	4,848.3	(8.5)
							4,833.8	
PUBLIC SAFETY								
Police Department	7,531.3	7,999.6	8,728.4	8,797.0	8,911.9	9,067.8	9,079.1	167.2
Fire Protection	1,158.5	1,296.6	1,437.6	1,473.0	1,453.0	1,716.6	1,669.4	216.4
Emergency Medical Service	1,697.5	2,023.7	2,151.2	2,134.3	2,177.9	2,259.1	2,258.6	80.7
Building Inspection	460.4	571.0	642.5	651.4	641.8	685.2	685.2	43.3
Emergency Management	6.6	5.0	2.7	2.8	10.0	10.0	10.0	-
Sub-Total Public Safety	10,854.4	11,895.9	12,962.3	13,058.4	13,194.5	13,738.7	13,702.2	112.8
PUBLIC WORKS								
Public Services	-	-	-	-	-	195.9	195.9	195.9
Public Works	2,369.1	2,095.4	2,662.9	2,704.6	2,581.2	2,535.5	2,524.8	(56.4)
Engineering	546.5	648.3	654.6	680.5	657.9	549.6	538.3	(119.6)
GIS	-	111.7	106.3	115.0	120.2	122.4	122.4	2.2
Sub-Total Public Works	2,915.6	2,855.4	3,423.7	3,500.1	3,359.3	3,403.5	3,381.5	642.7
HEALTH & HUMAN SERVICES								
Colonial Club	180.0	190.0	200.0	200.0	200.0	210.0	210.0	10.0
Youth & Families	3.5	2.6	8.2	6.8	16.8	8.0	8.0	(8.8)
YMCA & Community Schools	75.0	45.0	106.1	145.0	145.0	115.0	115.0	(30.0)
Cemetery	9.5	9.5	10.0	10.0	10.0	10.0	10.0	-
Sub-Total Health & Human Services	268.0	247.1	324.2	361.8	371.8	343.0	343.0	(28.8)
CULTURE, RECREATION, AND EDUCATION								
Historical Museum	35.8	44.6	111.4	139.2	129.5	109.1	109.1	(20.5)
Parks Maintenance	811.1	925.3	915.4	999.8	1,003.1	1,047.4	1,059.4	56.3
Recreation	385.0	489.7	746.4	776.3	845.7	1,104.6	1,107.1	261.5
Family Aquatic Center	278.1	314.5	327.8	371.2	326.2	329.4	329.4	3.2
Sub-Total Culture, Recreation, and Education	1,510.0	1,774.1	2,101.1	2,286.4	2,304.6	2,590.6	2,605.1	300.5
CONSERVATION AND DEVELOPMENT								
Community Development	-	-	-	-	-	160.9	160.9	160.9
Planning	339.8	494.0	526.4	537.6	538.4	381.6	393.9	(144.5)
Economic Development	131.5	299.1	321.1	327.7	326.9	324.3	324.3	(2.6)
Forestry	75.6	120.2	81.8	83.1	94.3	167.6	158.1	63.8
Sub-Total Conservation and Development	546.8	913.3	929.3	948.4	959.6	1,034.4	1,037.2	678.5
Transfers	2,075.7	2,031.3	2,268.9	2,305.9	2,253.3	2,111.8	2,436.8	183.4
Personnel Contingency	-	-	-	-	-	-	-	-
General Contingency	-	-	-	-	170.0	402.0	402.0	232.0
Sub-Total Transfers & Contingency	2,075.7	2,031.3	2,268.9	2,305.9	2,423.3	2,513.8	2,838.8	1,171.5
Total	\$ 22,389.4	\$ 24,676.1	\$ 26,564.5	\$ 27,175.1	\$ 27,470.0	\$ 28,418.3	\$ 28,756.0	\$ 1,286.0

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 200 - Grants & Donations, and 280 - Rec Fund

CAPITAL EXPENDITURES

TABLE 22: SUMMARY OF 2020-2024 CAPITAL PROJECT PLANS

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2020	2021	2022	2023	2024	TOTAL
Public Works						
Street Reconstruction	6,250.0	3,696.0	6,234.0	3,995.0	5,199.0	25,374.0
Street Pavement Rehabilitation	392.0	1,685.0	876.0	2,535.0	804.0	6,292.0
Westside Traffic Improvement Plan	668.0	106.0	1,350.0	328.4	372.1	2,824.5
Multi-Modal	382.0	197.6	-	250.0	307.0	1,136.6
Vehicles	119.5	610.0	1,303.7	800.0	-	2,833.2
Park Improvements	916.3	491.7	603.5	222.8	181.2	2,415.4
Facilities	3,139.7	610.6	10,260.0	200.0	100.0	14,310.3
Water Pollution Control Facility	10,685.6	9,526.8	1,342.5	1,284.0	1,785.0	24,623.9
Stormwater Improvements	4,580.0	1,300.0	200.0	200.0	415.0	6,695.0
Sun Prairie Utilities	2,750.6	3,273.2	1,593.0	1,966.9	1,539.9	11,123.5
Debt Issuance Costs	360.2	210.0	344.2	177.5	96.8	1,188.7
Total Capital Projects	\$ 30,243.8	\$ 21,707.0	\$ 24,106.8	\$ 11,959.5	\$ 10,800.0	\$ 98,817.0

City of Sun Prairie

Capital Improvement Project Map



Source: <https://sunprairie.maps.arcgis.com/apps/webappviewer/index.html?id=3bdaed46271e475f8f9bbe64aea7f5d5>

DEBT SCHEDULE

TABLE 23: DEBT SCHEDULE

Fund (\$ in '000s)	Principal Balance 12/31/2019	2020 Principal Payments	2020 Escrow Interest	2020 Interest	2020 Total Principal & Interest	Principal Balance 12/31/2020
Debt Service Fund	41,525.8	5,897.4	-	1,301.4	7,198.8	35,628.4
TIF District No. 06 Fund	145.0	145.0	-	1.8	146.8	-
TIF District No. 08 Fund	8,325.0	1,570.0	-	174.9	1,744.9	6,755.0
TIF District No. 09 Fund	8,990.0	995.0	-	254.1	1,249.1	7,995.0
TIF District No. 11 Fund	555.0	50.0	-	16.1	66.1	505.0
TIF District No. 12 Fund	3,825.0	20.0	-	132.9	152.9	3,805.0
TIF District No. 13 Fund	3,825.0	215.0	-	108.6	323.6	3,805.0
Wastewater Utility	9,334.8	1,164.5	-	242.1	1,406.6	8,170.4
Stormwater Utility	14,770.0	955.0	-	483.6	1,438.6	13,815.0
Fleet Internal Service Fund	2,645.0	310.0	-	74.3	384.3	2,340.6
Sun Prairie Utilities	15,530.0	955.0	-	542.4	1,497.4	14,575.0
Total	\$ 109,470.6	\$ 12,276.9	-	\$ 3,332.0	\$ 15,608.9	\$ 97,394.3
Community Development*	\$ 7,230.0	\$ 1,390.0	-	\$ 147.4	\$ 8,767.4	\$ 1,537.4

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

TRANSFER SCHEDULE

TABLE 24: TRANSFER SCHEDULE

Transfer In (\$ in '000s)		Transfer Out (\$ in '000s)	
General Fund	6.7	Recreation Fund	6.7
General Fund	2,130.4	Sun Prairie Utilities	2,130.4
Grants & Donations	18.8	General Fund	18.8
Library Special Revenue Fund	1,631.9	General Fund	1,631.9
Transportation Fund	347.8	General Fund	347.8
Recreation Fund	36.6	General Fund	36.6
Fleet In-Service Fund	50.0	General Fund	50.0
Health In-Service Fund	20.0	General Fund	20.0
Capital Projects Fund	110.1	Westside Traffic Impact Fund	110.1
Total Transfer In	\$ 4,352.3	Total Transfer Out	\$ 4,352.3

2019 PROPERTY VALUES & TAX RATE

TABLE 25: 2019 PROPERTY VALUES AND TAX RATE

ASSESSED VALUE BY CLASS \$ in Millions	2015	2016	2017	2018	2019	Increase (Decrease)	Percent Change
Residential	1,772.6	1,821.8	2,102.2	2,169.0	2,237.9	68.9	3.2%
Commercial	660.1	679.3	782.1	839.5	904.0	64.5	7.7%
Agricultural	0.2	0.2	0.2	0.1	0.1	(0.0)	-24.2%
Other	0.2	0.3	0.2	0.4	0.2	(0.2)	-57.3%
Personal Property	60.3	61.3	62.9	41.7	41.1	(0.6)	-1.4%
Manufacturing	53.5	56.1	62.2	55.9	57.2	1.3	2.3%
Total Assessed Value	\$ 2,546.9	\$ 2,619.1	\$ 3,009.9	\$ 3,106.6	\$ 3,240.4	\$ 133.9	4.3%

EQUALIZED VALUE \$ in Millions	2015	2016	2017	2018	2019	Increase (Decrease)	Percent Change
Equalized Value - TID Out	2,438.8	2,653.3	2,849.7	3,132.8	3,404.5	271.7	8.7%
Equalized Value - TID In	2,566.2	2,772.2	2,984.7	3,310.1	3,634.1	324.0	9.8%
Difference - Total Increment	\$ 5,005.0	\$ 5,425.6	\$ 5,834.4	\$ 6,443.0	\$ 7,038.6	\$ 595.7	9.2%

TAX INCREMENT BY DISTRICT \$ in Millions	2015 Increment	2016 Increment	2017 Increment	2018 Increment	2019 Increment	(Decrease)	Net % Change
TIF District No. 6	5.4	5.7	5.6	5.7	6.9	1.16	20.3%
TIF District No. 8	66.0	71.6	78.2	84.5	92.5	7.94	9.4%
TIF District No. 9	21.6	39.5	44.1	55.4	79.1	23.75	42.9%
TIF District No. 11	-	2.1	5.0	16.3	24.4	8.02	49.1%
TIF District No. 12	-	-	2.2	12.8	9.7	(3.03)	-23.8%
TIF District No. 13	-	-	-	2.5	17.0	14.44	567.6%
Total Increment	\$ 92.9	\$ 118.9	\$ 135.0	\$ 177.3	\$ 229.6	\$ 52.3	29.5%

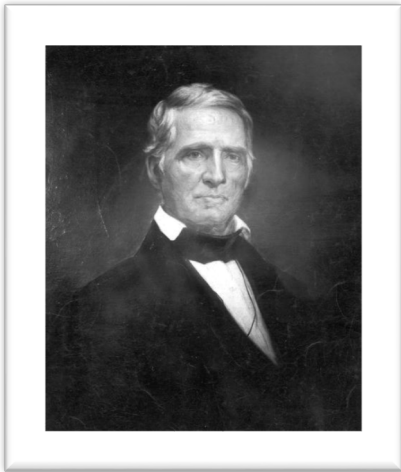
CITY TAX RATE	2015	2016	2017	2018	2019	Increase (Decrease)	Percent Change
Operating Levy	13,546,268	14,310,884	15,715,348	16,911,461	17,979,981	1,068,520	6.3%
Debt Service Levy	6,648,847	6,619,638	6,460,924	6,449,889	6,567,043	117,154	1.8%
Total Levy	\$ 20,195,115	\$ 20,930,522	\$ 22,176,272	\$ 23,361,350	\$ 24,547,024	\$ 1,185,674	5.1%
Mill Rate	\$ 8.3437	\$ 8.4779	\$ 7.7170	\$ 7.9455	\$ 8.0860	\$ 0.1405	1.8%
Average Home Value	\$ 224,700	\$ 226,400	\$ 256,000	\$ 258,000	\$ 260,000	\$ 2,000	0.8%
City Tax on Average Home	\$ 1,875	\$ 1,919	\$ 1,976	\$ 2,050	\$ 2,102	\$ 52	2.6%
Median Home Value	\$ 211,500	\$ 213,400	\$ 242,900	\$ 244,600	\$ 246,500	\$ 1,900	0.8%
City Tax on Median Home	\$ 1,765	\$ 1,809	\$ 1,874	\$ 1,943	\$ 1,993	\$ 50	2.6%

CITY OF SUN PRAIRIE *Wisconsin*

Did You Know...

HENRY DODGE

Henry Dodge (October 12, 1782 – June 19, 1867) was a Democratic member of the U.S. House of Representatives and U.S. Senate, Territorial Governor of Wisconsin and a veteran of the War of 1812 and of the Black Hawk War. His son was Augustus C. Dodge with whom he served in the U.S. Senate, the first, and so far only, father-son pair to serve concurrently. Henry Dodge was the half-brother of Lewis F. Linn. James Clarke, the Governor of Iowa Territory was his son-in-law.



LEGACY

In 1948, Iowa County presented a 160-acre estate to the State of Wisconsin which eventually was named Governor Dodge State Park. Over the years, this park has grown to include 5,270 acres in the area Henry Dodge once called his home.

Dodge County, Wisconsin, Dodge County, Minnesota, and Henry County, Iowa, were named after Dodge.

Fort Clark, the U.S. Army post built near the present-day location of Fort Dodge, Iowa, was renamed for Senator Dodge around 1850.

His former cabin in Dodgeville, now known as the Dodge Mining Camp Cabin, serves as a museum and is listed on the National Register of Historic Places.

BLACK HAWK

Black Hawk, born Ma-ka-tai-me-she-kia-kiak, (1767 – October 3, 1838) was a band leader and warrior of the Sauk Native American tribe in what is now the Midwest of the United States. Black Hawk earned his status as a war chief by his actions; leading raiding and war parties as a young man, and then a band of Sauk warriors during the Black Hawk War of 1832.



During the War of 1812, Black Hawk fought on the side of the British against the U.S., hoping to push white American settlers away from Sauk territory. Later he led a band of Sauk and Fox warriors, known as the British Band, against European-American settlers in Illinois and present-day Wisconsin in the 1832 Black Hawk War. After the war, he was captured by U.S. forces and taken to the eastern U.S. He and other war leaders were taken on a tour of several cities.

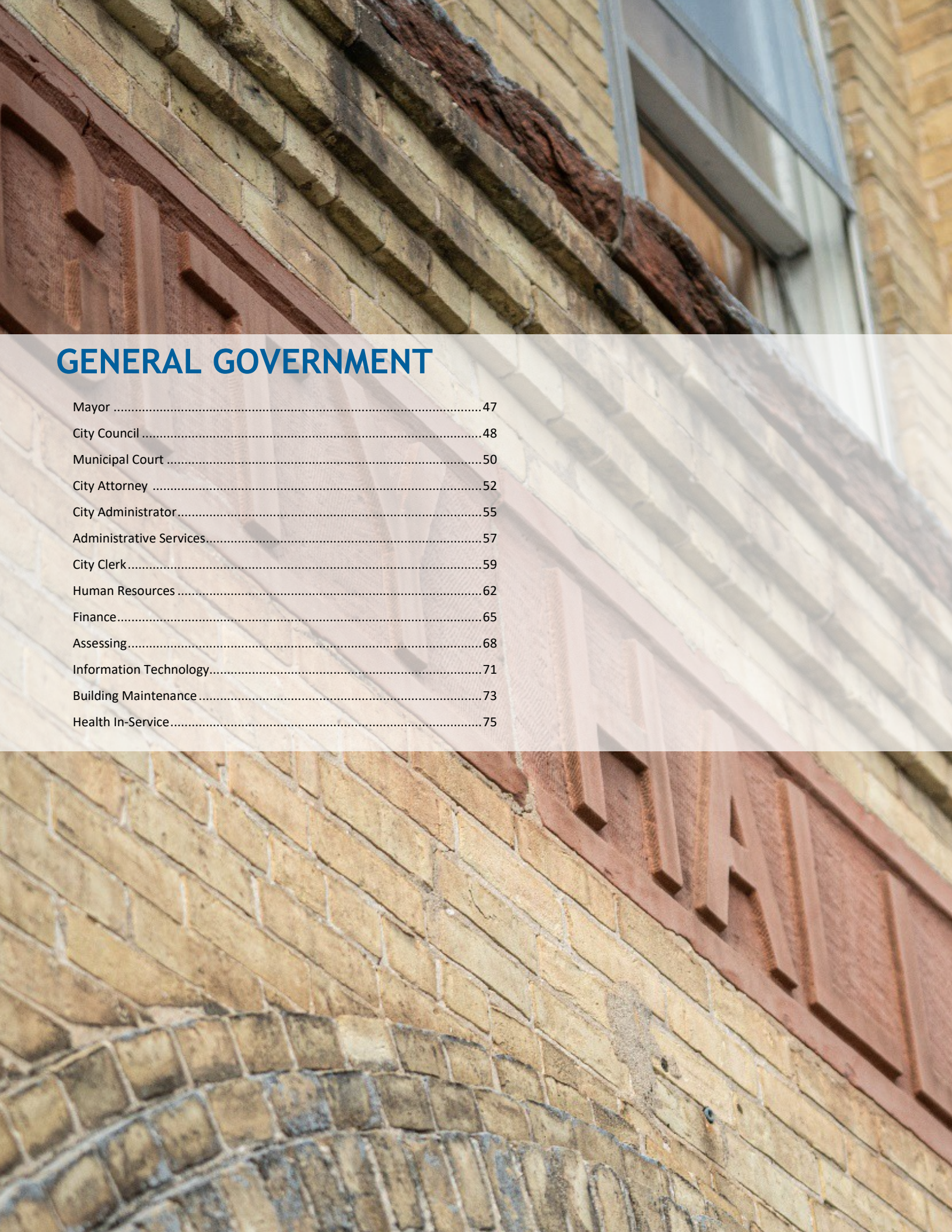
Shortly before being released from custody, Black Hawk told his story to an interpreter; aided also by a newspaper reporter, he published *Autobiography of Ma-Ka-Tai-Me-She-Kia-Kiak, or Black Hawk, Embracing the Traditions of his Nation...* in 1833 in Cincinnati, Ohio. The first Native American autobiography to be published in the U.S., his book became an immediate bestseller and has gone through several editions. Black Hawk died in 1838 (at age 70 or 71) in what is now southeastern Iowa. He has been honored by an enduring legacy: his book, many eponyms, and other tributes.



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GENERAL GOVERNMENT

Mayor

MAYOR

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- No notable change.

2019 BUDGET OVERVIEW

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

GENERAL GOVERNMENT

City Council

CITY COUNCIL

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- The City of Sun Prairie will standardize its "Boards and Committees" compensation plan to \$30 per meeting attended by participating members across all current functional committees. Prior compensation rates were uneven among committees (varying from \$0 to \$30).
- Increase in Colonial Club donation

2019 BUDGET OVERVIEW

- ✓ The 2019 budget included a 3.5% increase in alder compensation for alders following the 2019 election cycle. The other half of the council elected in 2018 received their increase in 2020.

GENERAL GOVERNMENT
Mayor and City Council
MAYOR and CITY COUNCIL

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

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Mayor	39.8	43.1	41.6	42.3	42.3	0.7
Council	68.4	74.4	72.1	73.2	73.2	1.1
Total Expenditures	\$ 108.2	\$ 117.5	\$ 113.7	\$ 115.6	\$ 115.6	\$ 1.8

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	82.3	92.1	85.5	86.7	86.7	1.2
Materials & Supplies	0.9	1.7	1.8	1.8	1.8	-
Contractual Services	7.7	5.8	7.7	7.7	7.7	-
Professional Development	17.3	17.9	18.8	19.4	19.4	0.7
Total Expenditures	\$ 108.2	\$ 117.5	\$ 113.7	\$ 115.6	\$ 115.6	\$ 1.8

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	108.2	117.5	113.7	115.6	115.6	1.8
Net Operating Result	\$ (108.2)	\$ (117.5)	\$ (113.7)	\$ (115.6)	\$ (115.6)	\$ (1.8)

GENERAL GOVERNMENT

Municipal Court

MUNICIPAL COURT

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- There are no notable changes in the 2020 budget.

2019 BUDGET OVERVIEW

- ✓ The Restorative Justice Program (RJ) was established with the Police Department and Municipal Court for defendants to be given the opportunity to repair the harm, reduce risk and restore justice. Once defendants complete the program successfully, their citation is withdrawn with no appearance required in court. The RJ Program reduced the court caseload, due to these factors.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Adjudicate city ordinance violations.

Measure	2015	2016	2017	2018	2019*
Traffic Citations Processed	1,360	1,701	1,359	1,075	681
Ordinance Citations	789	788	561	534	253
Court Trials	25	20	21	17	6

GENERAL GOVERNMENT
Municipal Court
MUNICIPAL COURT

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 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 \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Municipal Court	106.9	113.5	110.4	113.2	113.2	2.8
Total Expenditures	\$ 106.9	\$ 113.5	\$ 110.4	\$ 113.2	\$ 113.2	\$ 2.8

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	97.7	103.9	100.7	103.6	103.6	2.8
Contractual Services	7.4	7.7	7.7	7.7	7.7	-
Professional Development	1.7	1.9	1.9	1.9	1.9	0.0
Total Expenditures	\$ 106.9	\$ 113.5	\$ 110.4	\$ 113.2	\$ 113.2	\$ 2.8

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	174.6	211.6	172.0	183.0	183.0	11.0
Total Expenditures	106.9	113.5	110.4	113.2	113.2	2.8
Net Operating Result	\$ 67.7	\$ 98.1	\$ 61.6	\$ 69.8	\$ 69.8	\$ 8.2

GENERAL GOVERNMENT

City Attorney

CITY ATTORNEY

MISSION

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

DESCRIPTION

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

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

2020 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.

2019 BUDGET OVERVIEW

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Provide legal analysis and advice to City Departments and Council.

Measure	2015	2016	2017	2018	2019*
Development Agreements	9	8	17	13	5
Ordinance Amendments	14	18	21	10	12

Prosecute and collect forfeitures imposed by the court.

Measure	2015	2016	2017	2018	2019*
OWI	148	87	106	74	37
Retail Theft	208	137	104	119	41
THC	115	100	73	87	31
Other Municipal Citations	1,833	1,713	1,633	1,391	793

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

Measure	2015	2016	2017	2018	2019*
Pretrial Conferences	153	238	139	96	44
Forfeitures from Pretrial Stage	\$44,866	\$62,651	\$34,820	\$25,734	\$28,611

Collect delinquent EMS fees and Municipal Court forfeitures.

Measure	2015	2016	2017	2018	2019*
EMS Fees	\$42,868	\$35,732	\$18,865	\$28,900	n/a
Forfeitures	\$103,197	\$97,479	\$89,221	\$69,458	\$159,256

Note: EMS Fees transitioned to the Finance Department in 2019

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

GENERAL LIABILITY LOSS REPORT

Year	Total Claims	Reserve	Paid	Collection	Incurred
2009	25	\$ -	\$ 13,157	\$ -	\$ 13,157
2010	17	-	18,568	-	18,568
2011	19	-	7,736	-	7,736
2012	11	-	1,469	-	1,469
2013	18	-	359,735	-	359,735
2014	16	-	16,639	-	16,639
2015	8	20,320	12,616	-	32,936
2016	9	30,000	4,903	-	34,903
2017	6	-	-	-	-
2018	13	32,227	613	-	32,840
2019	4	-	3,197	-	3,197
Total	146	\$ 82,547	\$ 438,633	\$ -	\$ 521,180

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
City Attorney	2.00	2.00	2.00	2.00	2.00	-
Allocated FTE	(0.16)	(0.28)	(0.28)	(0.54)	(0.28)	-
Total Personnel	1.84	1.72	1.72	1.46	1.72	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
City Attorney	258.5	243.2	231.6	242.7	242.7	11.1
Total Expenditures	\$ 258.5	\$ 243.2	\$ 231.6	\$ 242.7	\$ 242.7	\$ 11.1

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	181.4	191.4	189.4	196.5	196.5	7.1
Materials & Supplies	1.1	1.8	1.6	1.6	1.6	-
Contractual Services	66.4	40.1	31.0	35.0	35.0	4.0
Professional Development	9.6	9.9	9.5	9.5	9.5	(0.0)
Total Expenditures	\$ 258.5	\$ 243.2	\$ 231.6	\$ 242.7	\$ 242.7	\$ 11.1

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	258.5	243.2	231.6	242.7	242.7	11.1
Net Operating Result	\$ (258.5)	\$ (243.2)	\$ (231.6)	\$ (242.7)	\$ (242.7)	\$ (11.1)

GENERAL GOVERNMENT

Administration

CITY ADMINISTRATOR

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- Implementation of the Good Neighbor Project to connect City of Sun Prairie residents with resources and opportunities to get to know their neighbors and strengthen their own community.
- Continue the Sun Prairie Multicultural Fair to highlight the rich cultural diversity in Sun Prairie.
- Youth in Government program that builds off of Government Day to focus on connecting young people with local government, cultivating leadership skills and encouraging them to engage and explore the ways their participation in government can positively impact their lives and communities.

2019 BUDGET OVERVIEW

- ✓ The 2019 budget included funding to create a Mayor & City Council Strategic Plan which identified eight focus areas. These eight areas will provide direction to staff across a broad array of priorities through targeted strategies, key projects and initiatives.
- ✓ Updated the city's website to include a new look and updated modules.

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Administration	3.00	3.00	3.00	3.00	3.00	-
Allocated FTE	(0.23)	(0.18)	(0.18)	(0.49)	(0.49)	(0.32)
Total Personnel	2.77	2.83	2.83	2.52	2.51	(0.32)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Administration	285.0	313.1	348.0	340.0	342.9	(5.1)
Grants & Donations	-	0.8	-	14.5	14.5	14.5
Total Expenditures	\$ 285.0	\$ 313.9	\$ 348.0	\$ 354.5	\$ 357.4	\$ 9.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	245.0	263.0	293.2	302.6	305.5	12.3
Materials & Supplies	3.0	3.7	3.8	13.7	13.7	10.0
Contractual Services	15.1	24.0	28.0	9.4	9.4	(18.6)
Professional Development	19.8	21.1	22.2	22.8	22.8	0.5
Capital Items	2.2	2.1	0.8	6.0	6.0	5.2
Total Expenditures	\$ 285.0	\$ 313.9	\$ 348.0	\$ 354.5	\$ 357.4	\$ 9.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	285.0	313.9	348.0	354.5	357.4	9.4
Net Operating Result	\$ (285.0)	\$ (313.9)	\$ (348.0)	\$ (354.5)	\$ (357.4)	\$ (9.4)

GENERAL GOVERNMENT

Administrative Services

ADMINISTRATIVE SERVICES

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- The main focus of 2020 budget is the expansion and implementation of the city's record management system.
 - Human Resource record management automation
 - Build the online operator license module.
 - Conversion of Personal Property tax forms from paper to electronic.
- Continue strengthening the city's information system infrastructure and cyber security.
- Continue increasing the efficiencies of elections by expanding the number of polling places from four to eight.

2019 BUDGET OVERVIEW

- ✓ Expansion of the city's record management system by:
 - ✓ Designing the automation of the Human Resources processes.
 - ✓ Designing the personal property tax form conversion from paper to electronic document.
- ✓ Enhancement of the city's security for buildings and the information system.
- ✓ Conversion to an election software to manage the election process and poll workers.

GENERAL GOVERNMENT
Administrative Services
ADMINISTRATIVE SERVICES

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Administrative Services	-	-	-	151.1	151.1	151.1
Total Expenditures	-	-	-	\$ 151.1	\$ 151.1	\$ 151.1

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	-	-	-	138.3	138.3	138.3
Materials & Supplies	-	-	-	4.2	4.2	4.2
Contractual Services	-	-	-	7.3	7.3	7.3
Professional Development	-	-	-	1.3	1.3	1.3
Total Expenditures	-	-	-	\$ 151.1	\$ 151.1	\$ 151.1

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	-	-	-	151.1	151.1	151.1
Net Operating Result	-	-	-	\$ (151.1)	\$ (151.1)	\$ (151.1)

GENERAL GOVERNMENT

Administrative Services

CITY CLERK'S OFFICE

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- Implement plan to use eight polling locations.
- Increase citizen access to licensing and permitting by offering the process online.
- Continue efforts to encourage voter registration and participation through extended office hours, improved communications, extension of polling locations, and the ability to register and vote absentee at the Sun Prairie Public Library.
- Increase of Election Official wages.

2019 BUDGET OVERVIEW

- ✓ Migrated the creation of all agendas and minutes into OnBase and they remain accessible via the City's website.
- ✓ Migrated thousands of documents from Laserfiche to OnBase. Converted thousands more from paper to digital form. All resolutions going back to 1965 have been digitized and catalogued into OnBase.
- ✓ Improved voting operations resulting in decreased polling site congestion.
- ✓ Planned and made arrangement to increase the number of polling locations from four to eight to ensure voting accessibility and efficiency to all community members.

GENERAL GOVERNMENT
Administrative Services
CITY CLERK'S OFFICE

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Measure	2015	2016	2017	2018	2019*
Council & Special Meetings	27	25	27	26	12
Committee of the Whole	49	42	34	23	14
Board of Review	2	2	7	4	1
Alcohol License Review Board	7	4	2	3	4
TOTAL	85	73	70	56	31

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

Measure	2015	2016	2017	2018	2019*
Special Event Permit	5	2	1	4	2
Tobacco Retail License	28	27	26	24	24
Dog License	1,192	1,157	1,185	1,238	1,192
Dog Park Permit	517	673	984	701	714
Liquor Establishment License	56	56	51	56	52
Operator License	336	322	331	471	337
Temporary Nightclub License	1	1	0	0	0
Nightclub License	6	7	9	8	10
Secondhand Dealer License	6	8	8	4	3
Solicitor's Permit	25	26	27	41	45
Temporary Beer/Wine License	14	13	15	16	10
Street Use Permit	23	21	19	23	17
Taxi Cab Driver License	16	18	22	26	19
Amusement Device License	118	124	142	143	128
Blasting Permit	0	2	2	1	0
Chicken License			3	4	6
Mobile Food Cart			1	1	0
Mobile Food Vendor			5	4	0
TOTAL	2,343	2,457	2,831	2,765	2,559

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

Measure	2015	2016	2017	2018	2019*
Number of Elections	2	4	2	4	1
Average Election Officials	80	150	82	68	64
Average Voted at the Polls	2,305	5,501	2,731	5,369	6,064
Average Voted In-Person Absentee	192	2,563	244	1,623	2,148
Average Voted Absentee by Mail/SVD	276	480	223	452	391

GENERAL GOVERNMENT
Administrative Services
CITY CLERK'S OFFICE

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
City Clerk	317.6	386.1	377.5	393.2	393.2	15.8
Elections	122.4	71.4	71.4	201.8	201.8	130.4
Total Expenditures	\$ 440.0	\$ 457.6	\$ 448.9	\$ 595.1	\$ 595.1	\$ 146.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	337.7	368.3	366.6	503.0	503.0	136.4
Materials & Supplies	20.0	20.6	20.3	30.5	30.5	10.3
Contractual Services	36.9	41.1	35.2	54.5	54.5	19.3
Professional Development	5.4	7.0	6.1	7.1	7.1	0.9
Capital Items	40.0	20.6	20.6	-	-	(20.6)
Total Expenditures	\$ 440.0	\$ 457.6	\$ 448.9	\$ 595.1	\$ 595.1	\$ 146.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	195.8	169.6	166.9	172.0	172.0	5.0
Total Expenditures	440.0	457.6	448.9	595.1	595.1	146.2
Net Operating Result	\$ (244.2)	\$ (287.9)	\$ (281.9)	\$ (423.1)	\$ (423.1)	\$ (141.2)

GENERAL GOVERNMENT

Administrative Services

HUMAN RESOURCES

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- The 2020 Budget includes attempts to realign current resources for targeted recruitment. This includes elevating the part-time Administrative Assistant to a full-time HR Generalist position to better meet the needs of the organization.
- Strive to improve our engagement with other agencies and attract minority candidates.
- Advancing internships and apprenticeships to develop relationships with community agencies and educational institutions.
- Increased funding for the joint Employee Wellness Clinic with Sun Prairie Area School District.

2019 BUDGET OVERVIEW

- ✓ Improved recruitment presence in the region through branding and outreach. Presented the status of diversity in recruitment to Council.
- ✓ Hosted targeted employee wellness programs including WeightWatchers @ Works and Calling It Quits tobacco cessation to improve employee health and reduce insurance utilization.
- ✓ Partnered with the Sun Prairie Area School District and Dean in the research of a joint near-site or on-site Employee Wellness Clinic.
- ✓ All-employee training programs conducted included active shooter/evacuation, LGBTQ/gender identity, and general policy review.
- ✓ Supervisory training included public records/open meetings law review and conducting workplace investigations.
- ✓ Coordinated employee social events including summer picnic, Sunshine Supper, and Healthy- Selfie posting

PERFORMANCE METRICS

Council Strategic Priority: **Employer of Choice**

*2019 data reflects information through July 31, 2019

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2015	2016	2017	2018	2019*
Positions filled (PT/FT)	38	37	45	31	22
Average number of days to fill positions	40	46	42	51	48
Applications received	1,478	1,548	1,848	2,209	1,416
% minority applicants	15%	14%	18%	18%	17.8%
Positions filled (PT/FT)	38	37	45	31	22

Promote safety and wellness in the workplace.

Measure	2015	2016	2017	2018	2019*
Worker's compensation claims	20	26	16	22	25
Worker's compensation cost	\$178,729	\$182,668	\$59,449	\$87,794	\$88,468
Lost days due to Workers Compensation injuries/illnesses	185	251	25	34	54
Biometric testing participation	New	91%	85%	94%	95%
Percentage of employees who rate their general health as Good, Very Good, or Excellent	New measure	93%	95%	93%	90%

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

Measure	2015	2016	2017	2018	2019*
Annual Turnover rate non-seasonal (FT Turnover rate)	19% (13%)	14% (14%)	11% (8.6%)	10% (8.4%)	9% (10%)
FMLA Requests	55	47	46	58	30
FMLA Hours Used	6,797	4,094	5,842	6,933	3,508
Increase in Health Plan Cost	2.5%	4%	14%	8.8%	7.9%
Authorized FT positions	178	180	185	190	196
Authorized PT & LTE positions	39	37	31	33	38

GENERAL GOVERNMENT
Administrative Services
HUMAN RESOURCES

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Human Resources	3.50	3.50	3.50	4.00	4.00	0.50
Allocated FTE	(0.40)	(0.40)	(0.40)	(0.40)	(0.40)	(0.00)
Total Personnel	3.10	3.10	3.10	3.60	3.60	0.50

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Human Resources	319.8	354.4	368.8	400.1	424.1	55.3
Grants & Donations	-	2.6	-	3.5	-	-
Total Expenditures	\$ 319.8	\$ 357.0	\$ 368.8	\$ 403.6	\$ 424.1	\$ 55.3

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	266.3	271.4	278.9	329.9	353.9	75.0
Materials & Supplies	1.6	2.4	1.3	1.8	1.8	0.5
Contractual Services	46.2	57.0	57.3	56.8	56.8	(0.5)
Professional Development	5.7	26.2	31.3	15.1	11.6	(19.7)
Total Expenditures	\$ 319.8	\$ 357.0	\$ 368.8	\$ 403.6	\$ 424.1	\$ 55.3

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	20.0	20.0	20.0	25.2	25.2	5.2
Total Expenditures	319.8	357.0	368.8	403.6	424.1	55.3
Net Operating Result	\$ (299.8)	\$ (337.0)	\$ (348.8)	\$ (378.4)	\$ (398.9)	\$ (50.1)

GENERAL GOVERNMENT

Administrative Services

FINANCE

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- An Administrative Services Department has been created and the director has moved out of Finance into this department.

2019 BUDGET OVERVIEW

- ✓ Updated the transparency module of the city's financial software to allow for citizen access to city financial records.
- ✓ Delinquent citation collections responsibilities transferred from the City Attorney's office.
- ✓ Reorganized the department after an early 2019 resignation. The reorganization reinstated the Finance Director position, elevated the part-time Budget Analyst to full- time and increased hours for the part-time Account Clerk.
- ✓ General liability insurance claims transferred to the City Attorney's office.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Measure	2015	2016	2017	2018	2019*
Payments by ETF	862,559	2,876,627	4,507,406	18,556,766	8,530,595
Payments by procurement card	3,190,276	4,106,642	2,499,935	3,784,384	2,264,825
Collections by credit card/e-check	184,956	239,111	156,165	142,512	\$83,484
Tax collections by credit card/e-check	636,247	925,584	995,113	1,094,498	462,635

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

AUTO PHYSICAL DAMAGE LOSS REPORT

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

GENERAL GOVERNMENT
Administrative Services
FINANCE

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Finance	6.00	6.00	6.00	5.00	5.00	(1.00)
Allocated FTE	(0.64)	(0.64)	(0.64)	(0.64)	(0.64)	-
Total Personnel	5.36	5.36	5.36	4.36	4.36	(1.00)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Finance	529.2	626.3	749.6	876.4	876.4	126.8
Risk Management	844.5	168.4	172.4	184.1	184.1	11.7
Total Expenditures	\$ 1,373.7	\$ 794.7	\$ 922.0	\$ 1,060.5	\$ 1,060.5	\$ 138.5

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	381.0	467.4	429.3	339.2	339.2	(90.1)
Materials & Supplies	75.7	84.6	83.0	80.5	80.5	(2.5)
Contractual Services	65.0	71.2	76.5	63.2	63.2	(13.3)
Insurance	809.8	129.0	123.0	134.7	134.7	11.7
Professional Development	4.7	7.9	5.6	6.3	6.3	0.7
Transfers/Bad Debt	36.9	34.4	34.4	34.4	34.4	-
Contingency	-	-	170.0	402.0	402.0	232.0
Capital Items	0.5	0.3	0.3	0.3	0.3	-
Total Expenditures	\$ 1,373.7	\$ 794.7	\$ 922.0	\$ 1,060.5	\$ 1,060.5	\$ 138.5

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	2.0	2.4	2.0	2.0	(0.4)
Total Expenditures	1,373.7	794.7	922.0	1,060.5	1,060.5	138.5
Net Operating Result	\$ (1,373.7)	\$ (792.7)	\$ (919.6)	\$ (1,058.5)	\$ (1,058.5)	\$ (138.9)

GENERAL GOVERNMENT

Administrative Services

ASSESSING

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- 2020 Citywide Revaluation
- Added Contractor to support Assessing's objectives

2019 BUDGET OVERVIEW

- ✓ Net new construction increased by 20% over last year.
- ✓ There were two 2019 Board of Review property assessment appeals
- ✓ One commercial property owner waived their right to a Board of Review hearing as a formality and is continuing on with an existing excessive assessment claim for their 2017, 2018 and 2019 assessments.

GENERAL GOVERNMENT

Administrative Services

ASSESSING

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

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

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

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

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

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

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	2015	2016	2017	2018	2019
	Reval	Non-Reval	Reval	Non-Reval	Non-Reval
Real Estate Parcels or Personal Property Accounts Reviewed	81	22	262	113	65
Number of Adjustments	61	20	162	111	64
Net \$ Adjustments (-) or (+)	-\$3,184,300	-\$313,700	-\$6,458,000	-\$5,725,700	-\$14,438,700

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

Measure	2015	2016	2017	2018	2019
	Reval	Non-Reval	Reval	Non-Reval	Non-Reval
Real Estate Parcels or Personal Property Accounts Reviewed	5	9	29	1	2
Number of Adjustments	4	7	14	1	1
Net \$ Adjustments (-) or (+)	-\$608,500	-\$1,428,610	-\$4,303,200	-\$1,003,100	-\$591,900

GENERAL GOVERNMENT
Administrative Services
ASSESSING

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Assessing	4.00	4.00	4.00	2.00	2.00	(2.00)
Allocated (Decrease)	(0.25)	-	-	-	-	-
Total Personnel	3.75	4.00	4.00	2.00	2.00	(2.00)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Assessing	435.4	329.7	408.8	390.7	392.6	(16.2)
Total Expenditures	\$ 435.4	\$ 329.7	\$ 408.8	\$ 390.7	\$ 392.6	\$ (16.2)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	407.8	298.7	331.2	224.0	226.0	(105.3)
Materials & Supplies	10.3	11.6	12.6	11.6	11.6	(1.0)
Contractual Services	10.9	15.8	58.5	151.6	151.6	93.1
Professional Development	6.4	3.2	6.5	3.4	3.4	(3.1)
Capital Items	-	0.3	-	-	-	-
Total Expenditures	\$ 435.4	\$ 329.7	\$ 408.8	\$ 390.7	\$ 392.6	\$ (16.2)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	435.4	329.7	408.8	390.7	392.6	(16.2)
Net Operating Result	\$ (435.4)	\$ (329.7)	\$ (408.8)	\$ (390.7)	\$ (392.6)	\$ 16.2

GENERAL GOVERNMENT

Administrative Services

INFORMATION TECHNOLOGY

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- Focus on security with 2-Factor Authentication for email and city computing services
- Modernizing the city's storage platform
- Upgrades to compute nodes of virtual platform
- Hire a full time Systems Administrator to improve core infrastructure and security
- New remote access system implementation; secure access to virtual applications
- Replacement of the four server nodes that provide all of the City's virtual computing infrastructure.

2019 BUDGET OVERVIEW

- ✓ Upgraded building access and security.
- ✓ 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.
- ✓ Cybersecurity audit and improvements

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Measure	2016	2017	2018	2019*
Issues Resolved On-time	66%	68%	78%	81%
Issues Resolved On First Contact	66%	61%	52%	62%
Issues Resolved to Satisfaction*	-	97%	97%	99%

*2017 was the first year for satisfaction surveys

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

Measure	2016	2017	2018	2019*
Average Time to First Response	18:30	24:30	13:14	5:25
Average Time Between Responses	17:20	18:20	9:44	5:00
Average Time to Resolution	47:50	46:30	41:00	28:03

The time format above is hours:minutes.

GENERAL GOVERNMENT
Administrative Services
INFORMATION TECHNOLOGY

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Information Technology	5.00	5.00	5.00	5.00	5.00	-
Allocated (Decrease)	(0.23)	(0.56)	(0.56)	(1.06)	(1.06)	(0.50)
Total Personnel	4.77	4.44	4.44	3.94	3.94	(0.50)

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Information Technology	927.9	1,214.8	1,248.2	1,089.7	1,105.7	(142.5)
Total Expenditures	\$ 927.9	\$ 1,214.8	\$ 1,248.2	\$ 1,089.7	\$ 1,105.7	\$ (142.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	412.3	466.9	447.6	485.5	485.5	37.9
Materials & Supplies	235.2	298.4	299.8	322.3	338.3	38.5
Contractual Services	111.7	85.0	68.7	70.0	70.0	1.3
Professional Development	10.0	14.5	11.0	13.5	13.5	2.5
Capital Items	158.7	350.0	421.0	198.5	198.5	(222.5)
Total Expenditures	\$ 927.9	\$ 1,214.8	\$ 1,248.2	\$ 1,089.7	\$ 1,105.7	\$ (142.5)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	0.2	-	-	-	-	-
Total Expenditures	927.9	1,214.8	1,248.2	1,089.7	1,105.7	(142.5)
Net Operating Result	\$ (927.7)	\$ (1,214.8)	\$ (1,248.2)	\$ (1,089.7)	\$ (1,105.7)	\$ 142.5

GENERAL GOVERNMENT

Public Services

BUILDING MAINTENANCE

MISSION

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

DESCRIPTION

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

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

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

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

Maintenance tickets submitted.

Department	2019
Finance	23
Library	116
Fire	32
EMS	19
Building Maintenance	22
Police	50
City Clerk	14
Others	64
Recreation	26

2020 BUDGET HIGHLIGHTS

- Continued the annual contribution to the Building Maintenance Fund to ensure sufficient funding for maintenance of all city buildings.
- Renovation of the second floor lobby of City Hall.
- Replacement of ceiling tiles at City Hall.

2019 BUDGET OVERVIEW

- ✓ City Hall roof was replaced and solar panels installed.
- ✓ Expansion to include sleeping quarters for EMS and Fire was added at the Westside Community Building
- ✓ Complete 1st Floor bathroom updates at City Hall

GENERAL GOVERNMENT
Public Services
BUILDING MAINTENANCE

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Building Maintenance	703.1	772.1	826.5	676.2	692.3	(134.2)
Grants & Donations	0.6	-	-	3.5	-	-
Total Expenditures	\$ 703.6	\$ 772.1	\$ 826.5	\$ 679.7	\$ 692.3	\$ (134.2)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	186.4	252.3	231.6	249.1	249.1	17.5
Materials & Supplies	265.2	215.0	205.1	213.7	212.7	7.6
Contractual Services	185.8	154.8	163.2	149.6	163.2	-
Professional Development	0.2	-	0.2	1.3	1.3	1.1
Capital Items	66.0	150.0	226.4	66.0	66.0	(160.4)
Total Expenditures	\$ 703.6	\$ 772.1	\$ 826.5	\$ 679.7	\$ 692.3	\$ (134.2)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	703.6	772.1	826.5	679.7	692.3	(134.2)
Net Operating Result	\$ (703.6)	\$ (772.1)	\$ (826.5)	\$ (679.7)	\$ (692.3)	\$ 134.2

IN-SERVICE FUNDS

Public Services

HEALTHCARE IN-SERVICE

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- Contributing additional \$50,000 to the Employee Clinic.
- Change in Healthcare providers capped Healthcare costs increases to 8.7% in 2019, and not to exceed 6.9% in 2020 and 8.9% in 2021.
- No increase for dental care.

2019 BUDGET OVERVIEW

- ✓ The In-service Fund was created during the 2019 budget process.

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Health Ins Internal Svc Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Health Ins Internal Svc Fund	-	2,801.5	2,801.5	2,924.1	2,921.8	120.3
Total Expenditures	-	\$ 2,801.5	\$ 2,801.5	\$ 2,924.1	\$ 2,921.8	\$ 120.3

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Health Insurance	-	2,581.2	2,581.2	2,697.3	2,695.0	113.8
Dental Insurance	-	220.3	220.3	226.8	226.8	6.5
Total Expenditures	-	\$ 2,801.5	\$ 2,801.5	\$ 2,924.1	\$ 2,921.8	\$ 120.3

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	2,801.5	2,801.5	2,924.1	2,921.8	120.3
Total Expenditures	-	2,801.5	2,801.5	2,924.1	2,921.8	120.3
Net Operating Result	-	\$ 0.0	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	-	0.0	-	-	-
Fund Balance Applied	-	-	-	50.0	50.0
Beginning Fund Balance	-	-	-	0.0	0.0
Ending Fund Balance	-	\$ 0.0	-	\$ (50.0)	\$ (50.0)



PUBLIC SAFETY

Police Department	77
Fire Department	80
Emergency Medical Services	82
Emergency Management	84
Building Inspection	86

PUBLIC SAFETY

Police

POLICE

MISSION

We will build relationships and solve problems.

2020 BUDGET HIGHLIGHTS

- Increase in overall MPSIS expense due to contribution expenses
- Increase in training expenses due to an increase in overall Electronic Control Device (ECD) and ammunition expense.
- Decrease in body armor expenses due to a reduction in the number of officers in rotation.
- Additional Police Officer
- Utilization of saved funding for squad police video system replacements.
- Increase in the crossing guard professional services agreement due to an additional crossing guard position for the new elementary school.
- Addition of a Police Vehicle for the Assistant Chief of Police.
- Increase in DVD/CD Open Records request fees.
- Additional uniformed officer.

2019 BUDGET OVERVIEW

- ✓ Additional lieutenant position to allow for increased direct supervision by line level leadership. Implementation plan and organizational changes are underway.
- ✓ Completed rifle replacement purchase. Training and total implementation to occur in quarterly training sessions.
- ✓ Management and investigative portable radio replacement completed in line with improved communications platform.
- ✓ Professional facility improvements that are in line with department values are underway.

DESCRIPTIONS

Administration

There are six members within the administration department.

Five command-level sworn officers provide overall organizational leadership.

- The Chief of Police is responsible for broad vision and direction for the operations of the organization with assistance from the Assistant Chief of Police.
- One Lieutenant provides leadership and management for patrol operations.
- A second Lieutenant provides leadership and management for support services operations.
- A third lieutenant and agency reorganization is being implemented.
- An executive assistant position provides operational support.

Patrol Division

Led by one lieutenant, the Patrol Division consists of sworn field officers who provide district policing efforts throughout the community. There are seven sergeants, 30 patrol officers, four district liaison officers, and two community service officers.

District Liaison Program

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

Detective Bureau

Supervised by an assigned sergeant, a team of five detectives provide police response and investigation into complicated high-level, time-consuming, investigations. These detectives coordinate complex investigative efforts, lead investigative teams, conduct intensive interviews, make complicated legal charging decisions, collect evidence at crime scenes, and work closely with the District Attorney's Office. A civilian evidence officer also reports to the support lieutenant within the support service division.

PUBLIC SAFETY

Police

POLICE

DESCRIPTIONS, continued

School Liaison Program

An extension of our policing philosophy, the School Liaison Program creates a partnership between the school district with district staff.

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.

Dispatch Services

Led by a dispatch supervisor, eight dispatchers provide 24-hour dispatching services for police staff and answering services for citizens wishing to reach city government. The communications center accomplishes several tasks related to the city's public safety function, including monitoring alarms and cameras, supporting the emergency operations center, and accessing local databases. The unit is led by a dispatch supervisor.

Records Division

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

Community Policing Services

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

Crossing Guards Services

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Measure	2014	2015	2016	2017	2018	2019
Welfare Calls /						
Check Person Calls	1,298	1,704	1,964	2,861	3,263	691*

PUBLIC SAFETY
Police
POLICE

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Police Administration	5.00	6.00	6.00	6.00	6.00	0.00
Police Patrol	39.00	40.00	40.00	40.00	40.00	0.00
Police Investigation	6.50	6.00	6.00	6.00	7.00	1.00
Police Communications	9.00	9.00	9.00	9.00	9.00	0.00
Police Records	7.40	8.00	8.00	8.00	8.00	0.00
District Liason Officers	4.00	5.00	5.00	5.00	5.00	0.00
Police Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Police Community Policing	0.00	0.00	0.00	0.00	0.00	0.00
Police Crossing Guards	0.00	0.00	0.00	0.00	0.00	0.00
Police School Liaison	2.00	2.00	2.00	2.00	2.00	0.00
Total Personnel	72.90	76.00	76.00	76.00	77.00	1.00
Sworn Personnel*		55.00	55.00	56.00	56.00	
Civilian Personnel		21.00	21.00	21.00	21.00	

*One FTE is 1,950 hours for patrol officers

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Police Administration	989.9	1,080.2	1,170.9	1,110.9	1,122.2	(48.7)
Police Patrol	3,940.8	4,212.2	4,120.3	4,306.5	4,306.5	186.1
Police Investigation	800.9	962.7	937.9	979.8	979.8	41.9
Police Communications	719.3	715.1	786.3	818.4	818.4	32.1
Police Records	467.5	531.0	533.0	513.9	513.9	(19.1)
District Liason Officers	379.0	367.5	431.8	438.1	438.1	6.3
Police Vehicles	358.5	563.2	566.2	530.2	530.2	(36.0)
Police Community Policing	6.5	5.5	7.0	7.0	7.0	-
Police Crossing Guards	121.3	135.9	135.9	145.0	145.0	9.1
Police School Liaison	209.3	214.3	212.4	207.3	207.3	(5.1)
Grants & Donations	6.5	9.5	10.4	10.9	10.9	0.5
Total Expenditures	\$ 7,999.6	\$ 8,797.0	\$ 8,911.9	\$ 9,067.8	\$ 9,079.1	\$ 167.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	6,819.8	7,354.2	7,416.1	7,739.6	7,750.9	334.8
Materials & Supplies	501.7	701.9	705.5	667.0	667.0	(38.4)
Contractual Services	598.3	531.5	558.7	498.9	498.9	(59.8)
Professional Development	61.7	73.0	76.4	82.1	82.1	5.6
Capital Items	18.1	136.4	155.3	80.3	80.3	(75.0)
Total Expenditures	\$ 7,999.6	\$ 8,797.0	\$ 8,911.9	\$ 9,067.8	\$ 9,079.1	\$ 167.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	183.4	183.0	172.2	191.2	191.2	19.0
Total Expenditures	7,999.6	8,797.0	8,911.9	9,067.8	9,079.1	167.2
Net Operating Result	\$ (7,816.2)	\$ (8,613.9)	\$ (8,739.7)	\$ (8,876.6)	\$ (8,887.9)	\$ (148.2)

PUBLIC SAFETY

Fire

FIRE

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.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Respond to citizens' call for service.

Measure	2015	2016	2017	2018	2019
Calls for Service	1,020	1,120	1,699	1,917	1,201*

2020 BUDGET HIGHLIGHTS

- Add five new Firefighters to the Westside Community Building.

2019 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.

PUBLIC SAFETY
Fire
FIRE

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Fire Protection	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Fire Protection	1,296.6	1,473.0	1,453.0	1,576.6	1,529.4	76.4
Grants & Donations	-	-	-	140.0	140.0	140.0
Total Expenditures	\$ 1,296.6	\$ 1,473.0	\$ 1,453.0	\$ 1,716.6	\$ 1,669.4	\$ 216.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Materials & Supplies	22.4	43.5	50.1	28.1	28.1	(22.0)
Contractual Services	1,274.2	1,382.9	1,382.9	1,688.5	1,641.2	258.4
Capital Items	-	46.7	20.0	-	-	(20.0)
Total Expenditures	\$ 1,296.6	\$ 1,473.0	\$ 1,453.0	\$ 1,716.6	\$ 1,669.4	\$ 216.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	129.4	152.2	125.0	147.5	147.5	22.5
Total Expenditures	1,296.6	1,473.0	1,453.0	1,716.6	1,669.4	216.4
Net Operating Result	\$ (1,167.3)	\$ (1,320.7)	\$ (1,328.0)	\$ (1,569.1)	\$ (1,521.9)	\$ (193.9)

PUBLIC SAFETY

Emergency Medical Services

EMERGENCY MEDICAL SERVICES

MISSION

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

DESCRIPTION

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

Sun Prairie EMS has evolved its role commensurately with demands for service. Sun Prairie EMS services include preventative outreach programs, including community education such as CPR and AED training. Additionally, Sun Prairie EMS provides support to both public and private community events. Sun Prairie EMS works closely with its Fire Department and Police Department partners to ensure it is ready to respond to any emergency.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Measure	2015	2016	2017	2018	2019
Call volume	2,391	2,467	2,828	1,550	1,828
Response time: En route	1:22	1:25	1:45	1:45	1:49
Response time: To scene	4:20	4:21	4:33	4:36	4:47
Response time: To hospital	20:33	19:24	19:03	18:33	17:57

**Response times are measured in minutes.

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

Measure	2015	2016	2017	2018	2019
IV success rate	64%	63%	70%	72%	73%
First-pass intubation success rate	78%	73%	87%	90%	100%

2020 BUDGET HIGHLIGHTS

- Sun Prairie EMS uses the latest in cardiac monitoring technology in all the ambulances in the fleet as these enhancements in patient care technology improve the patient experience.
- The EMS department is pursuing CAAS accreditation (the “gold standard”) in order to ensure that it continues to provide the very best service to the community for many years to come.
- The 2020 Budget includes educational reimbursement for professional development.

2019 BUDGET OVERVIEW

- ✓ Ambulance transport fees are re-evaluated and adjusted annually, to ensure the appropriate balance between taxpayer and user support of the service.
- ✓ All ambulances are equipped identically, ensuring the ability to rapidly deploy critical resources in times of need.
- ✓ The peak-hours ambulance enhances availability and improves reliability of EMS to meet community needs at minimal expense.
- ✓ Increased utilization of technology resulted in greater control and compliance monitoring of controlled substances.

Council Strategic Priority: **Dynamic Economy**

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

Measure	2015	2016	2017	2018	2019
Ambulance service users	59%	52%	58%	48%	59%
Taxpayers	41%	48%	42%	52%	41%

PUBLIC SAFETY
Emergency Medical Services
EMERGENCY MEDICAL SERVICES

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

* 1 FTE is 2,912 hours for paramedics.

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Emergency Medical Service	2,018.4	2,108.3	2,158.9	2,251.6	2,254.6	95.7
Grants & Donations	5.3	26.0	19.0	7.5	4.0	(15.0)
Total Expenditures	\$ 2,023.7	\$ 2,134.3	\$ 2,177.9	\$ 2,259.1	\$ 2,258.6	\$ 80.7

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	1,487.8	1,729.2	1,780.7	1,775.3	1,775.3	(5.4)
Materials & Supplies	452.1	300.6	290.4	368.8	365.3	74.9
Contractual Services	78.3	93.3	95.7	102.7	102.7	7.0
Professional Development	5.5	11.2	11.1	12.3	15.3	4.2
Total Expenditures	\$ 2,023.7	\$ 2,134.3	\$ 2,177.9	\$ 2,259.1	\$ 2,258.6	\$ 80.7

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	1,149.6	1,377.4	1,303.8	1,423.3	1,423.3	119.5
Total Expenditures	2,023.7	2,134.3	2,177.9	2,259.1	2,258.6	80.7
Net Operating Result	\$ (874.1)	\$ (756.9)	\$ (874.0)	\$ (835.8)	\$ (835.3)	\$ 38.8

PUBLIC SAFETY

Emergency Management Services

EMERGENCY MANAGEMENT

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- Training funds used to enhance disaster preparedness through practical exercise and classroom instruction.
- Operational improvements to the EOC remain a focus with available funding.
- Repairs and maintenance funding used for emergency sirens.
- Funding levels remain the same as 2019.
- A communication platform to be utilized by all emergency service departments is being considered in the interest of interoperability.

2019 BUDGET OVERVIEW

- ✓ There were no reported malfunctions with the emergency sirens requiring any repairs or need for funding.
- ✓ A joint incident command training session was funded for supervisory staff from police, fire, and EMS departments.
- ✓ The after-action review of the July 10, 2018 explosion continues to provide lessons learned for training plans and preparedness efforts

PUBLIC SAFETY
Emergency Management Services
EMERGENCY MANAGEMENT

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Emergency Management	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Emergency Management	5.0	2.8	10.0	10.0	10.0	-
Total Expenditures	\$ 5.0	\$ 2.8	\$ 10.0	\$ 10.0	\$ 10.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Materials & Supplies	5.0	0.3	5.0	5.0	5.0	-
Professional Development	-	2.5	5.0	5.0	5.0	-
Total Expenditures	\$ 5.0	\$ 2.8	\$ 10.0	\$ 10.0	\$ 10.0	-

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	5.0	2.8	10.0	10.0	10.0	-
Net Operating Result	\$ (5.0)	\$ (2.8)	\$ (10.0)	\$ (10.0)	\$ (10.0)	-

PUBLIC SAFETY

Community Development

BUILDING INSPECTION

MISSION

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

DESCRIPTION

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

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

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

2020 BUDGET HIGHLIGHTS

- Increase in commercial plan miscellaneous service fees.
- Update of commercial plan review fees.
- Increase in fire alarm and fire sprinkler permit fees.

2019 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 administrative, plan review and inspection services.
- ✓ Square footage fees were increased \$0.04 per square foot for all new construction, addition, and alteration permits.
- ✓ Funding and position authority were approved for a full-time Code Official beginning April 1, 2019.
- ✓ Continued high demand for services resulted in continued reliance on staff overtime and seasonal staff expenses

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Measure	2015	2016	2017	2018	2019*
Total Inspections	6,754	6,777	8,909	10,093	5,202
Completed same day	86%	92%	78%	90%	95%
Completed within 1 day	7%	5%	13%	6%	2%
Completed in 2+ days	7%	3%	9%	4%	3%

Calls for Service Statistics

Measure	2015	2016	2017	2018	2019*
Permit Applications	1,823	1,750	2,264	2,391	1,368
Code Enforcement Cases	396	468	378	252	334
Field Inspections	6,754	6,779	8,909	10,093	5,202

PUBLIC SAFETY
Community Development
BUILDING INSPECTION

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Building Inspection	570.2	651.4	641.8	685.2	685.2	43.3
Grants & Donations	0.8	-	-	-	-	-
Total Expenditures	\$ 571.0	\$ 651.4	\$ 641.8	\$ 685.2	\$ 685.2	\$ 43.3

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	505.0	583.6	575.0	636.8	636.8	61.7
Materials & Supplies	39.4	48.0	47.6	29.2	29.2	(18.4)
Contractual Services	20.8	14.5	14.0	13.0	13.0	(1.0)
Professional Development	5.2	5.2	5.2	6.2	6.2	1.0
Capital Items	0.5	-	-	-	-	-
Total Expenditures	\$ 571.0	\$ 651.4	\$ 641.8	\$ 685.2	\$ 685.2	\$ 43.3

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	738.3	643.2	619.5	698.4	698.4	78.9
Total Expenditures	571.0	651.4	641.8	685.2	685.2	43.3
Net Operating Result	\$ 167.3	\$ (8.2)	\$ (22.4)	\$ 13.2	\$ 13.2	\$ 35.6



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PUBLIC WORKS

Public Services

PUBLIC WORKS

MISSION

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

DESCRIPTION

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

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

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

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

2020 BUDGET HIGHLIGHTS

- Design of a Public Works Campus
- A HAWK pedestrian crossing device for the Main and Rickel intersection and a RRFB pedestrian crossing device for another location on Main Street in the downtown area.
- Add five new bike racks within the city
- Replace three water fountains in the City Parks system
- A multi-department message board for resident communication and emergency operations.
- Increase cost of application and permit for street occupancy privileges.
- Increase cost of barricade rental.

2019 BUDGET OVERVIEW

- ✓ Completed over 4.5 miles of chip sealing in 2019.
- ✓ Install Rapid Response Flashing Beacon at Kroncke and Main.
- ✓ Installation of 11 transit bus stops pads.
- ✓ Respond to over 15,000 diggers hotline tickets.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Maintain city streets.

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

PUBLIC WORKS
Public Services
PUBLIC WORKS

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Public Works Administration	3.00	3.00	3.00	1.00	1.00	(2.00)
Public Works Operations	8.00	10.00	10.00	10.00	10.00	-
Allocated Increase	0.40	0.40	0.40	0.40	0.40	-
Allocated (Decrease)	(1.40)	(2.35)	(2.35)	(0.95)	(0.95)	1.40
Total Personnel	10.00	11.05	11.05	10.45	10.45	(0.60)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Public Works Administration	211.8	231.1	236.9	175.9	175.9	(61.0)
Public Works Operations	705.8	1,018.1	1,011.7	1,026.7	1,026.8	15.1
Public Works Snow/Ice Control	391.6	555.9	443.8	452.8	452.8	9.1
Public Works Traffic Control	75.2	88.9	93.9	76.6	76.6	(17.3)
Public Works Streets Maint	707.3	809.0	795.0	800.0	778.7	(16.3)
Grants & Donations	3.7	1.6	-	3.5	14.0	14.0
Total Expenditures	\$ 2,095.4	\$ 2,704.6	\$ 2,581.2	\$ 2,535.5	\$ 2,524.8	\$ (56.4)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	825.6	948.2	902.5	876.8	876.8	(25.7)
Materials & Supplies	415.1	736.0	727.8	729.1	737.7	9.9
Contractual Services	825.6	994.5	927.0	906.7	885.5	(41.6)
Professional Development	4.1	12.4	10.4	9.3	9.3	(1.0)
Capital Items	25.1	13.5	13.5	13.5	15.5	2.0
Total Expenditures	\$ 2,095.4	\$ 2,704.6	\$ 2,581.2	\$ 2,535.5	\$ 2,524.8	\$ (56.4)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	1,492.6	1,499.1	1,477.3	1,520.4	1,704.4	227.1
Total Expenditures	2,095.4	2,704.6	2,581.2	2,535.5	2,524.8	(56.4)
Net Operating Result	\$ (602.8)	\$ (1,205.5)	\$ (1,103.9)	\$ (1,015.1)	\$ (820.4)	\$ 283.5

PUBLIC WORKS
Public Services
PUBLIC SERVICES

MISSION

Provide high quality infrastructure to the City of Sun Prairie.

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

Public Services was a new department created for the 2020 Budget year. Prior to the 2020 Budget, the Public Services Director was located in the Engineering Department's budget.

2019 BUDGET OVERVIEW

During the 2019 Budget year, a Management Analyst position was created to help analyze and manage the operations of the four divisions of Public Services

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Public Services	n/a	n/a	n/a	3.00	3.00	3.00
Allocated Increase	-	-	-	0.60	0.60	0.60
Allocated (Decrease)	-	-	-	(0.80)	(0.80)	(0.80)
Total Personnel	-	-	-	2.80	2.80	2.80

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Public Services	-	-	-	195.9	195.9	195.9
Total Expenditures	-	-	-	\$ 195.9	\$ 195.9	\$ 195.9

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	-	-	-	188.7	188.7	188.7
Materials & Supplies	-	-	-	3.0	3.0	3.0
Contractual Services	-	-	-	0.6	0.6	0.6
Professional Development	-	-	-	3.7	3.7	3.7
Total Expenditures	-	-	-	\$ 195.9	\$ 195.9	\$ 195.9

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	-	-	-	195.9	195.9	195.9
Net Operating Result	-	-	-	\$ (195.9)	\$ (195.9)	\$ (195.9)

PUBLIC WORKS

Public Services

ENGINEERING

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- The cost to continue budget includes increases in maintenance agreements and communications to reflect current costs in these areas.
- Conduct a traffic study in the Prairie Lakes area and a comprehensive Highway Safety Screening Analysis.

2019 BUDGET OVERVIEW

- ✓ The Department replaced an engineering technician in 2019.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

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

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

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

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

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

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

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

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

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

The table below shows the street inventory and associated ratings:

Condition Frequency Report	1 to 2	3 to 4	5 to 6	7 to 8	9 to 10
PASER Rating %	3.02%	19.7%	39.05%	27.35%	10.88%

*Based on 135.14 miles of rated roadways. There are 4.70 miles of unrated roadways. As of August 12th, 2019.

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

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Engineering	7.00	7.00	7.00	6.00	6.00	(1.00)
Allocated Increase	0.19	0.19	0.19	0.19	0.19	-
Allocated (Decrease)	(1.71)	(1.71)	(1.71)	(1.58)	(1.58)	0.13
Total Personnel	5.48	5.48	5.48	4.61	4.61	(0.87)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Engineering	647.9	680.5	657.9	549.6	538.3	(119.6)
Grants & Donations	0.4	-	-	-	-	-
Total Expenditures	\$ 648.3	\$ 680.5	\$ 657.9	\$ 549.6	\$ 538.3	\$ (119.6)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	582.4	630.8	609.0	486.7	475.4	(133.6)
Materials & Supplies	25.8	33.2	32.6	41.9	41.9	9.3
Contractual Services	34.7	5.3	5.3	16.7	16.7	11.5
Professional Development	3.4	8.1	8.0	4.2	4.2	(3.8)
Capital Items	1.9	3.0	3.0	0.1	0.1	(2.9)
Total Expenditures	\$ 648.3	\$ 680.5	\$ 657.9	\$ 549.6	\$ 538.3	\$ (119.6)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	378.8	203.5	399.9	266.7	266.7	(133.2)
Total Expenditures	648.3	680.5	657.9	549.6	538.3	(119.6)
Net Operating Result	\$ (269.5)	\$ (477.0)	\$ (258.0)	\$ (282.9)	\$ (271.6)	\$ (13.6)

PUBLIC WORKS

Public Services

GIS

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

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

2019 BUDGET OVERVIEW

- ✓ Increase the maintenance agreements budget due to higher software licensing charges.
- ✓ The GIS Tech position modified from a LTE position to a full-time permanent position.

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
GIS	1.00	2.00	2.00	2.00	2.00	-
Allocated (Decrease)	(0.56)	(0.56)	(0.56)	(0.96)	(0.96)	(0.40)
Total Personnel	0.44	1.44	1.44	1.04	1.04	(0.40)

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
GIS	111.7	115.0	120.2	122.4	122.4	2.2
Total Expenditures	\$ 111.7	\$ 115.0	\$ 120.2	\$ 122.4	\$ 122.4	\$ 2.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	86.6	82.3	91.7	92.7	92.7	1.0
Materials & Supplies	23.0	26.0	25.9	25.9	25.9	0.0
Contractual Services	0.1	5.3	0.1	0.1	0.1	-
Professional Development	2.0	1.4	2.6	3.8	3.8	1.2
Capital Items	-	-	-	-	-	-
Total Expenditures	\$ 111.7	\$ 115.0	\$ 120.2	\$ 122.4	\$ 122.4	\$ 2.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	111.7	115.0	120.2	122.4	122.4	2.2
Net Operating Result	\$ (111.7)	\$ (115.0)	\$ (120.2)	\$ (122.4)	\$ (122.4)	\$ (2.2)

SPECIAL REVENUE FUND

Public Services

REFUSE & RECYCLING

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- No notable changes.

2019 BUDGET OVERVIEW

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Measure	2014	2015	2016	2017	2018	2019*
Units Collected	9,519	9,627	9,820	9,917	10,192	10,247
Contractor Cost per Unit	\$11.19	\$11.45	\$8.90	\$9.20	\$9.50	\$9.80
Recycling Collection (tons)	2,758	2,763	2,584	2,578	2,726	
Refuse Collection (tons)	6,736	7,250	7,185	7,494	7,549	
Yard Waste Processed (Cu. Yards)	7,544	7,423	5,010	7,494	7,549	
Waste Oil (Gallons)	3,992	507	3,615	2,815		

SPECIAL REVENUE FUND
Public Services
REFUSE & RECYCLING

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Refuse And Recycling	seasonal	seasonal	seasonal	seasonal	seasonal	
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Refuse And Recycling	1,207.2	1,492.4	1,440.3	1,542.7	1,542.7	102.4
Total Expenditures	\$ 1,207.2	\$ 1,492.4	\$ 1,440.3	\$ 1,542.7	\$ 1,542.7	\$ 102.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	13.9	26.6	18.7	30.2	30.2	11.5
Materials & Supplies	2.9	34.1	35.9	78.9	78.9	43.1
Contractual Services	1,190.4	1,386.7	1,338.9	1,388.5	1,388.5	49.7
Transfers/Bad Debt	-	-	1.9	-	-	(1.9)
Capital Items	-	45.0	45.0	45.0	45.0	-
Total Expenditures	\$ 1,207.2	\$ 1,492.4	\$ 1,440.3	\$ 1,542.7	\$ 1,542.7	\$ 102.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	1,350.9	1,330.3	1,440.3	1,542.7	1,542.7	102.4
Total Expenditures	1,207.2	1,492.4	1,440.3	1,542.7	1,542.7	102.4
Net Operating Result	\$ 143.7	\$ (162.1)	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	143.7	(162.1)	-	-	-
Fund Balance Applied	-	-	127.5	196.8	196.8
Beginning Fund Balance	302.7	446.4	446.4	284.3	284.3
Ending Fund Balance	\$ 446.4	\$ 284.3	\$ 318.9	\$ 87.5	\$ 87.5

SPECIAL REVENUE FUND

Public Services

TRANSPORTATION FUND

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 Transit Commission acts as the oversight authority for the taxi and bus services and makes recommendations for changes to all modes of transportation. The Commission receives recommendations from the Bike Sub Committee for all issues related to bike and pedestrian transportation.

2020 BUDGET HIGHLIGHTS

- Budget includes funding for a Local Bus Service Study

2019 BUDGET OVERVIEW

- ✓ One accessible taxi purchased with 5310 grant funding assistance
- ✓ Metro bus service started within Sun Prairie in August
- ✓ Construction of a park and ride lot on the City's west side

PERFORMANCE METRICS

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

*2019 data reflects information through July 31, 2019

Report state required performance measures.

Measure	2015	2016	2017	2018	2019
Trips/Capita	1.838	1.928	1.963	2.125	1.232
Hours/Capita	.783	.819	.804	.855	.929
Trips/Hour	2.347	2.354	2.441	2.460	2.604
Fares/Expense	24.7%	27.9%	27.0%	26.7%	30.5%
Expenses/Hour	\$30.57	\$30.57	\$30.91	\$31.50	\$32.35

Increase service and availability.

Measure	2015	2016	2017	2018	2019
Ridership	58,065	62,433	64,557	72,032	41,748
Fare Revenues	\$198,067	\$207,679	\$220,564	\$246,673	\$158,291
Reduced Fare Applications	155	127	133	128	91

SPECIAL REVENUE FUND
Public Services
TRANSPORTATION FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Transportation Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Transportation Fund	-	1,149.9	1,149.9	1,485.7	1,485.7	335.8
Total Expenditures	-	\$ 1,149.9	\$ 1,149.9	\$ 1,485.7	\$ 1,485.7	\$ 335.8

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Materials & Supplies	-	7.8	7.8	-	-	(7.8)
Contractual Services	-	1,142.1	1,142.1	1,485.7	1,485.7	343.6
Total Expenditures	-	\$ 1,149.9	\$ 1,149.9	\$ 1,485.7	\$ 1,485.7	\$ 335.8

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	935.2	864.1	1,137.8	1,137.8	273.7
Transfer In	-	298.1	288.8	347.8	347.8	59.0
Total Expenditures	-	1,149.9	1,149.9	1,485.7	1,485.7	335.8
Net Operating Result	-	\$ 83.4	\$ 3.1	-	-	\$ (3.1)

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	-	83.4	3.1	-	-
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	-	-	-	83.4	83.4
Ending Fund Balance	-	\$ 83.4	\$ 3.1	\$ 83.4	\$ 83.4

ENTERPRISE FUNDS

Public Services

WASTEWATER

MISSION

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

DESCRIPTION

The Wastewater Department has two divisions, the sanitary sewer collection system and the wastewater treatment plant. The collection 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 screening removal, grit removal, primary and secondary clarification, biological activated sludge treatment, biological phosphorus removal, sand filters, UV (ultraviolet light) disinfection and anaerobic digestion of organic solids. The goal is to continually meet the requirements of our Wisconsin Pollutant Discharge Elimination System (WPDES) Permit, and increase the service life of the treatment plant through proper operation of the plant and adhering to the plant maintenance tasks schedule.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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	2015	2016	2017	2018	2019*
Meet Monthly Milligram/Liter (mg/l)	1.4	1.4	1.4	1.0	1.0
Permit Requirement for Phosphorus					
Actual Monthly Average (mg/l)	0.40	0.50	0.45	0.41	0.38

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

Measure	2015	2016	2017	2018	2019*
Current Average Daily Flow in Million	3.085	3.986	4.140	3.886	4.199
Gallons Per Day (mgd)					
Plant Daily Capacity in Million Gallons	4.400	4.400	4.400	4.400	4.400
Per Day (mgd)					

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

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

2020 BUDGET HIGHLIGHTS

- The department will begin the initial stages of a sizable plant upgrade and will continue with clearwater reduction efforts.
- Addition of two summer interns.

2019 BUDGET OVERVIEW

- ✓ The Wastewater Department continues efforts to identify and decrease clearwater from entering the city's sewage collection system via televising sanitary sewer lines and lining of leaking sewer lines.
- ✓ The Wastewater Department has continued its efforts with a contracted engineering firm to develop draft Plans and Specifications for a sizable upgrade at the wastewater treatment plant. The focus of the upgrade is to address liquid side capacity issues and meeting future stringent phosphorus limits.
- ✓ One full time employee added to the department.

ENTERPRISE FUNDS
Public Services
WASTEWATER

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 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	-
Total Personnel	10.00	10.00	10.00	11.00	11.00	1.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Administration	585.7	644.0	679.1	792.0	792.4	113.3
Plant Operations	2,106.5	1,154.0	1,228.0	1,325.3	1,325.3	97.3
Collection System	583.9	313.1	396.8	464.1	464.1	67.3
Replacement Account	224.9	1,415.2	1,393.3	1,588.4	1,588.4	195.1
Debt Service	35.0	103.0	395.1	333.0	333.0	(62.2)
Plant Expansion	57.3	122.0	122.3	87.0	87.0	(35.3)
Capital Projects	202.0	3,490.1	3,490.1	11,273.6	11,773.6	8,283.5
Total Expenditures	\$ 3,795.3	\$ 7,241.6	\$ 7,704.7	\$ 15,863.3	\$ 16,363.8	\$ 8,659.1

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	981.5	1,159.2	1,143.5	1,310.2	1,310.7	167.2
Materials & Supplies	177.3	206.9	234.5	257.9	257.9	23.4
Contractual Services	741.1	1,973.7	2,089.5	1,859.6	1,859.6	(229.9)
Insurance	17.8	23.3	17.9	24.3	24.3	6.5
Professional Development	5.5	4.7	7.9	10.7	10.7	2.8
Depreciation	1,406.3	-	-	-	-	-
Debt Service	224.9	1,415.2	1,393.3	1,588.4	1,588.4	195.1
Capital Items	241.0	2,458.5	2,818.2	10,812.2	11,312.2	8,494.0
Total Expenditures	\$ 3,795.3	\$ 7,241.6	\$ 7,704.7	\$ 15,863.3	\$ 16,363.8	\$ 8,659.1

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	7,078.6	5,209.7	8,308.2	15,545.2	16,533.3	8,225.1
Total Expenditures	3,795.3	7,241.6	7,704.7	15,863.3	16,363.8	8,659.1
Net Operating Result	\$ 3,283.2	\$ (2,031.8)	\$ 603.5	\$ (318.1)	\$ 169.5	\$ (434.0)

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	3,283.2	(2,031.8)	603.5	(318.1)	169.5
Fund Balance Applied	-	-	2,054.9	1,724.3	1,724.3
Beginning Fund Balance	51,431.5	54,714.7	54,714.7	52,682.9	52,682.9

ENTERPRISE FUNDS

Public Services

STORMWATER UTILITY

MISSION

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

DESCRIPTION

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

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

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Yahara River Watershed (1,746 acres)

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

TMDL COMPLIANCE - Reduction of Total Suspended Solids (TSS)

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

2020 BUDGET HIGHLIGHTS

- No notable changes

2019 BUDGET OVERVIEW

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

Koshkonong Creek Watershed (3,864 acres)

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

TMDL COMPLIANCE - Reduction of Total Phosphorus (TP)

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

ENTERPRISE FUNDS
Public Services
STORMWATER UTILITY

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Stormwater Utility	5.00	5.00	5.00	5.00	5.00	-
Allocated Increase	3.53	4.02	4.02	4.52	4.52	0.50
Total Personnel	8.53	9.02	9.02	9.52	9.52	0.50

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Administration	407.9	488.5	499.6	532.7	542.7	43.1
Maintenance	1,543.6	574.3	566.3	612.3	612.3	46.0
Street Cleaning	38.6	40.2	41.6	60.5	60.5	18.9
Erosion Control	-	-	-	-	-	-
Debt Service	275.8	1,045.3	963.7	1,438.6	1,438.6	474.9
Capital Projects	30.4	2,485.4	5,880.7	4,976.1	5,276.1	(604.7)
Total Expenditures	\$ 2,296.4	\$ 4,633.7	\$ 7,951.9	\$ 7,620.1	\$ 7,930.1	\$ (21.8)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	657.9	760.6	771.2	840.4	850.4	79.3
Materials & Supplies	134.2	122.4	106.4	119.8	119.8	13.4
Contractual Services	254.4	243.9	348.1	250.2	250.2	(97.8)
Insurance	0.9	3.7	3.5	1.2	1.2	(2.3)
Professional Development	0.8	2.3	3.6	4.6	4.6	1.0
Depreciation	971.7	-	-	-	-	-
Debt Service	275.8	1,045.3	963.7	1,438.6	1,438.6	474.9
Capital Items	0.6	2,455.4	5,755.4	4,965.2	5,265.2	(490.2)
Total Expenditures	\$ 2,296.4	\$ 4,633.7	\$ 7,951.9	\$ 7,620.1	\$ 7,930.1	\$ (21.8)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	5,686.3	3,444.9	8,320.6	8,545.6	9,270.6	950.0
Total Expenditures	2,296.4	4,633.7	7,951.9	7,620.1	7,930.1	(21.8)
Net Operating Result	\$ 3,389.9	\$ (1,188.8)	\$ 368.7	\$ 925.5	\$ 1,340.5	\$ 971.8

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	3,389.9	(1,188.8)	368.7	925.5	1,340.5
Fund Balance Applied	-	-	113.5	5,184.8	5,173.1
Beginning Fund Balance	42,479.1	45,869.0	45,869.0	44,680.2	44,680.2
Ending Fund Balance	\$ 45,869.0	\$ 44,680.2	\$ 46,124.2	\$ 40,420.8	\$ 40,847.5

IN-SERVICE FUNDS

Public Services

FLEET IN-SERVICE

MISSION

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

DESCRIPTION

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

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

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

2020 BUDGET HIGHLIGHTS

- Purchase an aerial lift to support a safer, more efficient productivity

2019 BUDGET OVERVIEW

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Measure	2014	2015	2016	2017	2018	2019
Work Orders	737	1,011	933	1,171	860	539
Preventive Maintenance %	70%	78%	73%	75%	74%	76%
Outside Repair Costs	\$2,777	\$9,947	\$27,295	\$22,010	\$44,119	\$33,806
Total Repair Costs	\$198,300	\$225,936	\$380,994	\$423,038	\$776,763	\$442,727

IN-SERVICE FUNDS
Public Services
FLEET IN-SERVICE

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Fleet Inservice Fund	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	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Administration	25.1	28.9	24.7	27.2	27.2	2.5
Fleet Operations	683.3	749.6	609.3	669.5	669.4	60.2
Debt Service	54.7	264.6	276.9	386.6	386.6	109.7
Capital Projects	657.6	1,729.6	1,586.4	628.1	645.9	(940.6)
Total Expenditures	\$ 1,420.7	\$ 2,772.7	\$ 2,497.2	\$ 1,711.4	\$ 1,729.1	\$ (768.1)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	281.5	313.2	312.1	311.3	311.3	(0.9)
Materials & Supplies	368.0	399.1	253.7	312.3	312.2	58.5
Contractual Services	31.0	35.7	41.1	43.8	43.8	2.7
Insurance	27.7	28.9	24.7	27.2	27.2	2.5
Professional Development	0.2	1.7	2.3	2.2	2.2	(0.2)
Depreciation	652.6	-	-	-	-	-
Debt Service	54.7	264.6	276.9	386.6	386.6	109.7
Capital Items	5.0	1,729.6	1,586.4	628.1	645.9	(940.6)
Total Expenditures	\$ 1,420.7	\$ 2,772.7	\$ 2,497.2	\$ 1,711.4	\$ 1,729.1	\$ (768.1)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	1,382.0	1,645.3	2,606.9	2,402.8	1,817.3	(789.6)
Total Expenditures	1,420.7	2,772.7	2,497.2	1,711.4	1,729.1	(768.1)
Net Operating Result	\$ (38.7)	\$ (1,127.4)	\$ 109.6	\$ 691.4	\$ 88.2	\$ (21.4)

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	(38.7)	(1,127.4)	109.6	691.4	88.2
Fund Balance Applied	-	-	125.8	539.7	31.3
Beginning Fund Balance	4,934.4	4,895.7	4,895.7	3,768.3	3,768.3
Ending Fund Balance	\$ 4,895.7	\$ 3,768.3	\$ 4,879.6	\$ 3,920.0	\$ 3,825.3

HEALTH & HUMAN SERVICES

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HEALTH & HUMAN SERVICES

Health & Human Services

COLONIAL CLUB

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

2020 BUDGET HIGHLIGHTS

- Increase Colonial Club funding by additional \$10,000 to continue to serve Sun Prairie residents.

2019 BUDGET OVERVIEW

- ✓ Funding increased from \$190,000 to \$200,000 in the 2019 budget. The increased funding addressed growth in case management and transportation services.

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Colonial Club	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Colonial Club	190.0	200.0	200.0	210.0	210.0	10.0
Total Expenditures	\$ 190.0	\$ 200.0	\$ 200.0	\$ 210.0	\$ 210.0	\$ 10.0

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Contractual Services	190.0	200.0	200.0	210.0	210.0	10.0
Total Expenditures	\$ 190.0	\$ 200.0	\$ 200.0	\$ 210.0	\$ 210.0	\$ 10.0

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	190.0	200.0	200.0	210.0	210.0	10.0
Net Operating Result	\$ (190.0)	\$ (200.0)	\$ (200.0)	\$ (210.0)	\$ (210.0)	\$ (10.0)

HEALTH & HUMAN SERVICES

Health & Human Services

YOUTH & FAMILY COMMISSION

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

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

2019 BUDGET OVERVIEW

- ✓ During 2019, the Youth and Families Commission continued its work on "Building Neighborhoods", in conjunction with the Parks and Rec Department's Navigators Program. The Commission assisted with the sponsorship of a Meet and Greet in the Rolling Prairie neighborhood, an Easter egg hunt and Juneteenth celebration in the VandenBurg neighborhood.
- ✓ Additionally, the September 2019 Multicultural Fair has been a focus. The Commission is a major funder and its members are working on planning the fair.

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Youth & Families	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Youth & Families	2.6	6.8	16.8	8.0	8.0	(8.8)
Total Expenditures	\$ 2.6	\$ 6.8	\$ 16.8	\$ 8.0	\$ 8.0	\$ (8.8)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	1.4	2.1	2.1	2.2	2.2	0.2
Materials & Supplies	0.8	2.5	2.5	2.5	2.5	-
Contractual Services	0.1	1.6	12.0	3.0	3.0	(9.0)
Professional Development	0.2	0.7	0.3	0.3	0.3	-
Total Expenditures	\$ 2.6	\$ 6.8	\$ 16.8	\$ 8.0	\$ 8.0	\$ (8.8)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	2.6	6.8	16.8	8.0	8.0	(8.8)
Net Operating Result	\$ (2.6)	\$ (6.8)	\$ (16.8)	\$ (8.0)	\$ (8.0)	\$ 8.8

HEALTH & HUMAN SERVICES

Health & Human Services

YMCA

MISSION

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

2020 BUDGET HIGHLIGHTS

- No notable changes.

2019 BUDGET OVERVIEW

- ✓ No notable changes.

DESCRIPTION

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

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Youth Programs	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Youth Programs	45.0	145.0	145.0	115.0	115.0	(30.0)
Total Expenditures	\$ 45.0	\$ 145.0	\$ 145.0	\$ 115.0	\$ 115.0	\$ (30.0)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Contractual Services	45.0	145.0	145.0	115.0	115.0	(30.0)
Total Expenditures	\$ 45.0	\$ 145.0	\$ 145.0	\$ 115.0	\$ 115.0	\$ (30.0)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	45.0	145.0	145.0	115.0	115.0	(30.0)
Net Operating Result	\$ (45.0)	\$ (145.0)	\$ (145.0)	\$ (115.0)	\$ (115.0)	\$ 30.0

HEALTH & HUMAN SERVICES

Health & Human Services

COMMUNITY SCHOOLS

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- Maintains funding from 2019

2019 BUDGET OVERVIEW

- ✓ \$90,000 to cover partial salary and benefit costs of Site Coordinators at:
 - Westside Elementary
 - Prairie Phoenix Academy
 - CH Bird Elementary
- ✓ \$10,000 for Camp Buena Vista to serve at least 30 students at Westside Elementary during the summer of 2020

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

*2019 data reflects information through July 31, 2019

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

Measure	2017
Percentage of students with proficient scores in Language Arts FORWARD Exam.	
Westside Students of Color	21%
Low Income Students	21%
Percentage of students with proficient scores in Math FORWARD Exam.	
Westside Students of Color	23%
Low Income Students	16%
Percentage of Prairie Phoenix Academy Students on Track for On Time Graduation	
% of Prairie Phoenix Academy Students on Time	46%

*Patrick Marsh and CH Bird will be added this year

Reduce Chronic Absenteeism

Measure	2017	2018	2019
Percentage of students missing 10% or more of school			
Westside Elementary	17%	18%	N/A
Prairie Phoenix Academy	83%	89%	N/A

*Patrick Marsh and CH Bird will be added this year

Create a sense of family connectedness to the school and community

Measure	2017	2018	2019
Percentage of families reporting they feel that they belong as part of the school community			
Westside Elementary	N/A	85%	N/A
Prairie Phoenix Academy	N/A	100%	N/A
Percentage of families reporting they feel welcome at the school			
Westside Elementary	N/A	82%	N/A
Prairie Phoenix Academy	N/A	100%	N/A

*Patrick Marsh and CH Bird will be added this year

HEALTH & HUMAN SERVICES

Health & Human Services

CEMETERY

MISSION

Maintain the Sun Prairie Cemetery.

2020 BUDGET HIGHLIGHTS

- No noticeable changes.

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 OVERVIEW

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

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Cemetery	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Cemetery	9.5	10.0	10.0	10.0	10.0	-
Total Expenditures	\$ 9.5	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Contractual Services	9.5	10.0	10.0	10.0	10.0	-
Total Expenditures	\$ 9.5	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	-

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	9.5	10.0	10.0	10.0	10.0	-
Net Operating Result	\$ (9.5)	\$ (10.0)	\$ (10.0)	\$ (10.0)	\$ (10.0)	-







CULTURE & RECREATION

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Sun Prairie Media Center	125
Park Fund	128
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Tourism Commission	134



CULTURE & RECREATION

Public Services

HISTORICAL MUSEUM

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 full-time 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 currently has 2-3% of its collection on display.

The museum was closed from July 10, 2018 through July 14, 2019 when it partially reopened during construction. Staff focused on facility issues, satellite exhibits, and a variety of programming in the spring and summer and an initial set of three exhibits to reopen the museum to the public.

2020 BUDGET HIGHLIGHTS

- Become a partner with Destination Madison to increase advertising for the museum and raise its visibility.
- Continue working with an exhibit planning and design consultant to raise the level of professionalism for the exhibits in the museum.
- Become a local history affiliate with the Wisconsin Historical Society.

2019 BUDGET OVERVIEW

- ✓ The museum received additional money from the City Council to address multiple deferred maintenance issues with the museum building going back 30 years or more, and replaced its elevator lift and addressed other ADA issues.
- ✓ Museum staff worked with an exhibit planning and design consultant to create two exhibits displayed at the July 14, 2019 reopening.
- ✓ The museum created an Education Collection consisting of antiques similar to those found in the museum's permanent collection. The reasoning for this is to preserve the Permanent Collection items that the museum has but allow visitors to handle and be hands on with the Education Collection and learn history in a new way.

PERFORMANCE METRICS

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

*2019 data reflects information through July 31, 2019

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

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

Council Strategic Priority: **Quality City Services**

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

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

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

CULTURE & RECREATION
Public Services
HISTORICAL MUSEUM

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Historical Museum	43.6	119.2	122.5	102.1	102.1	(20.5)
Grants & Donations	1.0	20.0	7.0	7.0	7.0	-
Total Expenditures	\$ 44.6	\$ 139.2	\$ 129.5	\$ 109.1	\$ 109.1	\$ (20.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	31.2	66.3	70.8	72.0	72.0	1.2
Materials & Supplies	6.1	32.7	19.6	18.6	18.6	(1.0)
Contractual Services	6.5	11.7	11.7	12.3	12.3	0.6
Professional Development	0.2	1.2	0.8	1.2	1.2	0.4
Capital Items	0.6	27.3	26.7	5.0	5.0	(21.7)
Total Expenditures	\$ 44.6	\$ 139.2	\$ 129.5	\$ 109.1	\$ 109.1	\$ (20.5)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	1.1	22.1	7.0	9.0	9.0	2.0
Total Expenditures	44.6	139.2	129.5	109.1	109.1	(20.5)
Net Operating Result	\$ (43.5)	\$ (117.1)	\$ (122.5)	\$ (100.1)	\$ (100.1)	\$ 22.5

SPECIAL REVENUE FUND

Public Services

RECREATION

MISSION

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

DESCRIPTION

The Parks 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 to form a system of services that is responsive to the recreational, cultural, and preservation needs of the community.

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

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

The Parks 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. Park space includes neighborhood parks, community parks, a citywide park, and special use areas such as the Family Aquatic Center and the Pet Exercise Area.

2020 BUDGET HIGHLIGHTS

- Increasing the number of internal programs and reducing the number of vendor programs to control program quality and better align with community needs.
- Utilizing Program Specialists in a dual role of program coordination and program instruction to better support Recreation operational needs.
- Reallocating a portion of professional services budget for programming towards Concerts in the Park Series performance budget.
- Expansion of programs.
- Expansion of Neighborhood Navigators.
- Creation of a position to manage all community events.
- Increase in program specialist hours.

2019 BUDGET OVERVIEW

- ✓ Provided funding and position authority for a part-time administrative assistant.
- ✓ Implemented a new registration system, RecPro, allowing for an enhanced customer experience and more accurate reporting.
- ✓ Expanded Movies and Concerts in the Park series to include additional events.
- ✓ Created a special revenue fund to track revenue and expenditures of new programs.
- ✓ Began Master Planning process to address the FAC and Sheehan Park.

SPECIAL REVENUE FUND

Public Services

RECREATION

PERFORMANCE METRICS

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

*2019 data reflects information through July 31, 2019

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	2015	2016	2017	2018	2019
Number of Evaluations Distributed	3,096	2,953	2,893	4606	649
Number of Evaluations Returned	730	585	493	432	215
Return Rate	24%	20%	17%	9%	--
Percentage of Evaluations reporting "Good" or "Very Good" Overall Satisfaction	95%	94%	96%	91%	80%

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

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

Measure	2015	2016	2017	2018	2019
Total Number of Enrollments	5,233	4,986	4,983	4,661	3,209
Total Number of Programs Offered	595	629	642	523	528
Total Number of Programs Cancelled due to low or no enrollment	87	85	118	116	115
Program Success Rate	85%	86%	82%	78%	79%

Maintain a fiscally responsible Parks and Recreation Department

In 2019, 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.

2019 Cost Recovery Goals:

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

Cost Recovery Level	2014	2015	2016	2017	2018	2019
General Fund Cost Recovery	113%	108%	96%	94%	96%	125%
Total General Fund Subsidy/Surplus	\$20,563	\$13,461	\$7,543	\$10,768	\$9,725	\$20,622
Special Revenue Cost Recovery	n/a	n/a	n/a	n/a	n/a	151%
Total Special Revenue Contribution						\$10,730

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

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

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

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

SPECIAL REVENUE FUND
Public Services
RECREATION

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Park & Rec Administration	3.00	3.50	3.50	4.75	4.75	1.25
Adult Programs	-	-	-	-	-	-
Preschool Programs	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-
Teen Programs	-	-	-	-	-	-
Concerts & Special Events	-	-	-	-	-	-
Family & Misc Programs	-	-	-	-	-	-
Total Personnel	3.00	3.50	3.50	4.75	4.75	1.25

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Park & Rec Administration	274.4	365.7	356.1	417.5	414.2	58.0
Adult Programs	120.6	49.9	54.6	55.1	55.1	0.5
Preschool Programs	84.6	43.6	44.6	47.8	47.8	3.2
Youth Programs	-	82.1	105.0	100.9	106.7	1.8
Teen Programs	-	9.0	19.8	9.9	9.9	(10.0)
Concerts & Special Events	6.7	9.0	7.3	94.5	94.5	87.1
Family & Misc Programs	-	155.9	173.4	16.8	16.8	(156.6)
Grants & Donations	3.3	22.5	20.8	37.3	37.3	16.4
Transfers	-	-	-	6.7	6.7	6.7
Total Expenditures	\$ 489.7	\$ 737.6	\$ 781.8	\$ 786.4	\$ 788.9	\$ 7.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	366.7	451.4	463.8	631.8	637.5	173.7
Materials & Supplies	48.6	209.7	58.0	46.9	48.2	(9.8)
Contractual Services	68.7	70.1	253.3	92.6	88.1	(165.2)
Professional Development	5.0	6.4	6.7	8.5	8.5	1.8
Capital Items	0.8	-	-	-	-	-
Total Expenditures	\$ 489.7	\$ 737.6	\$ 781.8	\$ 786.4	\$ 788.9	\$ 7.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	203.6	195.9	272.1	322.9	322.9	50.8
Transfer In	-	-	-	36.6	36.6	36.6
Total Expenditures	489.7	737.6	781.8	786.4	788.9	7.2

CULTURE & RECREATION

Public Services

FAMILY AQUATIC CENTER

MISSION

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

DESCRIPTION

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

A seasonal Aquatics Supervisor manages and oversees the Family Aquatic Center during the summer months, with the Parks and Recreation Director overseeing off-season operations and facility needs.

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

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

2020 BUDGET HIGHLIGHTS

- Addition of smaller family-friendly events at the pool throughout the summer.
- Utilization of RecPro system for concessions inventory, resulting in a streamlined ordering system and less waste.

2019 BUDGET OVERVIEW

- ✓ A new registration system, RecPro, was implemented which allowed for keytag season passes with barcode readers, eliminated the outdated sew-on patch entry system.
- ✓ A second admissions counter cashiering station was installed to enhance the customer experience and eliminate long wait times to enter.
- ✓ The FAC organizational chart was completely restructured which ensured highly qualified individuals being staffed in critical management positions. The budget provided wage increases commensurate with increased levels of responsibility.
- ✓ A movie at the pool event was added as a special event.

CULTURE & RECREATION

Public Services

FAMILY AQUATIC CENTER

PERFORMANCE METRICS

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

*2019 data reflects information through July 31, 2019

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

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

Swimming Lesson Class Capacity	2015	2016	2017	2018	2019
Number of lessons offered	174	174	174	118	145
Number of available spots	1,783	1,822	1,735	1,187	1,152
Swim Lessons Enrollment	1,303	1,234	1,320	981	857
Percentage to full program capacity	73%	68%	76%	75%	74%

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

Season Pass Type	2015	2016	2017	2018	2019
Total Family Season Passes	147	153	145	168	133
Total Individual Season Passes	13	21	18	22	17
Cumulative Season Passes	160	174	163	190	150

Tokens & Discount Punch Card Sales	2015	2016	2017	2018	2019
Total Number of Tokens Sold	3,522	3,760	3,756	3,486	n/a
Total Number of Discount Punch Cards Sold	n/a	n/a	n/a	n/a	52
Total number of group entries	n/a	n/a	n/a	n/a	1,634
Cumulative Discount Entry Sales	3,522	3,760	3,756	3,486	2,154

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

Attendance	2015	2016	2017	2018	2019	Number of Closures	2015	2016	2017	2018	2019
June	6,357	8,921	7,204	5,948	3,909	June	2	2	1	2	6
July	14,852	13,467	11,984	10,104	10,409	July	1	1	1	2	2
August	8,842	8,928	7,165	6,401	n/a	August	3	2	2	3	n/a
Total	30,051	31,316	26,353	22,453	14,618	Total	6	5	4	7	8

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

Maintain a fiscally responsible Family Aquatic Center

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

Measure	2015	2016	2017	2018	2019
FAC Revenues	\$191,484	\$210,241	\$200,815	\$188,041	\$98,745
FAC Expenses	\$322,391	\$273,910	\$278,068	\$314,477	\$208,635
Recovery Percentage	59%	77%	72%	60%	47%
Property Tax Revenue	\$130,907	\$63,669	\$77,253	\$126,436	\$109,890

CULTURE & RECREATION
Public Services
FAMILY AQUATIC CENTER

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Family Aquatic Center	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Family Aquatic Center	314.5	371.2	326.2	329.4	329.4	3.2
Total Expenditures	\$ 314.5	\$ 371.2	\$ 326.2	\$ 329.4	\$ 329.4	\$ 3.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	194.2	245.3	199.8	205.3	205.3	5.4
Materials & Supplies	57.3	76.1	75.6	73.8	73.8	(1.7)
Contractual Services	44.2	44.4	45.2	44.7	44.7	(0.6)
Professional Development	1.1	0.8	1.1	1.1	1.1	0.0
Capital Items	17.7	4.5	4.5	4.5	4.5	-
Total Expenditures	\$ 314.5	\$ 371.2	\$ 326.2	\$ 329.4	\$ 329.4	\$ 3.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	189.5	177.6	205.0	217.0	217.0	12.0
Transfer In	16.2	-	-	-	-	-
Total Expenditures	314.5	371.2	326.2	329.4	329.4	3.2
Net Operating Result	\$ (108.8)	\$ (193.6)	\$ (121.2)	\$ (112.4)	\$ (112.4)	\$ 8.8

CULTURE & RECREATION
Public Services
PARKS MAINTENANCE

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, athletic fields, green space and the maintenance shop. The division ensures parks and facilities are inviting, safe places for recreation. Staff regularly inspect and repair play equipment, athletic fields, shelters, paths, bridges and lawns.

2020 BUDGET HIGHLIGHTS

- Athletic Field Maintenance program for renovated athletic fields

2019 BUDGET OVERVIEW

- ✓ Continued maintenance of the city's recreational green space

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2019 data reflects information through July 31, 2019

Maintain parks and facilities citywide

Measure	2015	2016	2017	2018	2019*
Shelter and gazebo rentals (cleaning)	N/A	N/A	308	338	N/A
Soccer and Softball field rentals	N/A	N/A	523	591	N/A
Tree pruning	540	220	418	680	220
Remove or repair graffiti or damage to structures	42	68	37	17	8

CULTURE & RECREATION
Public Services
PARKS MAINTENANCE

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Parks Maintenance	7.00	8.00	8.00	8.00	8.00	-
Allocated (Decrease)	(1.00)	(1.50)	(1.50)	(1.00)	(1.00)	0.50
Total Personnel	6.00	6.50	6.50	7.00	7.00	0.50

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Parks Maintenance	925.3	999.8	1,003.1	1,047.4	1,059.4	56.3
Total Expenditures	\$ 925.3	\$ 999.8	\$ 1,003.1	\$ 1,047.4	\$ 1,059.4	\$ 56.3

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	563.1	647.8	621.3	618.1	618.1	(3.2)
Materials & Supplies	321.3	305.0	308.4	385.6	385.6	77.2
Contractual Services	39.0	44.7	44.2	41.2	41.2	(3.0)
Professional Development	1.9	2.4	3.9	2.6	2.6	(1.3)
Capital Items	-	-	25.4	-	12.0	(13.4)
Total Expenditures	\$ 925.3	\$ 999.8	\$ 1,003.1	\$ 1,047.4	\$ 1,059.4	\$ 56.3

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	49.2	64.2	43.5	86.5	86.5	43.0
Total Expenditures	925.3	999.8	1,003.1	1,047.4	1,059.4	56.3
Net Operating Result	\$ (876.1)	\$ (935.7)	\$ (959.6)	\$ (960.9)	\$ (972.9)	\$ (13.3)

SPECIAL REVENUE FUND

Community Development

SUN PRAIRIE MEDIA CENTER

MISSION

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

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

DESCRIPTION

The SPMC exists to ensure that Sun Prairie residents stay informed and connected to their community. The SPMC provides citizens unfiltered access to the proceedings of their local government. The SPMC also 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 2019 count indicated 214 members, including the roughly 58 participants in the KIDS-4 media production and literacy program.

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

The SPMC consists of three major entities: The TV channels KIDS-4 and KSUN and 103.5 FM The Sun Community Radio. All entities run 24 hours a day, 7 days a week and 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.

2020 BUDGET HIGHLIGHTS

- Working with IT to improve building access that will improve building security while also providing easier access to approved personnel.
- Working with IT to install necessary IT storage to protect and backup programming files.
- Finalize construction of second radio studio.
- Design and implement volunteer tracking software to allow for easier collection of more reliable data.

- Attend Alliance for Community Media national conference in Chicago (four staff) and Wisconsin Community Media regional conference in Milwaukee (two staff).
- Upgrade equipment necessary for radio live remote broadcasts.
- Upgrade TelVue Hypercaster broadcast automation server/scheduler.
- Upgrade camera power supplies.

2019 BUDGET OVERVIEW

- ✓ Implemented 24/7 closed captioning.
- ✓ Launched all-inclusive app for streaming/on-demand programming for all three SPMC entities.
- ✓ Installed studio lighting in both TV studios to improve the energy efficiency, flexibility, and performance of lights. Estimated 80% savings in energy efficiency.
- ✓ Increased recording and broadcast of city meetings by 123 percent following directive from city leaders.
- ✓ Installed A/V equipment in City Hall Caucus Room to allow for easier recording/broadcast of smaller boards/commissions that meet in that space.
- ✓ Worked with city to provide SPMC member talent as hosts and technical assistance for city events such as Groundhog Day, Tree Lighting, and Sun Prairie Stronger: One Year Later, etc.
- ✓ Implemented archiving software that integrates with current broadcast automation system to allow for easier access to a larger amount of programming for possible air.
- ✓ Strengthened partnerships with city departments such as Police Department, Neighborhood Navigators, and others in the process of creating new programming.
- ✓ Implemented new on-air digital signage system.
- ✓ Engaged in hiring process for new production manager that resulted in the July 2019 hiring of Colin Lessig.
- ✓ Increased on-line registrations for KIDS-4 programming, summer workshops, sports sponsorships, and other procedures to allow for greater ease of signup and less paper/postage usage.
- ✓ Worked with city staff, business and community leaders on July 10 explosion documentary.
- ✓ Launched revised and revamped Friends of Sun Prairie Media Center group to assist with fundraising to open new revenue streams.

SPECIAL REVENUE FUND
Community Development
SUN PRAIRIE MEDIA CENTER

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Utilize volunteers and paid staff to provide programming.

Measure	2015	2016	2017	2018	2019*
Volunteer Hours	4,186	6,017	6,665	6,303	3,773
YoY %	-2%	44%	11%	-5.4%	
Programs Produced	1,455	3,508	4,308	4,033	2,647

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

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

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

Measure	2015	2016	2017	2018	2019*
Additional Revenue	\$23,322	\$26,873	\$35,355	\$36,215	\$13,814
YoY %	35%	15%	32%	2%	

SPECIAL REVENUE FUND
Community Development
SUN PRAIRIE MEDIA CENTER

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Sun Prairie Media Center	5.00	5.00	5.00	5.00	5.00	-
Allocated	0.38	0.21	0.21	0.44	0.44	0.23
Total Personnel	5.38	5.21	5.21	5.44	5.44	0.23

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Sun Prairie Media Center	467.8	555.8	557.6	469.0	469.1	(88.5)
Total Expenditures	\$ 467.8	\$ 555.8	\$ 557.6	\$ 469.0	\$ 469.1	\$ (88.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	355.2	372.5	375.4	375.3	375.4	0.0
Materials & Supplies	14.5	23.1	22.1	18.9	18.9	(3.2)
Contractual Services	26.7	29.2	29.8	22.9	22.9	(6.9)
Insurance	1.0	3.1	1.9	3.1	3.1	1.1
Professional Development	3.3	3.4	1.7	4.7	4.7	3.1
Transfers/Bad Debt	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Capital Items	67.2	124.5	126.7	44.1	44.1	(82.6)
Total Expenditures	\$ 467.8	\$ 555.8	\$ 557.6	\$ 469.0	\$ 469.1	\$ (88.5)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	415.7	421.5	440.9	469.0	469.1	28.2
Total Expenditures	467.8	555.8	557.6	469.0	469.1	(88.5)
Net Operating Result	\$ (52.1)	\$ (134.3)	\$ (116.7)	-	-	\$ 116.7

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	(52.1)	(134.3)	(116.7)	-	-
Fund Balance Applied	-	-	36.4	52.2	52.2
Beginning Fund Balance	372.7	320.7	320.7	186.4	186.4
Ending Fund Balance	\$ 320.7	\$ 186.4	\$ 167.6	\$ 134.1	\$ 134.1

SPECIAL REVENUE FUND

Public Services

PARK FUND

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

2020 BUDGET HIGHLIGHTS

- Installation of McCoy Park in the new McCoy sub-division.
- Installation of park improvements in the Reserve sub-division.
- Increase park shelter rental fees.

2019 BUDGET OVERVIEW

- ✓ Install of solar lighting in Sheehan Park.
- ✓ Install of solar lighting along Wyndham Hills Park
- ✓ Install of shelters and restrooms in Liberty Park and Smith's Crossing Community Park.

SPECIAL REVENUE FUND
Public Services
PARK FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Park Impact Fee Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Park Impact Fee Fund	103.9	394.1	541.5	768.9	768.9	227.4
Total Expenditures	\$ 103.9	\$ 394.1	\$ 541.5	\$ 768.9	\$ 768.9	\$ 227.4

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Materials & Supplies	0.3	-	-	3.9	3.9	3.9
Contractual Services	-	1.0	56.0	-	-	(56.0)
Transfers/Bad Debt	11.3	75.0	75.0	-	-	(75.0)
Capital Items	92.3	318.1	410.5	765.0	765.0	354.5
Total Expenditures	\$ 103.9	\$ 394.1	\$ 541.5	\$ 768.9	\$ 768.9	\$ 227.4

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	485.3	363.4	459.4	1,125.2	1,125.2	665.8
Transfer In	-	-	-	-	-	-
Total Expenditures	103.9	394.1	541.5	768.9	768.9	227.4
Net Operating Result	\$ 381.4	\$ (30.7)	\$ (82.1)	\$ 356.3	\$ 356.3	\$ 438.4

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	381.4	(30.7)	(82.1)	356.3	356.3
Fund Balance Applied	-	-	228.3	765.0	765.0
Beginning Fund Balance	1,382.4	1,763.8	1,763.8	1,733.1	1,733.1
Ending Fund Balance	\$ 1,763.8	\$ 1,733.1	\$ 1,453.4	\$ 1,324.4	\$ 1,324.4

SPECIAL REVENUE FUND

Public Library

PUBLIC LIBRARY

MISSION

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

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 69 hours of service. During the summer months, the library is open six days a week for 65 hours of service. Additionally, the Sun Prairie Public Library's digital and online services provide patrons access to downloadable materials and databases 24 hours/day, every day of the year.

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

2020 BUDGET HIGHLIGHTS

Cost to continue highlights include:

- \$104,500 increase seasonal wages and associated reduction in regular wages. This change reflects how part-time unbenefited positions are included in the budget in an effort to better track part-time and seasonal personnel hours. Part-time unbenefited position categories include: Page I, Library Assistant 1 (Youth Services), Library Assistant 1 (Adult Services), Library Assistant 1 (Floating), and Summer Youth Services Library Assistant I.
- Replacement of furniture and equipment.
- Provide membership and development opportunities for Library board members
- Provide professional services for staff.
- Continuation of Hoopla Digital Services.
- Continuation of Library Champion Signs.
- Implement year-round Sunday hours.

Revenue highlights include:

- An increase of \$57,132 in County and Adjacent County aid.

2019 BUDGET OVERVIEW

Staffing authority and funding were increased to:

- ✓ YS Programming – enabling the department to keep up with the current level of programming as costs for performers and supplies increase.
- ✓ Fundraising Feasibility Study – this is in process with the goal of a capital campaign to raise private funds towards an expansion.
- ✓ Adult Services Library Assistants – enabling the Adult Services department to provide more outreach, assign focused collection development duties, and provide more reference and technology assistance.
- ✓ Self-Check Replacements – enabling our Technology Coordinator to include these components as part of the IT replacement plan.
- ✓ Page I – this new position allows the library to keep up with demands, particularly during our extended Friday evening hours.

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

*2019 data reflects information through July 31, 2019

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

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

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

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

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

Measure	2015	2016	2017	2018	2019
Physical Collection Size	130,286	133,955	134,401	138,464	140,445
	3.6%	2.8%	0.3%	3.0%	
% circulation from home library's collection for Sun Prairie	77%	76%	76%	73%	75%
% circulation from home library's collection for all SCLS/LINK libraries	71%	69%	67%	66%	68%
Library Visitors	219,893	236,526	231,554	232,931	135,845
.vs Prior Year	-0.8%	7.6%	-2.1%	0.6%	

In 2018, loss of materials and leaking roof issues resulted in moving items off of our shelves and onto carts in spaces around the library which resulted in patrons not finding materials as easily which may account for the decrease in home circulation.

SPECIAL REVENUE FUND
Public Library
PUBLIC LIBRARY

PERFORMANCE METRICS, continued

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

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

Measure	2015	2016	2017	2018	2019
Public Internet & Wi-Fi	218,385	261,504	265,294	309,746	189,159
Registered Library Users	22,921	23,455	23,820	23,156	23,991
.vs Prior Year	1.2%	2.3%	1.6%	-2.7%	
Physical & Digital Circulation	665,167	679,586	690,057	690,532	459,165

An increase in broadband connection at the library is reflected in the public internet and Wi-Fi usage.

The library's goal is to increase the number of registered users by 2% each year. Budget initiatives to increase hours of operation may help in achieving this goal as well as additional outreach efforts. The 2018 dip in registered library users may be attributed to patrons using resources that do not require a library card. This includes program attendance, usage of study rooms and computers, w-fi connectivity, and a space to work, study and read.

Increase lifelong learning opportunities by 2% each year.

Measure	2015	2016	2017	2018	2019
Youth, teen, and adult summer library program participation	2,684 -3.3%	3,040 13.2%	3,033 0.0%	3,134 3.0%	3,058
Youth, Adult, and Multigenerational Program Attendance	25,553 -2.8%	27,704 8.4%	28,805 3.9%	29,634 2.8%	20,506
Reference Transactions	46,952 2.4%	46,410 1.2%	45,370 -2.2%	39,388 -13.0%	24,500

Reference Transaction counts are conducted by survey method during the second or third week in October. In 2018, survey week was conducted in November which is typically a slower time of year. In addition, gaps in Information Desk coverage limited the number of reference transactions. We are currently trending higher in 2019, this is most likely attributed to the two new Library Assistant positions and better coverage at the Information Desk.

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.

SPECIAL REVENUE FUND
Public Library
PUBLIC LIBRARY

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Library	23.51	24.10	24.10	23.43	23.43	(0.67)
Total Personnel	23.51	24.10	24.10	23.43	23.43	(0.67)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Library	2,097.3	2,226.5	2,212.9	2,309.7	2,309.7	96.7
Total Expenditures	\$ 2,097.3	\$ 2,226.5	\$ 2,212.9	\$ 2,309.7	\$ 2,309.7	\$ 96.7

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	1,440.0	1,548.3	1,541.2	1,597.6	1,597.6	56.4
Materials & Supplies	344.3	385.8	383.9	402.2	402.2	18.3
Contractual Services	223.9	231.0	227.0	227.4	227.4	0.4
Professional Development	8.4	8.1	8.1	9.6	9.6	1.6
Capital Items	80.7	53.4	52.8	72.8	72.8	20.0
Total Expenditures	\$ 2,097.3	\$ 2,226.5	\$ 2,212.9	\$ 2,309.7	\$ 2,309.7	\$ 96.7

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	539.4	610.7	607.8	677.8	677.8	70.0
Transfer In	1,574.0	1,605.2	1,605.2	1,631.9	1,631.9	26.7
Total Expenditures	2,097.3	2,226.5	2,212.9	2,309.7	2,309.7	96.7
Net Operating Result	\$ 16.1	\$ (10.6)	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	16.1	(10.6)	-	-	-
Fund Balance Applied	-	40.0	40.0	53.9	53.9
Beginning Fund Balance	294.9	311.0	311.0	260.4	260.4
Ending Fund Balance	\$ 311.0	\$ 260.4	\$ 271.0	\$ 206.5	\$ 206.5

SPECIAL REVENUE FUND

Community Development

TOURISM COMMISSION

MISSION

Coordinate tourism promotion and development in the city.

DESCRIPTION

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

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

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

2020 BUDGET HIGHLIGHTS

- The Sun Prairie Tourism Commission will continue to support events through grants and sponsorships that encourage overnight stays. The commission has an approved grant agreement in place for "The Basketball Tournament" which will take place in July 2020, if the event is awarded to the Madison Area Sports Commission.

2019 BUDGET OVERVIEW

- ✓ The Sun Prairie Tourism Commission contracted with an outside entity for administrative services in 2019. The Tourism Commission entered into an agreement with the Greater Madison Convention Visitors Bureau. The term of the contract is effective from February 8, 2019 to December 31, 2021 and is renewable for an additional two year term unless notice to the other party is given by November 30, 2021 of its intention to not renew. The annual payment for administrative services to the GMCVB is \$6,000.
- ✓ The room tax rate remained the same from 2018 to 2019 at 7%. The Hilton Garden Inn opened in October 2018. The Tourism Commission sponsored an additional four events in 2019, including the Groundhog Prognostication event, Wisconsin Fire Chiefs Association Spring In-Service Meeting, the Land City Music Fest, and the Fire Truck & Tree Lighting Parade. In addition, the Tourism Commission provided a one-time marketing grant to The Loft at 132.

SPECIAL REVENUE FUND
Community Development
TOURISM COMMISSION

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Tourism Commission	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Tourism Commission	-	102.0	113.7	122.2	122.2	8.5
Total Expenditures	-	\$ 102.0	\$ 113.7	\$ 122.2	\$ 122.2	\$ 8.5

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Contractual Services	-	102.0	113.7	122.2	122.2	8.5
Total Expenditures	-	\$ 102.0	\$ 113.7	\$ 122.2	\$ 122.2	\$ 8.5

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	220.0	229.7	214.3	214.3	(15.3)
Transfer In	-	285.7	242.4	-	-	(242.4)
Total Expenditures	-	102.0	113.7	122.2	122.2	8.5
Net Operating Result	-	\$ 403.6	\$ 358.3	\$ 92.1	\$ 92.1	\$ (266.2)

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	-	403.6	358.3	92.1	92.1
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	-	-	-	403.6	403.6
Ending Fund Balance	-	\$ 403.6	\$ 358.3	\$ 495.8	\$ 495.8



CONSERVATION & DEVELOPMENT

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CONSERVATION & DEVELOPMENT

Community Development

COMMUNITY DEVELOPMENT

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- The 2020 Community Development budget includes primarily the salary and fringe benefits of the Community Development Director, and anticipated operating expenses specific to this position. In addition, a small professional services budget of \$5,000 is provided for use in assisting each of the divisions with miscellaneous needs over the course of the budget year, including the preparation of legal descriptions, wetland studies, appraisals or other unanticipated needs. Previously, all funding under Community Development was included within the Planning Division budget.

2019 BUDGET OVERVIEW

- While the Community Development Department has existed for several years, 2020 will be the first year that a specific budget is enumerated for the overall department. 2019 budget accomplishments within each division are included within each division's respective budget narrative.

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Community Development	n/a	n/a	n/a	1.00	1.00	1.00
Allocated	-	-	-	-	-	-
Total Personnel	-	-	-	1.00	1.00	1.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Community Development	-	-	-	160.9	160.9	160.9
Total Expenditures	-	-	-	\$ 160.9	\$ 160.9	\$ 160.9

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	-	-	-	154.8	154.8	154.8
Contractual Services	-	-	-	4.5	4.5	4.5
Professional Development	-	-	-	1.6	1.6	1.6
Total Expenditures	-	-	-	\$ 160.9	\$ 160.9	\$ 160.9

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	-	-	-	160.9	160.9	160.9
Net Operating Result	-	-	-	\$ (160.9)	\$ (160.9)	\$ (160.9)

CONSERVATION & DEVELOPMENT

Community Development

PLANNING DIVISION

MISSION

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

DESCRIPTION

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

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

2020 BUDGET HIGHLIGHTS

- Annual/long range planning - annual funding to implement recommendations in the city's comprehensive plan, the City Council's strategic plan, and undertake on-going planning efforts.
- Addition of software to enhance the Planning Division's website and communication efforts.
- Assessment of housing needs.
- Re-writes of the zoning and subdivisions ordinances.

2019 BUDGET OVERVIEW

- ✓ New Planner, whose involvement led to the first ever commuter bus (through Madison Metro) serving Sun Prairie and downtown Madison.
- ✓ Adoption of city's updated Comprehensive Plan.
- ✓ Annual/long range planning - annual funding to implement recommendations in the city's comprehensive plan and undertake on-going planning efforts, including the hiring of a consulting firm to create a long term vision for the downtown area affected by the 2018 explosion.

CONSERVATION & DEVELOPMENT

Community Development

PLANNING DIVISION

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

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

Timeliness of Staff Reviews

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

Review and Issue zoning permits in 3 days or less

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

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

Measure	2015	2016	2017	2018	2019*
Total Submissions	53	46	53	67	38
Upheld	45	37	44	53	34
Modified	8	7	9	7	4
Rejected	0	2	0	2	0
Neutral	0	0	0	2	0

Annexations and Attachments

Although not a specific performance metric, the area of the city grew by 172 acres this year to date. The areas include: 110 acres from the Town of Burke; 30 acres from the Town of Sun Prairie; 32 acres from the Town of Bristol. The annexations and attachments were consistent with the City's comprehensive plan and reflect an adherence to the city's residential development staging policy.

CONSERVATION & DEVELOPMENT
Community Development
PLANNING DIVISION

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Planning	5.00	5.00	5.00	4.00	4.00	(1.00)
Allocated	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)	-
Total Personnel	4.75	4.75	4.75	3.75	3.75	(1.00)

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Planning	494.0	537.6	538.4	381.6	393.9	(144.5)
Total Expenditures	\$ 494.0	\$ 537.6	\$ 538.4	\$ 381.6	\$ 393.9	\$ (144.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	409.7	470.8	471.0	337.4	349.7	(121.3)
Materials & Supplies	0.7	0.7	0.8	1.8	1.8	1.1
Contractual Services	77.7	57.8	58.2	34.4	34.4	(23.8)
Professional Development	5.5	7.3	7.4	6.9	6.9	(0.5)
Capital Items	0.4	1.0	1.0	1.0	1.0	-
Total Expenditures	\$ 494.0	\$ 537.6	\$ 538.4	\$ 381.6	\$ 393.9	\$ (144.5)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	57.3	39.5	41.0	33.5	33.5	(7.5)
Total Expenditures	494.0	537.6	538.4	381.6	393.9	(144.5)
Net Operating Result	\$ (436.7)	\$ (498.1)	\$ (497.4)	\$ (348.1)	\$ (360.4)	\$ 137.0

CONSERVATION & DEVELOPMENT

Community Development

ECONOMIC DEVELOPMENT

MISSION

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

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

DESCRIPTION

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

Currently, the Division's key areas of focus are the facilitation of development agreements for redevelopment projects, particularly in the city's Tax Increment Finance Districts, business retention 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.

2020 BUDGET HIGHLIGHTS

- Purchase of a software program to better track project and business connections.
- Refocus BID Manager/Tourism Marketing Coordinator to BID/Tourism Manager.
- Receive WPPI Economic Development Grant

2019 BUDGET OVERVIEW

- ✓ Contractual/professional services for projects outside TIDs were unusually high

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2019 data reflects information through July 31, 2019

Workforce Development

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

Retain and expand business in Sun Prairie.

Measure	2015	2016	2017	2018	2019*
Formal Retention Contacts (Surveys, Meetings, etc.)	68	109	115	223	85
Major Projects	9	11	16	18	12
Targeted Marketing Efforts & Presentations	19	13	9	6	9
Contacts with Potential Start-Ups	4	3	2	6	2
Lot Sales/Acres Sold	0/0	2/15.9	2/1.65	1/3.9	1/2.12

CONSERVATION & DEVELOPMENT
Community Development
ECONOMIC DEVELOPMENT

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

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Economic Development	299.1	327.7	326.9	230.0	230.0	(96.9)
Grants & Donations	-	-	-	94.3	94.3	94.3
Total Expenditures	\$ 299.1	\$ 327.7	\$ 326.9	\$ 324.3	\$ 324.3	\$ (2.6)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	277.8	293.8	292.6	295.4	295.4	2.8
Materials & Supplies	0.6	0.3	0.1	2.5	2.5	2.4
Contractual Services	10.8	26.5	28.1	18.8	18.8	(9.3)
Professional Development	10.0	7.1	6.2	7.6	7.6	1.4
Total Expenditures	\$ 299.1	\$ 327.7	\$ 326.9	\$ 324.3	\$ 324.3	\$ (2.6)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	54.8	149.1	153.7	153.0	153.0	(0.7)
Transfer In						
Total Expenditures	299.1	327.7	326.9	324.3	324.3	(2.6)
Net Operating Result	\$ (244.3)	\$ (178.5)	\$ (173.3)	\$ (171.3)	\$ (171.3)	\$ 2.0

CONSERVATION & DEVELOPMENT

Public Services

FORESTRY

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 city aesthetic, recreational value, and 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.

2020 BUDGET HIGHLIGHTS

- FT Forestry Maintenance position responsible to clear snow from the Transit Bus Stops and the Park and Ride.

2019 BUDGET OVERVIEW

- ✓ Complete an EAB Ash tree inventory and assessment
- ✓ Planted 300 trees in the fall

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Take appropriate action to respond to the Emerald Ash Borer.

Measure	2015	2016	2017	2018	2019*
Ash Tree Treatment	150	480	60	599	0
Ash Tree Replacement	N/A	800	0	42	25

Plant new trees and maintain existing trees within the City.

Measure	2015	2016	2017	2018	2019*
Tree Removals and Stump Grinding	n/a	820	54	9	68
New Resident Tree Planting	95	90	120	278	300
Tree Review for Residents and Staff	n/a	n/a	196	258	318

CONSERVATION & DEVELOPMENT
Public Services
FORESTRY

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Forestry	1.00	1.00	1.00	2.00	2.00	1.00
Allocated (Increase)	-	-	-	-	-	-
Total Personnel	1.00	1.00	1.00	2.00	2.00	1.00

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Forestry	120.2	83.1	94.3	167.6	158.1	63.8
Total Expenditures	\$ 120.2	\$ 83.1	\$ 94.3	\$ 167.6	\$ 158.1	\$ 63.8

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	75.2	76.8	81.2	134.4	124.9	43.6
Materials & Supplies	2.2	4.9	6.3	5.8	5.8	(0.5)
Contractual Services	41.5	0.1	4.1	24.4	24.4	20.4
Professional Development	1.3	1.4	2.7	3.0	3.0	0.3
Total Expenditures	\$ 120.2	\$ 83.1	\$ 94.3	\$ 167.6	\$ 158.1	\$ 63.8

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	120.2	83.1	94.3	167.6	158.1	63.8
Net Operating Result	\$ (120.2)	\$ (83.1)	\$ (94.3)	\$ (167.6)	\$ (158.1)	\$ (63.8)

SPECIAL REVENUE FUND

Community Development

WESTSIDE TRAFFIC IMPACT FEE

MISSION

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

DESCRIPTION

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

2020 BUDGET HIGHLIGHTS

- Complete S. Thompson Road street improvements.

2019 BUDGET OVERVIEW

- ✓ The Reiner Road extension and intersection improvements were 2018 projects that carried over into 2019 and were completed this year.
- ✓ Although the S. Thompson Road reconstruction and design projects related to Rattmann Road and the intersection expansion at Hoepker Road and S. Grand Avenue were originally programmed for 2019, decisions were made to move all three projects to future years in the City's Capital Improvement Program.
- ✓ No other Impact Fee funded projects were funded for 2019.

SPECIAL REVENUE FUND
Community Development
WESTSIDE TRAFFIC IMPACT FEE

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Westside Traffic Impact Fee	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Westside Traffic Impact Fee	1,791.1	-	110.1	127.1	127.1	17.0
Total Expenditures	\$ 1,791.1	-	\$ 110.1	\$ 127.1	\$ 127.1	\$ 17.0

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

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	491.0	347.0	320.0	295.0	295.0	(25.0)
Total Expenditures	1,791.1	-	110.1	127.1	127.1	17.0
Net Operating Result	\$ (1,300.1)	\$ 347.0	\$ 209.9	\$ 167.9	\$ 167.9	\$ (42.0)

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	(1,300.1)	347.0	209.9	167.9	167.9
Fund Balance Applied	-	-	-	110.1	110.1
Beginning Fund Balance	2,500.5	1,200.4	1,200.4	1,547.4	1,547.4
Ending Fund Balance	\$ 1,200.4	\$ 1,547.4	\$ 1,410.3	\$ 1,605.2	\$ 1,605.2

SPECIAL REVENUE FUND
Public Services
STREET TREE FUND

MISSION

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

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

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

2020 BUDGET HIGHLIGHTS

- No notable changes.

2019 BUDGET OVERVIEW

- ✓ Complete an EAB Ash tree inventory and assessment
- ✓ Planted 300 trees in the fall.

SPECIAL REVENUE FUND
Public Services
STREET TREE FUND

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Street Tree Fund	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Street Tree Fund	20.1	175.0	150.0	155.1	155.1	5.1
Total Expenditures	\$ 20.1	\$ 175.0	\$ 150.0	\$ 155.1	\$ 155.1	\$ 5.1

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Capital Items	20.1	175.0	150.0	155.1	155.1	5.1
Total Expenditures	\$ 20.1	\$ 175.0	\$ 150.0	\$ 155.1	\$ 155.1	\$ 5.1

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	100.9	78.8	70.0	77.0	155.1	85.1
Transfer In	-	-	-	-	-	-
Total Expenditures	20.1	175.0	150.0	155.1	155.1	5.1
Net Operating Result	\$ 80.8	\$ (96.2)	\$ (80.0)	\$ (78.1)	-	\$ 80.0

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	80.8	(96.2)	(80.0)	(78.1)	-
Fund Balance Applied	-	-	-	-	78.1
Beginning Fund Balance	236.5	317.3	317.3	221.0	221.0
Ending Fund Balance	\$ 317.3	\$ 221.0	\$ 237.3	\$ 142.9	\$ 142.9



OTHER FINANCING USES

Transfers 151



OTHER
Non-Departmental
TRANSFERS

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Transfers	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

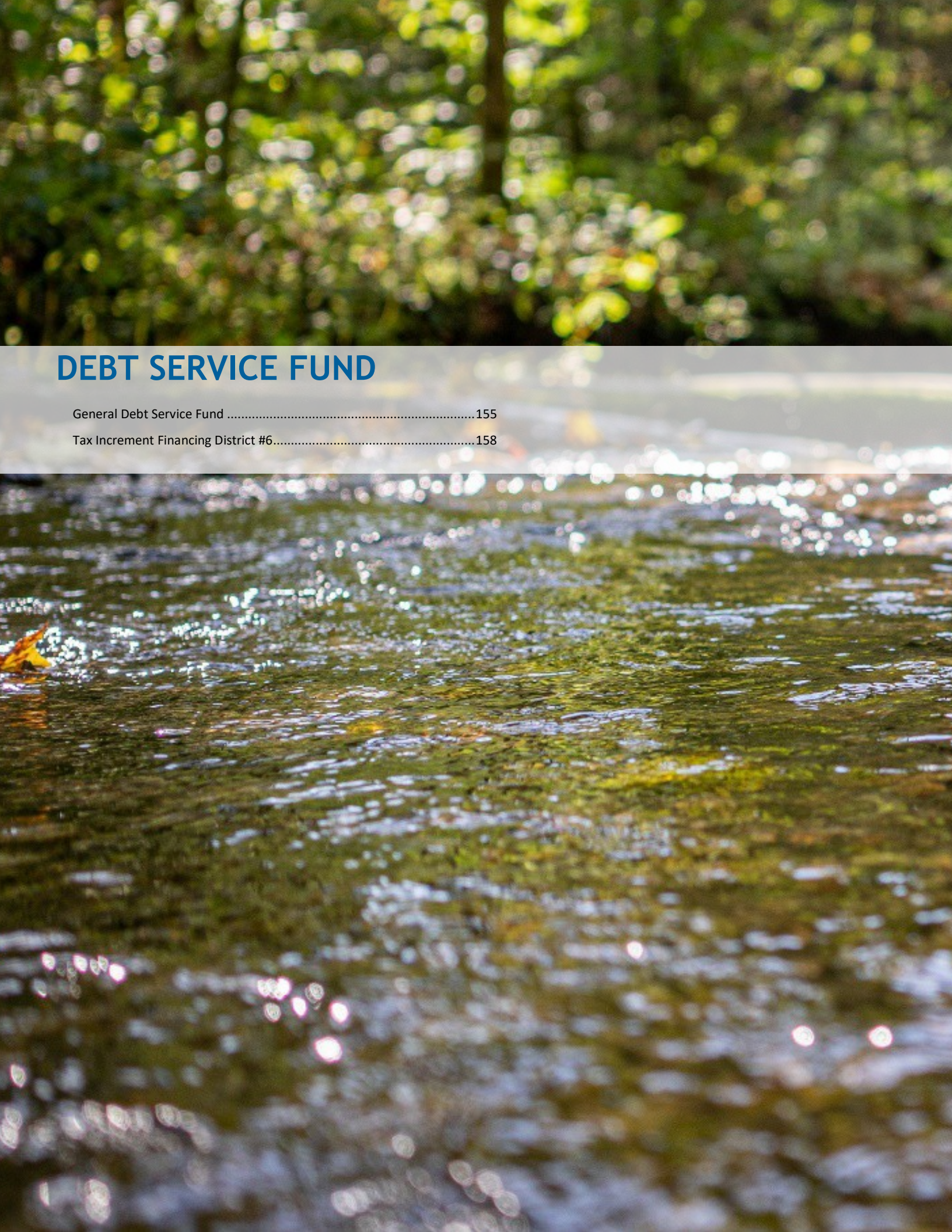
EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Transfers	2,018.4	2,007.9	2,007.9	2,105.1	2,105.1	97.2
Special Revenue	12.8	298.0	245.4	6.7	6.7	(238.7)
Total Expenditures	\$ 2,031.3	\$ 2,305.9	\$ 2,253.3	\$ 2,111.8	\$ 2,111.8	\$ (141.5)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Library	1,561.1	1,605.2	1,605.2	1,631.9	1,631.9	26.7
Transit	189.2	285.7	285.7	347.8	347.8	62.1
Fleet In-Service Fund	111.0	50.0	50.0	50.0	50.0	-
Grants & Donations	12.8	305.0	252.4	8.0	8.0	(244.4)
Recreation Fund	-	-	-	54.1	54.1	54.1
Sanitation Fund	17.7	-	-	-	-	-
Family Aquatic Center	16.2	-	-	-	-	-
Health In-Service Fund	-	-	-	20.0	20.0	20.0
Capital Projects	123.2	60.0	60.0	-	-	(60.0)
Total Expenditures	\$ 2,031.3	\$ 2,305.9	\$ 2,253.3	\$ 2,111.8	\$ 2,111.8	\$ (141.5)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-
Total Expenditures	2,031.3	2,305.9	2,253.3	2,111.8	2,111.8	(141.5)
Net Operating Result	\$ (2,031.3)	\$ (2,305.9)	\$ (2,253.3)	\$ (2,111.8)	\$ (2,111.8)	\$ 141.5







DEBT SERVICE FUND

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DEBT SERVICE FUND

Debt Service

GENERAL DEBT SERVICE FUND

MISSION

Utilize proper methods to account for the payment of interest and principal on long-term general obligation debt.

DESCRIPTION

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs. Included within this group of funds are State Trust Fund loans, general obligation bonds, and general obligation notes.

On December 31, 2018, the City had \$72,772,859 of general obligation bonds and promissory notes outstanding. Of this amount, \$23,122,980, or 39 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, 2018, the City's total amount applicable to debt margin was 43.94 percent of the legal limit of \$165,505,585. The net debt per capita equaled \$2,139 at year-end.

2020 BUDGET HIGHLIGHTS

- There are no notable changes for the 2020 budget.

2019 BUDGET OVERVIEW

- ✓ There were no notable changes in the 2019 budget.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Wisconsin State Statutes, Section 67.3, and Section III, Article XI, of the Wisconsin Constitution limit the City indebtedness to 5% of the equalized value of taxable property located within the City.

Measure	2014/2015	2016/2017	2016/2017	2017/2018	2018/2019
Equalized Value	2,413,488,900	2,566,183,900	2,772,245,800	2,984,707,700	\$3,310,111,700
5% Limit	120,674,445	128,309,195	138,612,290	149,235,385	165,505,585
Combined Existing & New Principal	45,958,690	43,012,649	53,112,875	58,836,919	72,772,859
Available Debt Capacity	74,715,753	85,296,546	85,499,415	90,398,466	92,776,138

The City has imposed a more restrictive direct debt burden limitation of 1.75% of equalized value. Direct debt is the total amount of outstanding general obligation and lease revenue debt principal less that portion of the principal that the City expects to abate with revenues of its water, sewer, storm water and electric utilities.

Measure	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Equalized Value	2,413,488,900	2,566,183,900	2,772,245,800	2,984,707,700	\$3,310,111,700
1.75% Limit	42,236,056	44,908,218	48,514,302	52,232,385	57,926,955
Direct Debt	59,328,633	54,014,507	52,380,892	51,543,056	58,509,405
(Excess)/ Available Debt Capacity	(17,092,577)	(9,106,289)	(3,866,590)	689,329	(582,450)

DEBT SERVICE FUND

Debt Service

GENERAL DEBT SERVICE FUND

\$ in '000s	General Debt Service	TID 6 Debt Service
REVENUES		
Property Taxes	\$ 6,567.0	\$ 161.3
Exempt Computer Aid	-	0.8
Personal Property	-	10.7
Miscellaneous	42.3	9.0
Interest	5.0	-
Total Revenues	6,614.4	181.9
EXPENDITURES		
Professional Services	8.3	12.6
Principal on Debt	5,897.4	145.0
Interest on Debt	1,301.4	1.8
Total Expenditures	7,207.1	159.3
Excess (Deficiency) of Revenues over Expenditures	(592.7)	22.6
OTHER FINANCING SOURCES (USES)		
Proceeds from Long-Term Debt	-	-
Fund Balance Applied	592.7	-
Operating Transfers In/(Out)	-	-
Total Other Financing Sources (Uses)	592.7	-
Excess (Deficit) of Sources vs. Uses of Funds		
Beginning Fund Balance	877.5	(255.6)
Ending Fund Balance	\$ 284.8	\$ (233.0)

DEBT SERVICE FUND
Debt Service
GENERAL DEBT SERVICE FUND

REVENUES \$ in '000s	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Approved
Property Taxes	6,648.8	6,619.6	6,460.9	6,449.9	6,567.0
Special Assessments	-	-	-	-	-
Miscellaneous Rents	38.0	35.9	43.6	40.3	40.3
Miscellaneous Revenues	3.7	5.5	9.4	3.5	2.0
Investment Income	0.0	1.3	9.6	15.0	5.0
Transfer In	-	-	-	-	-
Fund Balance Applied	-	-	-	-	592.7
Total Revenues	\$ 6,690.5	\$ 6,662.4	\$ 6,523.5	\$ 6,508.7	\$ 7,207.1
EXPENDITURES \$ in '000s	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Approved
Professional Services	2.0	8.0	1.3	15.4	8.3
Principal on Debt	6,015.7	6,055.0	5,971.5	5,814.5	5,897.4
Interest on Debt	670.9	596.1	641.0	940.9	1,301.4
Total Expenditures	\$ 6,688.6	\$ 6,659.2	\$ 6,613.8	\$ 6,770.7	\$ 7,207.1
Excess (Deficiency) of Revenues over Expenditures	1,885	3,210	(90,316)	(262,022)	-
OTHER FINANCING SOURCES (USES) \$ in '000s	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Approved
Proceeds from Long-Term Debt	3,735.0	-	-	-	-
Payment to Escrow	(4,145.7)	-	-	-	-
Premium/Discount/Issuance Costs	205.3	-	366.9	-	-
Operating Transfers In/(Out)	203.8	119.8	-	729.3	-
Total Other Financing Sources (Uses)	\$ (1.5)	\$ 119.8	\$ 366.9	\$ 729.3	-
Excess (Deficit) of Sources vs. Uses of Funds	\$ 0.4	\$ 123.0	\$ 276.5	\$ 467.2	-
FUND BALANCE \$ in '000s	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Approved
Net Increase / (Decrease)	0.4	123.0	276.5	467.2	-
Beginning Fund Balance	10.3	10.7	133.7	410.3	410.3
Ending Fund Balance	\$ 10.7	\$ 133.7	\$ 410.3	\$ 877.5	\$ 410.3
Debt Service Levy as a % of Total Levy	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Approved
Operating Levy	13,546.3	14,299.8	15,715.3	16,911.5	18,198.7
Debt Service Levy	6,648.8	6,619.6	6,619.6	6,449.9	6,567.0
Total Levy	\$ 20,195.1	\$ 20,919.4	\$ 22,335.0	\$ 23,361.4	\$ 24,765.8
Debt Service Levy as % of Total Tax Levy	32.9%	31.6%	29.6%	27.6%	26.5%

DEBT SERVICE FUND

Debt Service

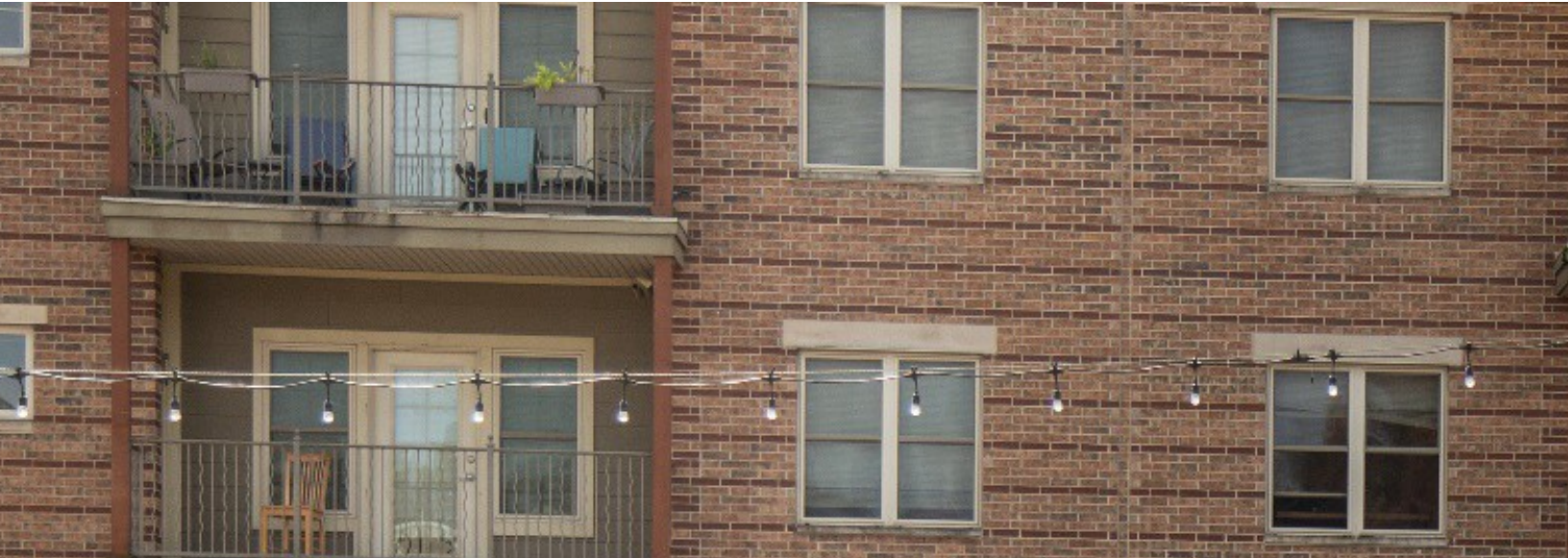
TAX INCREMENT FINANCING DISTRICT #6

TIF 6 FUNDING SOURCES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
General Property Taxes	133.5	134.1	127.6	161.3	161.3	33.7
Exempt Computer Aid	0.8	0.8	-	0.8	0.8	0.8
State Aid - Personal Property Tax	-	0.7	0.8	10.7	10.7	9.9
Investment Income	0.3	-	-	-	-	-
Miscellaneous Income	5.1	9.3	18.6	9.0	9.0	(9.6)
Total Funding Sources	\$ 139.7	\$ 144.9	\$ 147.0	\$ 181.9	\$ 181.9	\$ 34.9

TIF 6 EXPENDITURES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
Professional Services	2.1	2.9	2.9	12.6	12.6	9.7
Debt Service and Related Costs	8.5	145.2	145.2	146.8	146.8	1.6
Total Expenditures	\$ 10.5	\$ 148.1	\$ 148.1	\$ 159.3	\$ 159.3	\$ 11.3

TIF 6: FUND BALANCE	2018	2019	2019	2020	2020
\$ in '000s	Actual	Projected	Budget	Recommend	Approved
Net Change in Fund Balance	129.1	(3.1)	(1.0)	22.6	22.6
Adjustment for Debt Principle	-	140.0	140.0	145.0	145.0
Fund Balance - Beginning of Year	(377.9)	(248.8)	(248.8)	(111.9)	(111.9)
Fund Balance - End of Year	\$ (248.8)	\$ (111.9)	\$ (109.8)	\$ 55.7	\$ 55.7





CAPITAL PROJECTS FUND

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CAPITAL PROJECTS FUND
Capital Projects
CAPITAL IMPROVEMENT PLAN

FUNDING SOURCES (\$ in '000s)	2020	2021	2022	2023	2024	TOTAL
General Obligation Debt						
City ¹	7,163.4	5,059.5	15,729.3	2,256.9	4,835.2	35,044.3
TIF District	1,104.7	1,130.9	112.9	-	-	2,348.5
Fleet Inservice Fund	65.6	622.2	1,225.0	816.0	102.0	2,830.8
Water Pollution Control Facility ²	181.8	1,233.2	-	1,542.2	-	2,957.2
Stormwater	-	628.3	-	693.6	-	1,321.9
Sun Prairie Utility	765.0	2,035.9	484.5	742.6	-	4,028.0
State Trust Fund Loan	-	-	-	3,000.0	-	3,000.0
Clean Water Fund Loan(Revenue)	9,087.6	4,712.8	22.5	-	-	13,822.9
Grants & Donations	207.9	-	-	-	-	207.9
Traffic Impact Fee	110.1	63.0	803.0	150.3	239.9	1,366.3
Park Fund Fees	765.0	404.9	405.0	295.0	75.0	1,944.9
Retained Earnings ³	10,792.8	5,816.2	5,324.6	2,462.9	5,547.9	29,944.3
Debt Proceeds Available	-	-	-	-	-	-
Total Funding Sources	\$ 30,243.8	\$ 21,707.0	\$ 24,106.8	\$ 11,959.5	\$ 10,800.0	\$ 98,817.0

¹Includes State Trust Fund Loan

²Includes Clean Water Fund Loan in Year 2020

³Includes Clean Water Fund Loan in Years 2021 and 2022

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2020	2021	2022	2023	2024	TOTAL
Public Works						
Street Reconstruction	6,250.0	3,696.0	6,234.0	3,995.0	5,199.0	25,374.0
Street Pavement Rehabilitation	392.0	1,685.0	876.0	2,535.0	804.0	6,292.0
Westside Traffic Improvement Plan	668.0	106.0	1,350.0	328.4	372.1	2,824.5
Multi-Modal	382.0	197.6	-	250.0	307.0	1,136.6
Vehicles	119.5	610.0	1,303.7	800.0	-	2,833.2
Park Improvements	916.3	491.7	603.5	222.8	181.2	2,415.4
Facilities	3,139.7	610.6	10,260.0	200.0	100.0	14,310.3
Water Pollution Control Facility	10,685.6	9,526.8	1,342.5	1,284.0	1,785.0	24,623.9
Stormwater Improvements	4,580.0	1,300.0	200.0	200.0	415.0	6,695.0
Sun Prairie Utilities	2,750.6	3,273.2	1,593.0	1,966.9	1,539.9	11,123.5
Debt Issuance Costs	360.2	210.0	344.2	177.5	96.8	1,188.7
Total Capital Projects	\$ 30,243.8	\$ 21,707.0	\$ 24,106.8	\$ 11,959.5	\$ 10,800.0	\$ 98,817.0

CAPITAL PROJECTS FUND

Capital Projects

TID 8 – DOWNTOWN

MISSION

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

DESCRIPTION

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

TID #8 was created on December 27, 2001, as a Blight Remediation TID with a valuation establishment date of January 1, 2002. It consists primarily of Sun Prairie's traditional downtown and surrounding area. In 2004, the city amended TID #8 and incorporated additional land suitable for redevelopment. It included parcels adjacent to property owned by businesses within the current TID boundaries. By adding these neighboring parcels to the district, the City gained the option of using TID funds to promote the redevelopment of these sites as well as capturing the full increment from redevelopment in order to finance TID expenditures. The last expenditures must be completed by December 27, 2024. The city can collect increment through 2029.

Projects included infrastructure improvements to improve traffic circulation, public parking, streetscape improvements, pedestrian amenities and way-finding improvements to stimulate private reinvestment and redevelopment. Additional project activities may include acquisition and relocation activities aimed at eliminating blight, achieving the highest and best use within the downtown, establishing an economic development fund, developing and implementing a marketing plan for the downtown, and other planning activities as required.

PERFORMANCE METRICS

Council Strategic Priority: Downtown & Central Corridor Vibrancy

*2019 data reflects information through July 31, 2019

Increase assessed valuation.

Measure	2016	2017	2018	2019
TID Valuation	\$93,912,100	\$100,518,500	\$106,809,100	
Increase	\$71,633,100	\$78,239,500	\$84,530,100	
Percent Change	00.0%	9.2%	8.0%	

2004 Amendment Base Value: \$22,279,000

2020 BUDGET HIGHLIGHTS

- The Downtown Façade Improvement Grant program has been re-established.
- 117 Columbus Street property will be demolished for additional municipal parking as part of the 2020-2024 CIP.
- Staff will seek RFP on 402 E Main Street/111 Vine Street for development.

2019 BUDGET OVERVIEW

- ✓ 132 Market Street received a one-time incentive payment for the completion of The Loft/Full Mile Kitchen & Beer Co.
- ✓ The Lakota Group was contracted to facilitate a planning and visioning process for the area at Main-Bristol.

TID MAP



CAPITAL PROJECTS FUND
Capital Projects
TID 8 – DOWNTOWN

TID 8 FUNDING SOURCES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
General Property Taxes	1,877.5	1,978.1	1,882.7	2,164.1	2,164.1	281.4
Exempt Computer Aid	23.7	24.3	22.0	22.0	24.3	2.3
State Aid - Personal Property Tax	-	10.0	10.0	4.3	4.3	(5.7)
State Grants	-	-	10.0	-	-	(10.0)
Public Charges for Services	16.6	15.0	14.5	19.8	19.8	5.3
Investment Income	1.4	1.0	1.0	-	-	(1.0)
Miscellaneous Income	0.3	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	798.7	1,098.7	1,098.7
Transfer In	-	-	30.0	-	-	(30.0)
Fund Balance Applied	-	-	83.4	30.0	30.0	(53.4)
Total Funding Sources	\$ 1,919.5	\$ 2,028.4	\$ 2,053.6	\$ 3,038.8	\$ 3,341.1	\$ 1,287.5

TID 8 EXPENDITURES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
Professional Services	33.1	113.0	108.5	128.3	128.3	19.9
Contractual Services	14.4	14.5	14.5	801.8	1,101.8	1,087.3
Façade Grant	-	18.2	30.0	30.0	30.0	-
Economic Development Payments	385.7	222.1	166.0	172.1	172.1	6.1
Debt Service and Related Costs	1,688.6	1,720.0	1,758.3	1,744.9	1,744.9	(13.4)
Debt Issuance Costs	-	-	-	15.7	15.7	15.7
Capital Projects	-	310.9	-	-	-	-
Total Expenditures	\$ 2,121.8	\$ 2,398.7	\$ 2,077.2	\$ 2,892.8	\$ 3,192.8	\$ 1,115.6

TID 8: FUND BALANCE	2018	2019	2019	2020	2020
\$ in '000s	Actual	Projected	Budget	Recommend	Approved
Net Change in Fund Balance	(202.3)	(370.2)	(23.7)	146.0	148.3
Fund Balance - Beginning of Year	(1,184.6)	(1,386.9)	(1,386.9)	(1,757.2)	(1,757.2)
Fund Balance - End of Year	\$ (1,386.9)	\$ (1,757.2)	\$ (1,410.6)	\$ (1,611.2)	\$ (1,608.9)

CAPITAL PROJECTS FUND

Capital Projects

TID 9 – WESTSIDE NEIGHBORHOOD

MISSION

Facilitate the acquisition, redevelopment and enhancement of the SSM Healthcare (formerly St. Mary's) Emergency Center site and immediately adjacent industrial parcels, including the extension of O'Keeffe Avenue and associated utilities that would be cost prohibitive to the city in absence of special funding mechanisms.

DESCRIPTION

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

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

TID # 9 was amended on August 20, 2013, to include additional territory and potential project expenditures. The amended area added 18 parcels and 105 acres to TID #9's original area. It added expenditures for street projects and development incentives.

Primary projects completed to date include SSM Health stand-alone Emergency Room, Cabela's, Marcus Theatres, Hilton Garden Inn with Johnny's Italian Steakhouse, Prairie Lakes Retail Development, Fresenius Dialysis Center and other minor retail development.

The city currently owns two lots totaling 4.44 acres along O'Keeffe Avenue.

PERFORMANCE METRICS

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

*2019 data reflects information through July 31, 2019

Increase assessed valuation.

Measure	2016	2017	2018	2019
TID Valuation	\$51,841,400	\$56,346,100	\$67,668,600	\$91,421,800
Increase	\$39,546,500	\$44,051,200	\$55,373,700	\$23,753,200
Percent Change	00.0%	11.4%	25.7%	42.9%

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

2020 BUDGET HIGHLIGHTS

- No notable changes.

2019 BUDGET OVERVIEW

- ✓ The Hilton Garden Inn with Johnny's Italian Steakhouse was completed in September 2018 and received an upfront TID payment of \$4.1M.
- ✓ Final incentive payment was issued to Cabela's.
- ✓ Prairie Development met their development agreement obligations and received their incentive payment.

TID MAP



CAPITAL PROJECTS FUND
Capital Projects
TID 9 – WESTSIDE NEIGHBORHOOD

TID 9 FUNDING SOURCES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
General Property Taxes	1,057.1	1,295.8	1,233.3	1,351.4	1,351.4	118.1
Exempt Computer Aid	31.6	32.4	30.0	30.0	32.4	2.4
State Aid - Personal Property Tax	-	5.6	5.6	37.0	37.0	31.4
Investment Income	0.3	5.0	-	-	-	-
Miscellaneous Income	0.5	-	-	-	-	-
Proceeds of Long Term Debt	-	4,155.0	4,141.0	-	-	(4,141.0)
Total Funding Sources	\$ 1,089.6	\$ 5,493.9	\$ 5,409.9	\$ 1,418.4	\$ 1,420.8	\$ (3,989.1)

TID 9 EXPENDITURES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
Professional Services	15.9	16.7	16.7	17.4	17.4	0.6
Economic Development Payments	453.0	4,493.6	4,504.0	412.0	412.0	(4,092.0)
Debt Service and Related Costs	485.4	578.5	578.5	1,249.1	1,249.1	670.7
Debt Issuance Costs	-	55.7	41.0	-	-	(41.0)
Capital Projects	21.7	-	-	-	-	-
Transfer to other Funds	185.2	-	-	-	-	-
Total Expenditures	\$ 1,161.3	\$ 5,144.5	\$ 5,140.2	\$ 1,678.5	\$ 1,678.5	\$ (3,461.7)

TID 9: FUND BALANCE	2018	2019	2019	2020	2020
\$ in '000s	Actual	Projected	Budget	Recommend	Approved
Net Change in Fund Balance	(71.8)	349.3	269.8	(260.1)	(257.7)
Fund Balance - Beginning of Year	(642.8)	(714.5)	(714.5)	(365.2)	(365.2)
Fund Balance - End of Year	\$ (714.5)	\$ (365.2)	\$ (444.8)	\$ (625.3)	\$ (622.9)

CAPITAL PROJECTS FUND

Capital Projects

TID 11 – CENTRAL MAIN STREET

MISSION

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

DESCRIPTION

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

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

According to the adopted project plan, the boundary for TID #11 encompasses 121 parcels covering approximately 70 acres. The district area has parcels in several zoning categories including Urban Commercial, Mixed Residential, Urban Residential, and Urban Industrial. Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; demolition and site preparation; and general economic incentives), and professional and technical contractual services.

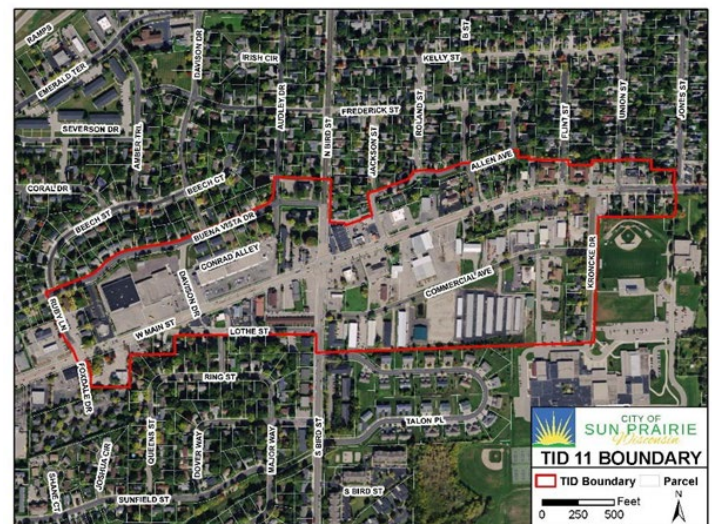
2020 BUDGET HIGHLIGHTS

- Patio Pleasures will receive their first incentive payment for the work completed on the building at 622 W Main Street.
- Catalyst on Main (641 W Main St) will be complete and able to receive their first incentive payment.

2019 BUDGET OVERVIEW

- ✓ Jennings & Woldt Remodeling received their first TIF incentive payment for the redevelopment of 537 W Main Street into a showroom space.
- ✓ McHenry Apartments received 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.

TID MAP



PERFORMANCE METRICS

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

*2019 data reflects information through July 31, 2019

Increase assessed valuation.

Measure	2015	2016	2017	2018	2019
TID Valuation	\$34,563,900	\$34,563,900	\$37,483,800	\$48,830,300	
Increase	\$2,064,600	\$2,064,600	\$4,984,500	\$16,331,000	
Percent Change	n/a	0.0%	141.4%	227.6%	
2013 Base Value: \$32,499,300					

CAPITAL PROJECTS FUND
Capital Projects
TID 11 – CENTRAL MAIN STREET

TID 11 FUNDING SOURCES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
General Property Taxes	119.6	382.2	363.7	569.8	569.8	206.1
Exempt Computer Aid	3.2	3.2	3.0	3.0	3.2	0.2
State Aid - Personal Property Tax	-	0.6	0.6	10.8	10.8	10.2
Investment Income	0.1	8.3	-	-	-	-
Miscellaneous Income	15.1	-	-	-	-	-
Proceeds of Long Term Debt	-	555.0	-	-	-	-
Fund Balance Applied	-	-	-	30.0	30.0	30.0
Total Funding Sources	\$ 138.0	\$ 949.3	\$ 367.4	\$ 613.6	\$ 613.8	\$ 246.5

TID 11 EXPENDITURES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
Professional Services	27.2	19.3	19.3	70.5	70.5	51.2
Economic Development Payments	-	223.7	223.2	835.0	835.0	611.8
Debt Service and Related Costs	-	-	-	66.1	66.1	66.1
Debt Issuance Costs	-	7.4	-	-	-	-
Total Expenditures	\$ 27.2	\$ 250.4	\$ 242.5	\$ 971.6	\$ 971.6	\$ 729.1

TID 11: FUND BALANCE	2018	2019	2019	2020	2020
\$ in '000s	Actual	Projected	Budget	Recommend	Approved
Net Change in Fund Balance	110.8	698.9	124.9	(358.0)	(357.7)
Fund Balance - Beginning of Year	(95.3)	15.5	15.5	714.4	714.4
Fund Balance - End of Year	\$ 15.5	\$ 714.4	\$ 140.3	\$ 356.4	\$ 356.6

CAPITAL PROJECTS FUND

Capital Projects

TID 12 - BUSINESS PARK

MISSION

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

DESCRIPTION

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

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

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

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

2020 BUDGET HIGHLIGHTS

- Design of potential regional stormwater facility as part of the 2019-2023 CIP.
- Staff will pursue Gold Shovel certification.

2019 BUDGET OVERVIEW

- ✓ Riddell received their first economic incentive payment.

TID MAP



PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2019 data reflects information through July 31, 2019

Increase assessed valuation.

Measure	2016	2017	2018	2019
TID Valuation	\$11,200	\$5,979,700	\$16,534,000	
Increase	n/a	\$2,205,200	\$12,759,500	

*TID Boundary was amended; 2017 Amendment Base Value \$3,774,500

CAPITAL PROJECTS FUND
Capital Projects
TID 12 - BUSINESS PARK

TID 12 FUNDING SOURCES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
General Property Taxes	52.9	298.6	284.2	227.5	227.5	(56.7)
State Aid - Personal Property Tax	-	0.3	0.3	-	-	(0.3)
Investment Income	1.2	3.5	-	-	-	-
Miscellaneous Income	1.1	0.0	-	-	-	-
Proceeds of Long Term Debt	-	3,685.0	3,702.0	-	-	(3,702.0)
Fund Balance Applied	-	-	30.0	-	-	(30.0)
Total Funding Sources	\$ 55.2	\$ 3,987.4	\$ 4,016.5	\$ 227.5	\$ 227.5	\$ (3,788.9)

TID 12 EXPENDITURES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
Professional Services	19.7	19.4	68.9	40.2	40.2	(28.7)
Economic Development Payments	-	206.4	241.3	210.0	210.0	(31.3)
Debt Service and Related Costs	487.8	3,691.1	487.2	152.9	152.9	(334.3)
Debt Issuance Costs	-	49.4	55.0	-	-	(55.0)
Payment to Escrow Agent	-	-	3,646.3	-	-	(3,646.3)
Total Expenditures	\$ 507.5	\$ 3,966.4	\$ 4,498.7	\$ 403.2	\$ 403.2	\$ (4,095.6)

TID 12: FUND BALANCE	2018	2019	2019	2020	2020
\$ in '000s	Actual	Projected	Budget	Recommend	Approved
Net Change in Fund Balance	(452.3)	21.0	(482.3)	(175.6)	(175.6)
Fund Balance - Beginning of Year	(11.0)	(463.3)	(463.3)	(442.3)	(442.3)
Fund Balance - End of Year	\$ (463.3)	\$ (442.3)	\$ (945.6)	\$ (618.0)	\$ (618.0)

CAPITAL PROJECTS FUND

Capital Projects

TID 13 - BUSINESS / INDUSTRIAL PARK

MISSION

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

DESCRIPTION

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

TID #13 was created as an industrial TID on September 26, 2017, with a valuation establishment date of January 1, 2017. It consists of approximately 94 acres, zoned Suburban Industrial, immediately south of the Capital Drive Industrial Area and boundary of TID #9, between US Highway 151 and Reiner Road. Eligible expenditures include public infrastructure improvements including extension of sanitary, water, electric, stormwater, gas and communications infrastructure from O'Keeffe Avenue to service the entire property and improvements to Cremer Drive and Capital Drive. The district can collect increment through 2038. However, current projections estimate the district will close in 2028.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2019 data reflects information through July 31, 2019

Increase assessed valuation.

Measure	2017	2018	2019
TID Valuation	\$618,000	\$3,162,000	
Increase	n/a	\$2,543,800	
2017 Base Value: \$618,200			

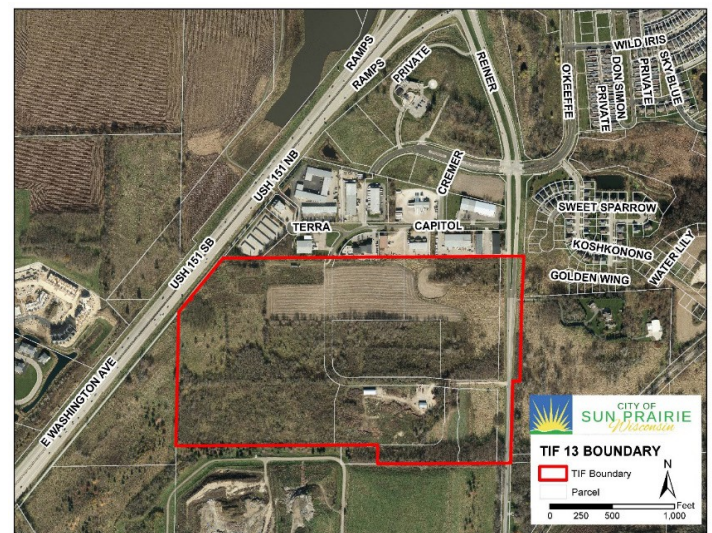
2020 BUDGET HIGHLIGHTS

- Park 151 will receive an incentive payment for achieving valuation benchmarks, five years early.

2019 BUDGET OVERVIEW

- ✓ Payments to Park 151 for infrastructure improvements

TID MAP



CAPITAL PROJECTS FUND

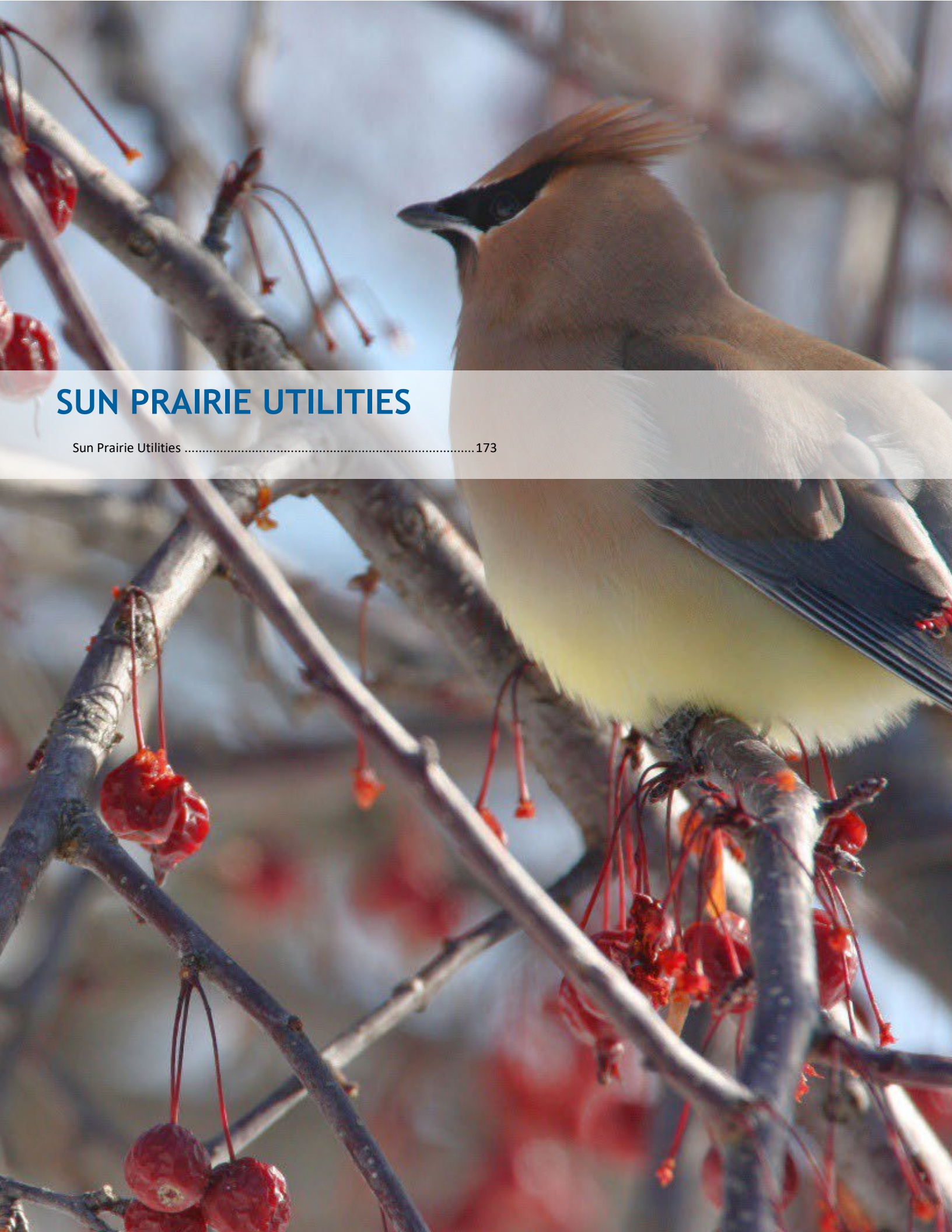
Capital Projects

TID 13 - BUSINESS / INDUSTRIAL PARK

TID 13 FUNDING SOURCES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
General Property Taxes	-	59.5	56.7	337.9	337.9	281.2
Investment Income	40.9	25.0	-	-	-	-
Miscellaneous Income	0.7	0.0	-	-	-	-
Proceeds of Long Term Debt	3,700.0	3,415.0	3,880.7	-	-	(3,880.7)
Bond Premium	-	162.5	-	-	-	-
Total Funding Sources	\$ 3,741.6	\$ 3,662.0	\$ 3,937.4	\$ 337.9	\$ 337.9	\$ (3,599.5)

TID 13 EXPENDITURES	2018	2019	2019	2020	2020	Increase
\$ in '000s	Actual	Projected	Budget	Recommend	Approved	(Decrease)
Professional Services	12.6	13.9	13.9	14.6	14.6	0.7
Economic Development Payments	-	-	-	500.0	500.0	500.0
Debt Service and Related Costs	-	3,799.7	106.7	323.6	323.6	216.8
Debt Issuance Costs	-	75.1	74.0	-	-	(74.0)
Payment to Escrow Agent	-	-	3,700.0	-	-	(3,700.0)
Capital Projects	2,684.6	1,286.8	1,288.1	-	-	(1,288.1)
Total Expenditures	\$ 2,697.3	\$ 5,175.5	\$ 5,182.7	\$ 838.2	\$ 838.2	\$ (4,344.6)

TID 13: FUND BALANCE	2018	2019	2019	2020	2020
\$ in '000s	Actual	Projected	Budget	Recommend	Approved
Net Change in Fund Balance	1,044.4	(1,513.5)	(1,245.3)	(500.3)	(500.3)
Fund Balance - Beginning of Year	(51.0)	993.4	993.4	(520.1)	(520.1)
Fund Balance - End of Year	\$ 993.4	\$ (520.1)	\$ (252.0)	\$ (1,020.4)	\$ (1,020.4)



SUN PRAIRIE UTILITIES

Sun Prairie Utilities 173

ENTERPRISE FUNDS

Sun Prairie Utilities

SUN PRAIRIE UTILITIES

MISSION

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

DESCRIPTION

Sun Prairie Utilities (SPU) provides electricity to 16,103 customers and water to 11,237 customers, mostly within the municipality.

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

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

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

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

2020 BUDGET HIGHLIGHTS

Related to the 2019-2021 Strategic Plan, staff will focus on initiatives related to Customer Engagement, Mobile Workforce, Succession Planning, Lead Lateral Replacement, Advanced Metering, Long-Range Planning and Outage Management.

The Utility continues its Advanced Metering Implementation as it budgets \$743,000 of spending for both electric and water meter replacements.

ELECTRIC OPERATIONS:

- The budget includes \$30,000 for SPU to replace existing high-pressure sodium lighting with LED lighting on street construction projects.
- An upgrade to our operations and customer interaction with the initiative for the Outage Management System (\$113,000 up-front plus \$33,400 annually).
- Long-Range Plan initiative: \$140,000 for the design of the Business Park Substation Expansion to handle future growth and ease potential switching contingencies.
- Other Long-Range Planning initiatives: Egge Road Circuit tie (\$10,000), Madison-Kipp Circuit Tie (\$44,000), South Thompson Circuit Tie (\$100,000), and Contitech Circuit Extension (\$170,000).

WATER OPERATIONS:

- Long-Range Plan Initiatives: Well #10 Construction – Budget \$625,000 of spending in 2020 and an additional \$1,500,000 in 2021; Budget \$540,000 for Pressure Relief Valve to bolster low pressure system reliability.
- 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 lateral services is an estimated 225; the budget amount assumes the annual replacement of 75 laterals at \$4,000 each.

2019 BUDGET OVERVIEW

In the first year of the 2019-2021 Strategic Plan, which forms a path to a sustainable future of increased customer interaction, extensive city growth, and incorporates rapid advancements of both technology and distributed generation. Accomplishments in the Strategic Plan's first year were led by the development of policies for Purchasing, IT Equipment Replacement, Fleet Replacement and Employee Recognition. In addition, the Utility launched a new customer portal,

completed a Facilities Study, and exceeded reliability targeted goals.

On the personnel side, SPU promoted internal employees to positions of Supervisory Engineer, Information Systems Manager, and Water Operator. In addition, SPU plans to hire an Accountant by the end of 2019.

ELECTRIC OPERATIONS:

- ✓ Relocated Hwy 151 transformer to Business Park, Business Park Transformer to South Substation and retired oldest transformer at South Substation. Also completed project for installation of a new control house and replacement of aging regulators at the Business Park Substation.
- ✓ Filed and received Public Service Commission approval of an electric rate case.

WATER OPERATIONS:

- ✓ Approved site plan for Pressure Relief Valve Station, bid the project, then decided to rebid as part of 2020 road reconstruction project.
- ✓ Replaced Variable Frequency Drive at Well #8.
- ✓ Upgraded SCADA Monitoring System with new master telemetry unit.
- ✓ Replaced \$2.1M in aging water main, as part of City's Road Reconstruction projects.
- ✓ Property search has created multiple options for potential sites of the new Well #10 to serve the Utility's low-pressure system. The purchase will likely be completed near the end of 2019, with construction beginning in 2020.
- ✓ Performed water flow studies in the new Business/Industrial Park on the southwest side of the City to address potential issues during peak periods. In 2020, the Pressure Relief Valve Station and parallel water main installation to this area will enhance reliability and flow rates.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2019 data reflects information through July 31, 2019

Sun Prairie Utilities' electric distribution system is analyzed and rated on reliability. Sun Prairie Utilities evaluates reliability using industry indices on an annual basis (for this report, 2019 stats are calculated from July 1, 2018 to July 1, 2019). The three (3) main industry indices are defined and evaluated 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	2016	2017	2018	2019
System Avg. Interruption Duration Index	60.00	18.11	12.58	11.02	15.44
System Avg. Interruption Frequency Index	1.00	.57	.28	.39	.557
Customer Avg. Interruption Duration Index	60.00	31.95	45.23	28.29	27.72

ENTERPRISE FUNDS

Sun Prairie Utilities

SUN PRAIRIE UTILITIES – WATER UTILITY

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Water Utility	11.90	12.70	12.45	12.75	12.75	0.30
Total Personnel	11.90	12.70	12.45	12.75	12.75	0.30

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Water Pumping	333.3	303.8	246.7	317.4	317.4	70.7
Water Treatment	52.0	55.4	52.2	72.1	72.1	19.9
Water Transmission and Distr	665.9	408.3	470.5	610.3	610.3	139.8
Customer Accounts	135.5	164.3	140.8	179.7	179.7	38.9
Administrative & General	619.3	714.8	647.4	783.6	783.6	136.2
Depreciation	568.5	629.2	668.6	702.6	702.6	34.0
Taxes	922.8	962.8	997.8	1,104.4	1,104.4	106.7
Non Operating Expenses	728.2	821.6	833.9	977.7	977.7	143.8
Total Expenditures	\$ 4,025.5	\$ 4,060.3	\$ 4,057.9	\$ 4,747.9	\$ 4,747.9	\$ 690.1

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	805.8	922.4	805.2	1,015.1	1,015.1	210.0
Operation Costs	1,000.3	724.3	752.4	948.0	948.0	195.7
Interest Expense	226.0	390.4	387.6	407.5	407.5	19.9
Depreciation	568.5	629.2	668.6	702.6	702.6	34.0
Taxes	30.0	28.9	26.5	24.2	24.2	(2.3)
Transfers - PILOT	892.7	933.9	971.3	1,080.3	1,080.3	109.0
Other Expenses	502.2	431.2	446.4	570.3	570.3	123.9
Total Expenditures	\$ 4,025.5	\$ 4,060.3	\$ 4,057.9	\$ 4,747.9	\$ 4,747.9	\$ 690.1

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	5,393.2	5,550.2	4,976.1	4,962.9	4,962.9	(13.2)
Total Expenditures	4,025.5	4,060.3	4,057.9	4,747.9	4,747.9	690.1
Net Operating Result	\$ 1,367.7	\$ 1,489.9	\$ 918.2	\$ 215.0	\$ 215.0	\$ (703.3)

ENTERPRISE FUNDS

Sun Prairie Utilities

SUN PRAIRIE UTILITIES – ELECTRIC UTILITY

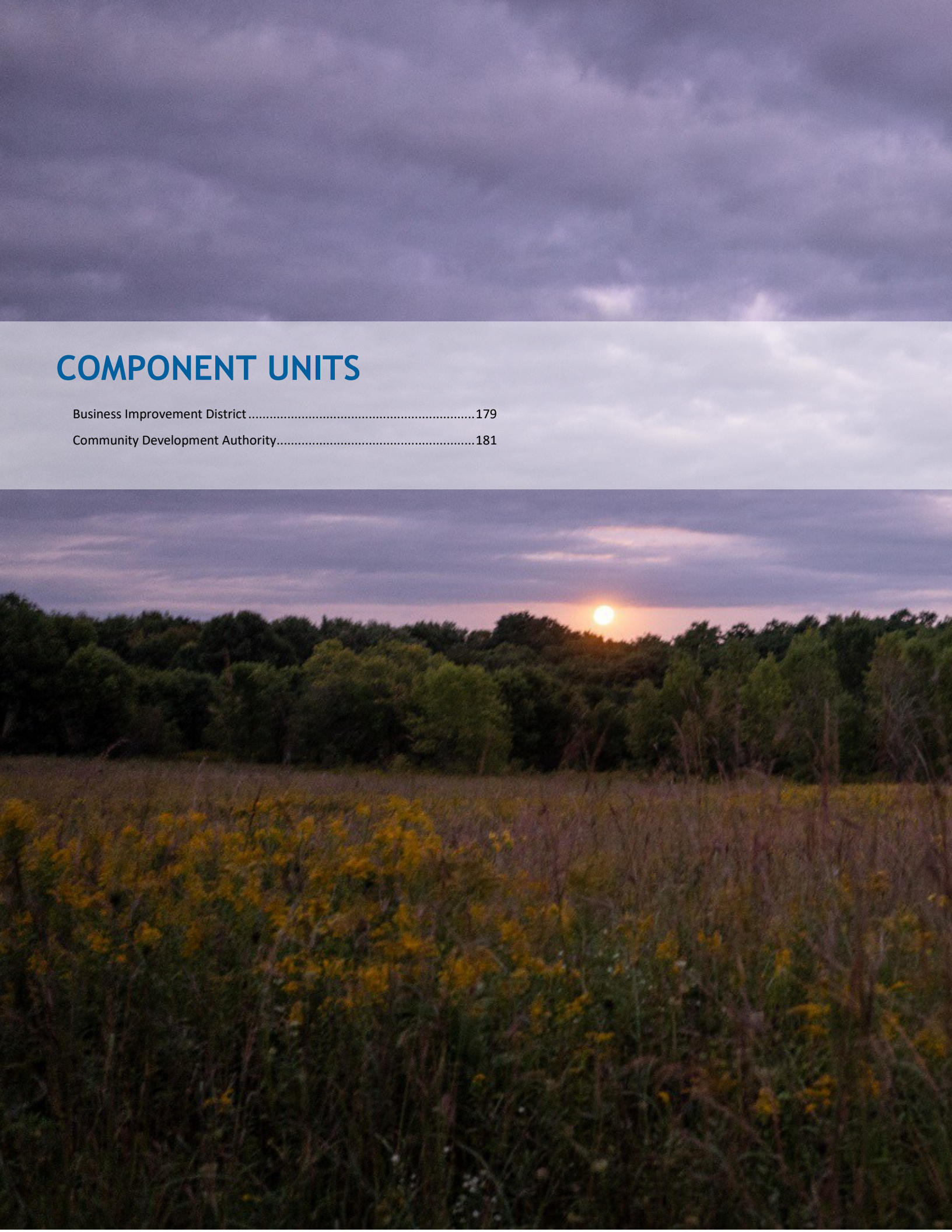
PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Electric Utility	20.00	20.20	19.45	20.15	20.15	0.70
Total Personnel	20.00	20.20	19.45	20.15	20.15	0.70

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Distribution	23,184.8	23,198.9	24,197.5	23,738.1	23,738.1	(459.4)
Customer Accounts	315.4	344.2	346.2	399.6	399.6	53.4
Sales	(3.6)	50.4	49.9	53.9	53.9	4.0
Administrative & General	936.7	907.7	902.7	967.6	967.6	64.9
Depreciation	1,408.3	1,477.7	1,492.0	1,554.6	1,554.6	62.6
Taxes	1,047.5	1,040.3	1,075.7	1,150.6	1,150.6	75.0
Non Operating Expenses	415.5	421.0	409.6	461.0	461.0	51.4
Total Expenditures	\$ 27,304.5	\$ 27,440.2	\$ 28,473.6	\$ 28,325.4	\$ 28,325.4	\$ (148.2)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	1,295.2	1,473.4	1,407.0	1,585.1	1,585.1	178.1
Operation Costs	23,138.0	23,027.7	24,089.3	23,574.1	23,574.1	(515.2)
Interest Expense	185.2	182.9	182.5	217.0	217.0	34.5
Depreciation	1,408.3	1,477.7	1,492.0	1,554.6	1,554.6	62.6
Taxes	112.9	115.8	117.4	120.5	120.5	3.1
Transfers - Pilot	934.6	924.5	958.3	1,030.1	1,030.1	71.8
Other Expenses	230.3	238.2	227.1	244.0	244.0	16.8
Total Expenditures	\$ 27,304.5	\$ 27,440.2	\$ 28,473.6	\$ 28,325.4	\$ 28,325.4	\$ (148.2)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	29,371.2	29,294.0	30,331.3	30,469.3	30,469.3	138.0
Total Expenditures	27,304.5	27,440.2	28,473.6	28,325.4	28,325.4	(148.2)
Net Operating Result	\$ 2,066.8	\$ 1,853.8	\$ 1,857.7	\$ 2,143.9	\$ 2,143.9	\$ 286.2





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Community Development Authority.....	181

COMPONENT UNITS

Component Units

BUSINESS IMPROVEMENT DISTRICT

MISSION

The mission of the Business Improvement District (BID) is to support the development, improvement and promotion of the Downtown area for the economic benefit of all businesses within the District. The BID is an organizational and funding mechanism to improve and promote the Downtown area for the general social and economic benefit of the people of the City of Sun Prairie and its visitors.

DESCRIPTION

The BID shares the Downtown Business Improvement District Manager/Marketing Specialist with the Tourism Commission.

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

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

PERFORMANCE METRICS

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

*2019 data reflects information through July 31, 2019

Promote the downtown area through special events.

Measure	2016	2017	2018	2019
Wine Walk ticket sales	389	311	412	355
Fall Beer Taste ticket sales	N/A	137	168	200

Note: The Fall Beer Taste event is September 19, 2019. As of August 9, 2019, 200 ticket sales is the goal, not actual tickets sold.

2020 BUDGET HIGHLIGHTS

The BID Board is not budgeting for any new events in 2020 beyond what was executed in 2019. The year-over-year increase of \$1,402 of the overall budget from 2019 is a result of the BID Board's desire to build up the amount of money in the Fund Balance. The amount of revenue generated by the self-imposed levy on downtown property owners will increase by \$10,000 in 2020, resulting in a total collection of \$112,000. In addition, the budget will rely on \$0 of Fund Balance and \$15,629.52 in revenue from two ticketed events and sponsorship solicitation.

- Increased Taste of Sun Prairie sponsorship by \$1,000. Increased General Advertising by \$2,000 to allow for increase in promotion of the BID and special events.
- Increased the Artful Wine Walk budget by \$4,000 to reflect actual expenditures.
- Increased Tree Lighting and Fire Truck Parade by \$500 to reflect actual expenditures of Horse-drawn Wagon rides and Santa.
- Increased Fall Beer Taste by \$3,500 to reflect actual expenditures of a growing event.
- Decreased the number of Streets of Sun Prairie events from six (6) to four (4), therefore decreasing spending by \$2,000.
- Decreased the Scarecrow budget by \$1,000 to reflect actual expenditures.
- Removed Curbside Snow Removal from the budget, which has annually been budgeted at \$18,000.
- Added a budget line of \$1,000 for Bike Rack Reimbursement.

2019 BUDGET OVERVIEW

- ✓ Increased self-imposed levy on downtown property owners by \$10,000, resulting in a total tax collection of \$102,000.
- ✓ Removed \$3,000 in funds for the Groundhog Prognostication event, which the Tourism Commission now funds.
- ✓ Removed \$2,000 in funds for Guild events.
- ✓ Identified \$9,000 in the Beautification budget that will be held for a future July 10 2018 Memorial.
- ✓ Amended the Budget to utilize \$6,900 of the Fund Balance for Curbside Snow Removal.
- ✓ Removed Light Garbage Pick-Up from the Beautification budget.
- ✓ Removed Façade Improvement Grants from the budget, but continued to be part of the approval process.
- ✓ Supported the Taste of Sun Prairie with a \$1,000 sponsorship.
- ✓ Retained the BID Manager position from at 75% time.

COMPONENT UNITS
Component Units
BUSINESS IMPROVEMENT DISTRICT

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Business Improvement District	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Business Improvement District	126.2	142.4	138.9	125.1	125.1	(13.8)
Total Expenditures	\$ 126.2	\$ 142.4	\$ 138.9	\$ 125.1	\$ 125.1	\$ (13.8)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Contractual Services	126.2	142.4	138.9	125.1	125.1	(13.8)
Total Expenditures	\$ 126,239	\$ 142,438	\$ 138,924	\$ 125,086	\$ 125,086	\$ (13,838)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	128.9	121.6	138.9	125.1	125.1	(13.8)
Total Expenditures	126.2	142.4	138.9	125.1	125.1	(13.8)
Net Operating Result	\$ 2.7	\$ (20.9)	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	2.7	(20.9)	-	-	-
Fund Balance Applied	-	-	13.9	-	-
Beginning Fund Balance	37.0	39.7	39.7	18.8	18.8
Ending Fund Balance	\$ 39.7	\$ 18.8	\$ 25.8	\$ 18.8	\$ 18.8

COMPONENT UNITS

Component Units

COMMUNITY DEVELOPMENT AUTHORITY

MISSION

Eliminate or prevent substandard, deteriorated, unsanitary, and blighted areas within the City. Provide and retain gainful employment opportunities for citizens of the City. Provide affordable housing in the City. Encourage growth of the City's tax base; and stimulate the flow of investment capital into the City resultant beneficial effects upon the economy in the City.

DESCRIPTION

Pursuant to Section 66.1335 Wisconsin Statutes (i.e. the Community Development Authority Law), the Community Development Authority (CDA) was created as a "corporate body politic" authorized to transact business and exercise any and all powers, duties, and functions defined for housing and redevelopment authorities by this statute and related sections of Chapter 66. In 2018, the City of Sun Prairie formalized the Community Development Authority by creating ordinance section 2.38 – Community Development Authority (CDA). This expanded the CDA's duties to oversee the Revolving Loan Fund (RLF), contract with outside agencies and to sell property.

The CDA's primary role has been to facilitate borrowing for infrastructure and acquisition costs related to redevelopment projects in the downtown area (TID 8), as well as the 151-Reiner Road Interchange area (TID 9), Central Main Street (TIF 11), reviewing and providing direction on proposals requesting assistance from the City in any capacity, and facilitating the sale of City or CDA owned parcels in TIF Districts.

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

- Complete Main and Bristol Downtown Redevelopment Plan, and begin implementation measures relating to TIF investments for this area.
- Begin work the creation of a new Downtown TIF (#14)
- Coordinate with prospective development on the McGovern's site
- Advise on the marketing and further development of the Sun Prairie Business Park Expansion Area

2019 BUDGET OVERVIEW

- ✓ Transferred land on O'Keeffe back to the City for the use of a Park 'N Ride facility
- ✓ Purchase of two properties in Downtown for public parking and redevelopment
- ✓ Review of the Façade Improvement Grant Application

PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhoods**

*2019 data reflects information through July 31, 2019

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

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

2020 BUDGET HIGHLIGHTS

COMPONENT UNITS

Component Units

COMMUNITY DEVELOPMENT AUTHORITY

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Community Development Auth	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Community Development Auth	255.4	165.2	165.2	147.4	147.4	(17.8)
Total Expenditures	\$ 255.4	\$ 165.2	\$ 165.2	\$ 147.4	\$ 147.4	\$ (17.8)

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Debt Service	255,392	165,203	165,203	147,393	147,393	(17,810)
Total Expenditures	\$ 255,392	\$ 165,203	\$ 165,203	\$ 147,393	\$ 147,393	\$ (17,810)

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	183.5	175.2	165.2	147.4	147.4	(17.8)
Total Expenditures	255.4	165.2	165.2	147.4	147.4	(17.8)
Net Operating Result	\$ (71.9)	\$ 10.0	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	(71.9)	10.0	-	-	-
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	291.4	219.5	219.5	229.5	229.5
Ending Fund Balance	\$ 219.5	\$ 229.5	\$ 219.5	\$ 229.5	\$ 229.5





AGENCY FUND

MPSIS.....185

MISSION

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

DESCRIPTION

The municipalities of Fitchburg, Middleton, Verona, Monona, and Sun Prairie participate in a joint effort to provide common records management, dispatch, and location services for their police departments. The name of the group is the Multijurisdictional Public Safety Information Systems (MPSIS) commission. Fitchburg serves as the MPSIS system administrator, while Sun Prairie provides fiscal agent services.

All cities contribute to the cost of staff time necessary to manage the MPSIS system and fully fund one Law Enforcement Data Analyst position in the City of Fitchburg. All cities also jointly share capital expenditures.

2020 BUDGET HIGHLIGHTS

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

2019 BUDGET OVERVIEW

- ✓ No notable changes.

PERSONNEL BY DIVISION	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Mpsis Commission	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Mpsis Commission	591.0	856.5	599.5	604.7	604.7	5.2
Total Expenditures	\$ 591.0	\$ 856.5	\$ 599.5	\$ 604.7	\$ 604.7	\$ 5.2

EXPENDITURES BY CATEGORY \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Personnel	203.5	210.2	210.2	222.4	222.4	12.2
Materials & Supplies	197.0	238.2	238.2	233.8	233.8	(4.4)
Contractual Services	83.5	107.1	107.1	104.5	104.5	(2.6)
Professional Development	5.5	6.2	4.0	4.0	4.0	-
Capital Items	101.4	294.8	40.0	40.0	40.0	(0.0)
Total Expenditures	\$ 591.0	\$ 856.5	\$ 599.5	\$ 604.7	\$ 604.7	\$ 5.2

OPERATING RESULTS \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved	Increase (Decrease)
Total Revenues	590.2	855.4	599.5	604.7	604.7	5.2
Total Expenditures	591.0	856.5	599.5	604.7	604.7	5.2
Net Operating Result	\$ (0.8)	\$ (1.1)	-	-	-	-

FUND BALANCE \$ in '000s	2018 Actual	2019 Projected	2019 Budget	2020 Recommend	2020 Approved
Net Increase / (Decrease)	(0.8)	(1.1)	-	-	-
Fund Balance Applied	-	-	-	-	-
Beginning Fund Balance	240.8	240.0	240.0	238.9	238.9
Ending Fund Balance	\$ 240.0	\$ 238.9	\$ 240.0	\$ 238.9	\$ 238.9

APPENDIX

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APPENDIX A: RESOLUTIONS

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City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2020 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 19, 2019

Adopted: November 19, 2019

Resolution No.: 19/214

RESOLUTION

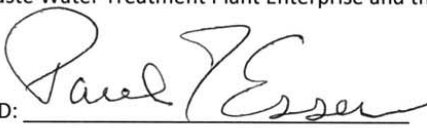
WHEREAS, on Tuesday, November 5, 2019 the Committee of the Whole held a public hearing to consider the 2020 City of Sun Prairie Budget; and

WHEREAS, on Tuesday, November 5, 2019 the Committee of the Whole met to consider the 2020 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on November 5, 2019 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 2020 as set forth in the attached schedule and made a part hereof; and

WHEREAS, after careful review and discussion, on November 19, 2019, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2020 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 THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2020 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.

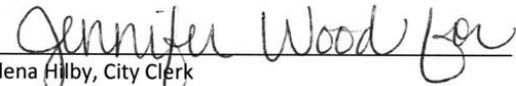
APPROVED: 

Paul T. Esser, Mayor

Date Approved: November 19, 2019

Date Signed: November 20, 2019

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 19th day of November 2019, and submitted for signatures on the 20th day of November, 2019.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

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

Presented: November 19, 2019

Adopted: November 19, 2019

Resolution No.: 19/215

RESOLUTION

WHEREAS, on Tuesday, November 5, 2019, the Committee of the Whole met to consider the 2020 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 2020; and

WHEREAS, the amounts set forth in the 2020 budget require total property taxes to be levied in the amount of \$24,547,024.

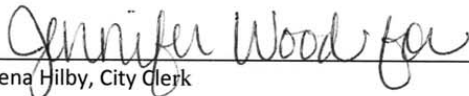
NOW THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2020 budget and that the same be placed on the tax roll for the year 2019, collectible in 2020, and that the total levy is hereby determined to be \$24,547,024.

APPROVED: 
Paul T. Esser, Mayor

Date Approved: November 19, 2019

Date Signed: November 20, 2019

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 19th day of November, 2019, and submitted for signatures on the 20th day of November, 2019.


Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

RESOLUTION APPROVING
THE 2020 FEE SCHEDULE

Presented: November 19, 2019

Adopted: November 19, 2019

Resolution No.: 19/217

RESOLUTION

WHEREAS, on Tuesday, November 19, 2019, the Common Council met to discuss the 2020 Fee Schedule that was approved during the 2020 budget review process; and

WHEREAS, the proposed 2020 fee schedule is attached and changes are noted and highlighted in yellow.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the 2020 Fee Schedule, per the attachment.

APPROVED:

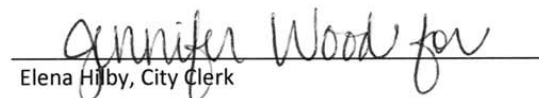


Paul T. Esser, Mayor

Date Approved: November 19, 2019

Date Signed: November 20, 2019

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 19th day of November 2019, and was submitted for signatures on the 20th day of November 2019.



Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

RESOLUTION APPROVING THE 2020 SEWER UTILITY RATES

Presented: November 19, 2019

Adopted: November 19, 2019

Resolution No.: 19/216

RESOLUTION

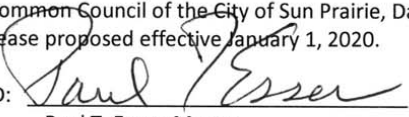
WHEREAS, on Tuesday, November 5, the Committee of the Whole met to consider the 2020 City of Sun Prairie Recommended Budget including the Sewer Utility Budget; and

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

WHEREAS, said budget includes an increase in the sewer charges and meter charges of 12.43% for an average annual cost to take effect on January 1, 2020 as follows:

Domestic Sewerage Customers	2020 Proposed Rates
Monthly Fixed Charge	
5/8	\$ 11.54
1	\$ 15.81
1.5	\$ 23.08
2	\$ 31.64
3	\$ 51.78
4	\$ 80.44
Volumetric Charge per 100 Cu. FT	\$ 3.45
Surcharge Rate BOD /lb	\$ 0.590
Surcharge Rate TSS /lb	\$ 0.470
Surcharge Rate Phosphorus /lb	\$ 6.280

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, 2020.

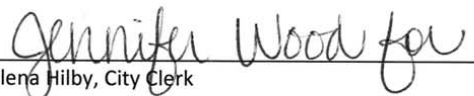
APPROVED: 

Paul T. Esser, Mayor

Date Approved: November 19, 2019

Date Signed: November 20, 2019

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 19th day of November 2019, and was submitted for signatures on the 20th day of November 2019.


Elena Hilby, City Clerk



APPENDIX B: BUDGET INITIATIVES

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APPENDIX B: BUDGET INITIATIVES

REVENUE INITIATIVES

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APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Building Inspection
ORG No.: 10004800
ACCOUNT: 489000

Authorization:

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

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

Describe this revenue source:

Commercial Plan Misc Service Fees

Check one:

- ☐ New
☒ Rate Change
☐ Existing

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: \$ 25.00
 (2) Proposed Rate or Fee Amount: Misc Administrative or Field Services \$50 per half hour
 (3) Frequency of Review: Annual
 (4) Total Number of Users/Units of Service: This change will have an effect on customers requesting special services or being assessed the fee for not ready or failed inspections.
 (5) Revenue Usage Restrictions (if any) n/a

Critical Issues Affecting Revenue:

- (1) List most important factors that affect this revenue source and explain the impact.
This initiative is seeking approval for an increase of this fee from \$25.00 to \$50.00 per half hour. This fee is assessed in situations such as special requests for service or when inspections are requested that ultimately are not ready upon arrival
- (2) How is this revenue affected by changes in the economy?
Fees are intended to cover the cost of providing administrative and inspection services to our customers.
- (3) What is the rationale for changing the fee or
My review has determined that the current fee does not adequately cover the cost of providing service. Most often, this fee is charged in situations where a contractor has requested an inspection for a day/time and upon arrival we find that it was not ready for inspection.

Our policy is that they can cancel the inspection prior to our arrival at no charge. Once we have arrived on site we will assess a fee for the "wasted" trip. Our goal is that the increased fee will ultimately act as a deterrent.

Comparison to Other Communities:

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

Community:	Rate:
Middleton	Same
Fitchburg	Same

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
n/a	n/a	n/a

Please describe the method you used to develop the forecast:

n/a

	Revenue Forecast	Percent Change
2018 Actual	\$ <u>200</u>	
2019 Budget	\$ <u>250</u>	
2019 Revised Budget	\$ <u>200</u>	0%
2020 Dept. Budget	\$ <u>1,000</u>	400%

Contact: Brian Flannery

Extension: 1165

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Building Inspection
ORG No.: 10004600
ACCOUNT: 462410-462450

Authorization:

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

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

Describe this revenue source:

Check one:

- ☒ New
☐ Rate Change
☐ Existing

Assumptions

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

- (1) Current Rate or Fee Amount:
 (2) Proposed Rate or Fee Amount:

 (3) Frequency of Review:
 (4) Total Number of Users/Units of Ser

 (5) Revenue Usage Restrictions (if any)

Comparison to Other Communities:

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

Community:
Rate:

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
n/a	n/a	n/a

Critical Issues Affecting Revenue:

- (1) List most important factors that affect this revenue source and explain the impact.
- (2) How is this revenue affected by changes in the economy?
- (3) What is the rationale for changing the fee or

The proposed fees are charged by the State of Wisconsin for these services (SPS 302). The allocation of these fees will vary by plan type across multiple revenue accounts.

Please describe the method you used to develop the forecast:

	Revenue Forecast	Percent Change
2018 Actual	\$ -	
2019 Budget	\$ -	
2019 Revised Budget	\$ -	
2020 Dept. Budget	\$ 4,000	

Contact:

Brian Flannery

Extension:

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Building Inspection
ORG No.: 10004400
ACCOUNT: 443200

Authorization:

When was this tax or fee last changed? 01/17
 (mm/yy)

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

n/a

Describe this revenue source:

Fire Alarm and Fire Sprinkler Permit Fees

Check one:

- ☐ New
☒ Rate Change
☐ Existing

Assumptions

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

- (1) Current Rate or Fee Amount:
\$0.005 to \$0.02 per square foot depending upon project type and size
- (2) Proposed Rate or Fee Amount:
\$0.01 to \$0.03 per square foot depending upon project type and size
- (3) Frequency of Review: Annual
- (4) Total Number of Users/Units of Service:
This change will have an effect on customers seeking permits for multi-family and commercial construction projects which involve fire alarm or fire sprinkler systems.
- (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 one-half to one cent increase to the per square foot permit fee that is assessed for fire alarm or fire sprinkler permits for new construction, additions and alterations that contain such systems. The impact on an average project would be approximately \$100.00-\$500.00 depending upon size and type of building. There would be a minimal impact to smaller additions or alterations, and this would not affect minor permits. This proposal will provide an estimated \$6,000.00 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
My review has determined that the current fee schedule does not adequately cover the cost of providing said services.

Comparison to Other Communities:

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

Similar fees are charged by other communities however it is difficult to create a side by side comparison as they are charged in different fashion.

Some communities combine plan review and inspection together. Some communities incorporate the fee with other permits.

Our approach only assesses the permit fee in instances where these systems are part of the project resulting in a more equitable approach for the customer. Overall the city's fees are in line with other communities.

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
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>

Please describe the method you used to develop the forecast:

I did a sample comparison of several prototypical projects. This estimate does not include the proposed high school or large retail at the Schneider property, of which could generate up to an additional \$36,000.

	Revenue Forecast	Percent Change
2018 Actual	<u>\$ 11,438</u>	
2019 Budget	<u>\$ 11,000</u>	
2019 Revised Budget	<u>\$ 11,000</u>	<u>-4%</u>
2020 Dept. Budget	<u>\$ 22,000</u>	<u>100%</u>

Contact:

Brian Flannery

Extension:

1165

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Public Works
 ORG No.: 10004600
 ACCOUNT: 463100

Authorization:

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

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

Describe this revenue source:

Application and Permit for Street Occupancy Privileges

Check one:

☐ New
☒ Rate Change
☐ Existing

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:
\$10.00 per permit

(2) Proposed Rate or Fee Amount:
\$100 per first 100 feet, plus \$0.10 per additional foot

(3) Frequency of Review: First time reviewed

(4) Total Number of Users/Units of Service:
30 per year

(5) Revenue Usage Restrictions (if any): n/a

Comparison to Other Communities:

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

Community: Rate:

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
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>

Please describe the method you used to develop the forecast:

n/a

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.
Takes for about an hour of time to discuss, review site and follow-up

(2) How is this revenue affected by changes in the economy?
As economy drops, less repairs and maintainance closing streets and sidewalks.

(3) What is the rationale for changing the fee or
\$10 does not cover the the time put into the review and follow up of the permit.

	Revenue Forecast	Percent Change
2018 Actual	\$ -	
2019 Budget	\$ -	
2019 Revised Budget	\$ 20	
2020 Dept. Budget	\$ 1,000	4900%

Contact: Lee Igl

Extension: 3713

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Public Works
ORG No.: 10004600
ACCOUNT: 463100

Authorization:

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

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

Describe this revenue source:

Barricade rental

Check one:

- ☐ New
☒ Rate Change
☐ Existing

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:
\$10 for each complete rental plus \$50 deposit

(2) Proposed Rate or Fee Amount:
\$25 for each rental

(3) Frequency of Review: Every two years

(4) Total Number of Users/Units of Service:
This change will have an effect on customers seeking permits for multi-family and commercial construction projects which involve fire alarm or fire sprinkler systems.

(5) Revenue Usage Restrictions (if any): n/a

Critical Issues Affecting Revenue:

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

It takes over an hour of time to discuss needs, pull the barricades and cones and put them away.

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

As economy drops, less events, parties, etc.

(3) What is the rationale for changing the fee or
\$10 does not cover the the time put into the review of rental agreement, pulling the barricades and putting them away.

Comparison to Other Communities:

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

Community:

Rate:

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
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>

Please describe the method you used to develop the forecast:

n/a

	Revenue Forecast	Percent Change
2018 Actual	\$ -	
2019 Budget	\$ -	
2019 Revised Budget	\$ 200	
2020 Dept. Budget	\$ 500	150%

Contact: Lee Igl

Extension: 3713

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Parks and Recreation
ORG No.: 10004600
ACCOUNT: 465500

Describe this revenue source:
 Park Shelter Rental Fees

Check one:

- ☐ New
☒ Rate Change
☐ Existing

Authorization:

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

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

Admin.
Action

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:
 Shelters: \$45 per day, Monday - Friday for Residents; \$65 per day, Saturday - Sunday for Residents
 Shelters: \$90 per day, Monday - Friday for Non residents; \$130 per day, Saturday - Sunday for Non residents
 Gazebo: \$30 per day, Monday - Friday for Residents; \$45 per day, Saturday - Sunday for Residents
 Gazebo: \$60 per day, Monday - Friday for Residents; \$90 per day, Saturday - Sunday for Residents
- (2) Proposed Rate or Fee Amount:
 See attached sheet - varying fees for shelters with varying amenities
- (3) Frequency of Review: First time reviewed
 Annually, as the Parks and Recreation Fees and Charges Policy is reviewed on an annual basis.
- (4) Total Number of Users/Units of Service:
 9 shelters, 2 gazebo; 8 new shelters to charge fees for
- (5) Revenue Usage Restrictions (if any): n/a

Comparison to Other Communities:

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

Community: **Rate:**

Madison: \$100 - residents; \$175 non-residents

Janesville: \$65-\$90 residents; \$80-\$115 non residents (no weekday/weekend differential - fee based on shelter amenities)

Middleton: \$75-\$115 residents; \$120-\$1275 non residents (no weekday/weekend differential - fee based on shelter amenities)

Please describe the method you used to develop the forecast:

Figuring in indirect costs, it costs the City between \$60 and \$79 per shelter rental. Per the 2019 Parks and Recreation Department Fees and Charges Policy, Shelter Rentals fall under the Highly Specialized category, necessitating a minimum of 110% cost recovery goal. See attached worksheet for 2020 budget forecast

Critical Issues Affecting Revenue:

- (1) List most important factors that affect this revenue source and explain the impact.
 The City's shelter rental fees are among the lowest in the region. This fee increase aligns with other municipalities in the region. The impact of this increase could potentially deter non-residents from reserving our shelters which would provide Sun Prairie residents with more opportunities to reserve shelters. Our shelters are extremely attractive to non-residents because the non-resident fee is still less than the resident fee for surrounding municipalities. By June 1 of each year, weekend availability for shelters is almost entirely booked. An increase will allow more accessibility for our residents to utilize these amenities. On the other hand, a fee increase of almost 42% may exclude low income populations from affording shelter rentals. However, if the Parks and Recreation Department extends its Financial Assistance program to also cover shelter rentals, the fee would actually decrease for those who qualify for financial assistance.
- (2) How is this revenue affected by changes in the economy?
 Shelter rentals are not a necessity for residents. In the event of a recession, disposable income may decline, reducing the number of total shelter rentals. On the other hand, shelter rentals do offer a lower-cost option for facility rentals. In a recession, this could actually create an increase in rentals due to it being a low cost option. Overall, the economy does not have a large impact on this revenue.
- (3) What is the rationale for changing the fee or rate?
 An analysis of shelter rental fees for 15 different municipalities in the South Central was completed. In this analysis, it was discovered that a majority of the municipalities charge a fee based on the amenities that a shelter offers, rather than by the day of the week it is rented on. For shelters of similar type and size, the City of Sun Prairie's fees were lower than 10 of the 15 municipalities analyzed. This fee increase provides additional revenue for the City while aligning with market rate and falling in line with the Parks and Recreation Department's Fees and Charges Policy.

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
110%	80 - 100%	100 - 115%

	Revenue Forecast	Percent Change
2018 Actual	\$ 17,349	
2019 Budget	\$ 17,000	
2019 Revised Budget	\$ 15,500	-11%
2020 Dept. Budget	\$ 23,010	48%

Contact: Kristin Grissom

Extension: 1117

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Economic Development
ORG No.: 10004800
ACCOUNT: 489000

Authorization:

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

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

Describe this revenue source:

WPPI Economic Development Grant

Check one:

☒ New
☐ Rate Change
☐ Existing

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: n/a
 (2) Proposed Rate or Fee Amount:..... n/a
 (3) Frequency of Review: n/a
 (4) Total Number of Users/Units of Service: n/a
 (5) Revenue Usage Restrictions (if any):
Must be used for an economic development project

Critical Issues Affecting Revenue:

- (1) List most important factors that affect this revenue source and explain the impact.
n/a
 (2) How is this revenue affected by changes in the economy?
n/a
 (3) What is the rationale for changing the fee or
n/a

Comparison to Other Communities:

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

Community: Rate:

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
n/a	n/a	n/a

Please describe the method you used to develop the forecast:
n/a

	Revenue Forecast	Percent Change
2018 Actual	\$ -	
2019 Budget	\$ -	
2019 Revised Budget	\$ -	
2020 Dept. Budget	\$ 1,000	

Contact:

Taylor Brown

Extension: 1196

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

REVENUE INITIATIVES

DEPARTMENT: Sun Prairie Police Department
 ORG No.: 10004600
 ACCOUNT: 462100

Authorization:

When was this tax or fee last changed? 01/14
 (mm/yy)

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

Describe this revenue source:

DVD/CDs

Check one:

- ☐ New
☐ Rate Change
☒ Existing

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: \$ 7.50
 (2) Proposed Rate or Fee Amount: \$ 15.00
 (3) Frequency of Review: Annual
 (4) Total Number of Users/Units of Service:
 (5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

- (1) List most important factors that affect this revenue source and explain the impact.
 Increase in Open Records request for these items
- (2) How is this revenue affected by changes in the economy?
 Cost of items has increased
- (3) What is the rationale for changing the fee or
 Increase in requests and increase in costs of items as amount of storage similar to 16GB flashdrive

Comparison to Other Communities:

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

Community:	Rate:
Middleton	\$10 per DVD/CD
Fitchburg	\$15 per DVD/CD

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
\$15.00	\$7.50	\$15.00

50% increase

Please describe the method you used to develop the forecast:

Looked at what other agencies are charging and based it off how many DVD/CD's we sent out in 2018.

	Revenue Forecast	Percent Change
2018 Actual	\$ 408	
2019 Budget	\$ 591	
2019 Revised Budget	\$ 786	93%
2020 Dept. Budget	\$ 810	3%

Contact: Brian Teasdale

Extension: 6108



APPENDIX B: BUDGET INITIATIVES

HOUSING & NEIGHBORHOODS

Housing Needs Assessment 207

Zoning and Subd. Ord rewrite 208

Good Neighbor Project 209

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HOUSING & NEIGHBORHOODS INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Housing Needs Assessment
Department Name:	Comm. Dev - Planning
Council Strategic Plan Vision:	Housing & Neighborhoods
Fiscal Year:	2020

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		60,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		60,000
Total Request	0.00	60,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The preparation of a housing needs assessment is identified as a high priority in both the Comprehensive Plan and the Council's Strategic Three-Year Work Plan, both pending adoption this fall. Such a study would involve the compilation and evaluation of demographic data, economic trends, and current housing inventory and characteristics, together with input from area stakeholders and residents. The assessment will identify housing needs in the community by tenure, price point, bedroom type, and market segment, and will provide recommendations regarding how to address gaps or shortfalls and suggest potential policy initiatives that would benefit the local housing market. The community engagement/education component of such a project is critical to ensure that decision makers, stakeholders and community residents have full information when discussing and formulating housing policies and programs.

Why must this initiative be supported through the use of new funding?
This project will be funded jointly by TIF #8 and TIF #11. Both TIFs include significant amounts of housing in their project plans and will benefit significantly from the information and strategies that are produced as part of this effort.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Priority 1 within the Housing and Neighborhoods focus area of the Council's three-year work plan reads: "Implement the housing recommendations from the Comprehensive Plan, specifically those related to affordable housing." Both the Comprehensive Plan and the action plan listed in the three-year work plan identify the need to conduct a housing needs analysis as a first step to better understand the current status and needs of the community, before taking any specific actions or forming policies to address the community's affordable housing needs. Without the needs assessment we will not have adequate data to further guide discussions about housing policy and address housing affordability in any meaningful way.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HOUSING & NEIGHBORHOODS INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Zoning and Subd. Ord rewrite
Department Name:	Planning
Council Strategic Plan Vision:	Housing & Neighborhoods
Fiscal Year:	2020

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		20,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		20,000
Total Request	0.00	20,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The City Council's draft Strategic Plan identifies the zoning and subdivision code re-writes as priorities in two focus areas - housing and sustainability. The code re-writes will be one of the most important tools in the implementation of the City's new comprehensive plan. In addition, the City's current code is thirty years old. Several state legislative changes have been implemented in the last few years, along with significant case law outcomes that require amending several sections of the subdivision and zoning codes. In order to implement the policies of the updated Comprehensive Plan and state legislative changes, an ordinance re-write will be required. The benefits of an ordinance update should result in clarification of inconsistencies and ambiguities in the current code and more consistent enforcement. IN 2020, STAFF IS PROPOSING TO ADDRESS ONLY THE MOST URGENT NEEDS BY PREPARING UPDATES TO THE CITY'S SIGN ORDINANCE AND LANDSCAPING ORDINANCE, AND BY DOING SO IN-HOUSE. HOWEVER, WE PROJECT THE NEED FOR OUTSIDE LEGAL REVIEW TO ENSURE THAT SAID UPDATES ARE IN LINE WITH THE MOST RECENT STATUTORY LIMITATIONS AND REQUIREMENTS. IT IS INTENDED THAT THE BALANCE OF THE ORDINANCE UPDATE WILL BE THE SUBJECT OF A 2021 BUDGET REQUEST THAT WILL BE MORE IN LINE WITH THE ORIGINAL \$130,000 BUDGET INITIATIVE FOR THIS ITEM.

Why must this initiative be supported through the use of new funding? The preparation and drafting of a re-write to the entire zoning and subdivision ordinances will take a significant amount of time and likely require a high level of public input and participation. A consultant with expertise in this area will need to be hired to ensure normal operations of the Planning Division can be undertaken; based on current staffing and workload. HOWEVER, IN LIGHT OF 2020 BUDGET LIMITATIONS, STAFF FEELS THAT THE SIGN ORDINANCE AND THE LANDSCAPING ORDINANCE PRESENT OPPORTUNITIES TO BEGIN SUCH UPDATES IN-HOUSE, WITH THE BALANCE OF THE ORDINANCE TO BE PROPOSED FOR AN OVERHAUL IN 2021. THE FUNDING REQUESTED IN 2020 WOULD BE FOR LEGAL REVIEW OF STAFF'S WORK ON THESE TWO CHAPTERS OF THE ORDINANCE. The PLANNING Dept will allocated \$20k from its existing budget to fund this initiative.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The need to update the zoning and subdivision chapters of the City's Municipal Code is identified as priority #3 within the Housing and Neighborhoods focus area of the Council's draft Strategic Plan, as well as priority #6 within the Sustainable Sun Prairie focus area. The primary purpose of updating the zoning and subdivision chapters of the code is to implement housing and sustainability goals as stated within the City's soon to be adopted comprehensive plan. Further, a comprehensive zoning and subdivision ordinance update is recommended as a priority action within the implementation chapter of the plan.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HOUSING & NEIGHBORHOODS INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	3
Department's Initiative Priority Number:	Good Neighbor Project
Initiative Title:	Administrator's Office
Department Name:	Housing & Neighborhoods
Council Strategic Plan Vision:	2020
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		7,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		7,000
Total Request	0.00	7,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The Good Neighbor Project is a new initiative designed to connect City of Sun Prairie residents with resources and opportunities to get to know their neighbors and strengthen their own community. Funds from this initiative will go towards the purchase of a "Block Party Trailer" which will be a trailer that residents can rent for free that includes everything that a neighborhood would need to host an event. Items in this trailer could include folding tables and chairs, ice chests, water coolers, traffic barricades, cones, garbage containers, sports equipment, games and a sound system. Additional funds in this program will go toward a Know Your Neighbor Grant where neighborhoods can receive a small grant to use toward block parties, event kick-offs, neighborhood clean-ups or other functions that build connections between neighbors.

Why must this initiative be supported through the use of new funding?
Current funds are insufficient to support the Good Neighbor Project. The Administrator's Office will be applying to various grants and reaching out to the business community to cover the cost of this request.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Mayor & City Council have identified building strong neighborhoods and strong neighborhood connections as a focus area. Many residents are also interested in engaging with one another and some have expressed concern about not knowing who their neighbors are as the city population increases. As the community grows, this initiative promotes strong neighborhood groups by providing amenities to foster a sense of community. This results in a sense of community and belonging where all residents know who their neighbors are and can come together to support one another.

APPENDIX B: BUDGET INITIATIVES

DYNAMIC ECONOMY

BID/Tourism Manager 211

Project Management Software 212

Comm. Events & Sponsorship Dev. Coordinator 213

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
DYNAMIC ECONOMY INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	BID/Tourism Manager
Department Name:	Economic Development
Council Strategic Plan Vision:	Dynamic Economy
Fiscal Year:	2020

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		6,864
Full-Time Personnel		6,864
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	6,864
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative refocuses the existing BID Manager/Tourism Marketing Coordinator to a BID/Tourism Manager. Primary duties will be 1) communicating the values and policies adopted in the City Council's Strategic Plan and Comprehensive Plan, 2) assisting with the creation and implementation of a comprehensive Tourism Feasibility Study, and 3) creating and implementing a multi year branding strategy that will include a branding guide (including logos, signage, etc.), a detailed marketing plan, and a style guide. This revision to this position allows the Department and the City to have a dedicated and strategic approach to our marketing and communications efforts. To allow for time for these duties, staff will be reviewing the full list of City and BID events to determine what alternatives may exist to increase efficiencies, reassign some events, and using some of the existing BID funds allocation for event support. The changing of the funding for this position to a 50/50 BID-Tourism split replaces the current general fund contribution for this position (originally 30%).

Why must this initiative be supported through the use of new funding? The initiative calls for an additional \$6,864 to increase the salary of this position commensurate with the increase in responsibility. The funding for the full position (not just the increase) is proposed to be 50% from BID and 50% from Tourism. The City's contracted Tourism entity has approved the use of Tourism funds for this position. Approximately \$14,057 (or 20%) of the BID's original contribution that was going towards the BID Manager's salary will now be allocated for other event support that will be necessary to increase marketing activity and maintain some level of current events. This could be a seasonal position or a contracted service for event assistance.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This position will 1. Implement the Dynamic Economy objectives in the City Council's Strategic Vision. 2. Unify, coordinate, and prioritize the City's objectives through consistent branding and messaging. 3. Coordinate and implement the planned Tourism Feasibility Study (proposed for late 2019) recommendations to promote Sun Prairie as a destination to increase overnight stays in Sun Prairie. 4. Create and implement unique and effective strategies that draw visitors to patronize Sun Prairie businesses, especially Downtown. 5. Identify, develop and prioritize messaging for intentional target audiences, and measure their effectiveness. 6. Develop, implement, maintain and revise a multi-year branding strategy, branding guide, marketing plan, and style guide to help create consistency and maximize effectiveness of branding for all City departments and community partners to recognize and implement as appropriate.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
DYNAMIC ECONOMY INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Project Management Software
Department Name:	Economic Development
Council Strategic Plan Vision:	Dynamic Economy
Fiscal Year:	2020

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		2,280
One-time Equipment or Start-up Costs		-
Total Request	0.00	2,280
Net Funding Needed		2,280

Request Justification
Provide a concise description/justification for this initiative request. Staff is seeking approval of acquiring a client relationship management (CRM) software based solution to aid in the tracking and documenting of new business prospects and contacts, as well as business retention contacts. The number of projects and the number of contacts being made with local businesses and developers is generally tracked through email, which is inefficient and often incomplete. The CRM software would allow for entries to be made to an assigned business file by and be accessible to multiple staff, and would allow for significant improvement in communication between Departments as well as more thorough reporting to Council and City Administration. Ideally, this tool would be made available to all departments that currently have direct interactions with local businesses, and would allow for an ongoing record of the City's interaction with those companies.

Why must this initiative be supported through the use of new funding?
If successfully implemented, this may be able to be funded partially through TIF funds. Until usage in active TIF Districts is clear, and available funding is confirmed, staff is recommending that this initiative be funded as part of the operations of the Department.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative supports the Dynamic Economy priority in the Council's strategic plan. The increased information base will increase efficiency in staff responses and eliminate delays in responding to business inquiries and needs, along with eliminating redundancies in contacts between multiple staff. It will also help in the management and tracking of major projects, including their performance metrics, reporting requirements, payment schedules, and other key deliverables and deadlines.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
DYNAMIC ECONOMY INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Comm. Events & Sponsorship
Department Name:	Parks & Recreation
Council Strategic Plan Vision:	Dynamic Economy
Fiscal Year:	2020

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		74,356
Full-Time Personnel	1.00	78,277
Part-Time Personnel		3,230
Recurring Operating Expenditures		540
One-time Equipment or Start-up Costs		2,700
Total Request	1.00	84,747
Net Funding Needed		10,391

Request Justification
Provide a concise description/justification for this initiative request. This initiative is to create a full time position to manage all aspects of Community events. In doing so, it will accomplish the following goals: (1) Create value for taxpayers by enhancing events; create the feeling and awareness of "there's always something to do in my City for no or low cost."; (2) Maximize sponsorship revenue through a streamlined process and one distinct contact person for the business community and potential donors; (3) Improve safety and security protocol through a streamlined communication process to all departments regarding public and private events within the City; (4) Enhance current community events and seek to develop new ones, increasing economic prosperity, bringing in visitors and overnight stays through large-scale community events.; (5) Increase community opportunities for engagement and outreach.; (6) Maximize volunteer participation through a streamlined process and one distinct contact person for all volunteer opportunities.; and (7) Create staffing and process efficiencies within the City. The City of Sun Prairie is falling behind in a large opportunity to create added value for residents at a relatively low cost. City-sponsored community events and festivals are a high impact way to revitalize the local economy, create a community identity and increase community pride. The City currently operates a number of Community events, but the potential of many of these events has not fully been realized. When staff who oversee other areas of responsibility manage a handful of events throughout the year, oftentimes events become secondary responsibilities. This results in missed opportunities and potential for events. The largest area of missed opportunities with the City's current events include (1) significantly increasing sponsorship revenues to eliminate the need for General Fund support, (2) developing a coordinated advertising/marketing campaign to bring greater awareness of events, increase attendance and support tourism, (3) increase volunteer recruitment and participation for residents, and (4) identify and implement enhancements that refresh longtime running events that need revitalization.

Why must this initiative be supported through the use of new funding? This initiative requires \$10,621 of new funding. A portion of the salary would be funded through BID, Tourism, Farmer's Market Revenue, Sponsorship Revenue and the General Fund. Within four years, this position will no longer require support from the General Fund as a result of the sponsorship growth potential.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The primary strategic priority addressed by this initiative is "Dynamic Economy." Community Events attract people and increase community awareness, which results in a positive economic impact for the community through positive interactions with local businesses and the community as a whole. Events are also an effective way in bringing resources to residents. Special Events attract a large, diverse population of residents, making it an ideal setting to coordinate with service providers to have a presence. Community events provide a unique sense of community and bring people together. Additionally, events are an excellent way to provide high value in quality of life for residents.

APPENDIX B: BUDGET INITIATIVES

COMPLETE TRANSPORTATION NETWORK

Local Bus Service Study 215

HAWK pedestrian crossing 216

Highway Safety Screening 217

Prairie Lakes Traffic Study.....218

Park and City Bike Racks 219

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

COMPLETE TRANSPORTATION NETWORK INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Local Bus Service Study
Department Name:	Transit Commission
Council Strategic Plan Vision:	Complete Transportation
Fiscal Year:	2020

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		80,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		100,000
Total Request	0.00	100,000
Net Funding Needed		20,000

Request Justification
Provide a concise description/justification for this initiative request.
The City's 2019 Comprehensive Plan and the Mayor and Council's Three Year Work Plan identify connecting all neighborhoods to fixed-route transit service as one of the most important transportation needs in the community. In order to meet this need, the City must undertake a robust planning effort to ensure that any new routes would provide service as effectively as possible to citizens that would use the service. The Transit Commission has directed City Planning staff to apply for a WisDOT 5304 grant to fund two efforts to plan for local bus service - a scientific survey to ensure that the service is desired and a consultant-led study to identify potential routes and scrutinize them as part of a robust public involvement process. The grants would cover 80% of the cost of these efforts. It is estimated that the survey would cost up to \$25,000 and the planning study would cost up to \$75,000.

Why must this initiative be supported through the use of new funding?
A scientific survey must be led by a firm with expertise in surveying methods and the analysis tools to make sense of the data. Hiring a consultant to fund a local bus study will likely improve the public's perceived legitimacy of the study and ensure that industry best-practices are employed as part of the public engagement process. Further, it is anticipated that the study will be time intensive and that existing staff resources will be insufficient to complete the study in a timely manner. No dedicated funding sources exist for such an effort and without a new funding source, the project will be delayed indefinitely.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
The Council objective to "Create a Complete Transportation Network," Priority 1: Connect all neighborhoods to fixed-route transit service is directly addressed by this request. The acceptance of the initiative and completion of the survey and study will position the City to implement service if/when buses and funding are available for such a service.

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

COMPLETE TRANSPORTATION NETWORK INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	HAWK pedestrian crossing
Initiative Title:	Public Works
Department Name:	Complete Transportation
Council Strategic Plan Vision:	2020
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		241,200
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		1,200
One-time Equipment or Start-up Costs		240,000
Total Request	0.00	241,200
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Traffic Study and HAWK pedestrian crossing - Public Works and Engineering have received multiple requests for a safer crossing in the Park Circle / Clarmar / Rickel Rd area. There were four pedestrian accidents in the last five years and we have heard of many more near misses. To ensure we install the correct tool in the correct location, we request that a engineered traffic study be completed first to ensure best solution is being implemented, then design the intersection before we complete construction.

Why must this initiative be supported through the use of new funding?
New item. Not include in the cost to continue budget. 90% covered with Grant Funds

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Complete Transportation - completing a safe pedestrian transportation network for all Sun Prairie Residents.

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

COMPLETE TRANSPORTATION NETWORK INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Highway Safety Screening Engineering Complete Transportation 2020
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		-
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		12,000
Total Request	0.00	12,000
Net Funding Needed		12,000

Request Justification
Provide a concise description/justification for this initiative request. This study will include a comprehensive Safety Screening Analysis for a minimum of 30 intersections and the Main Street and Grand Avenue Corridors within the City of Sun Prairie. The purpose of the Safety Screening Analysis is two-fold. First, to identify any potential opportunities to pursue Highway Safety Improvement Program (HSIP) funding, which is a 90 percent Federal contribution with a 10 percent local match program for safety improvements. Secondly, to provide a planning tool summarizing the number and type of crashes occurring at top crash locations throughout the City of Sun Prairie.

Why must this initiative be supported through the use of new funding?
A Safety Screening is needed to apply for the Federal HSIP funding program. The HSIP funding would provide for improvements to the City's transportation infrastructure.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Complete Transportation Networks. The results of this safety analysis could provide funding to increase safety and facilities for vehicular, pedestrian and bicycle traffic.

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

COMPLETE TRANSPORTATION NETWORK INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Prairie Lakes Traffic Study
Department Name:	Engineering
Council Strategic Plan Vision:	Complete Transportation
Fiscal Year:	2020

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		17,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		17,000
Total Request	0.00	17,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This study will include the area of Prairie Lakes Drive, Hoepker Road, and South Grand Avenue. The study will analyze the safety and crash history of this corridor and evaluate the current operations of Prairie Lakes Drive between Hoepker Road and South Grand Avenue. This section of roadway has been the scene of accidents and traffic complaints. The increased commercial growth south of Prairie Lakes Drive will continue to add traffic to this corridor.

Why must this initiative be supported through the use of new funding?
A study is needed to measure and evaluate the traffic operations of this area and recommend improvements to traffic flow and safety. Funding provided by Westside Traffic Impact Fee.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Complete Transportation Networks. The results of this safety analysis could provide funding to increase safety and facilities for vehicular, pedestrian and bicycle traffic.

APPENDIX B: BUDGET INITIATIVES

City of Sun Prairie

COMPLETE TRANSPORTATION NETWORK INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	3
Department's Initiative Priority Number:	Park and City Bike Rakes
Initiative Title:	Public Works
Department Name:	Complete Transportation Network
Council Strategic Plan Vision:	2020
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		3,850
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		5,600
Total Request	0.00	5,600
Net Funding Needed		1,750

Request Justification
Provide a concise description/justification for this initiative request. The Parks division of Public Works has received multiple requests from residents, BID and the Sun Prairie Bicycle Advocacy Committee for additional bike racks throughout the downtown and within the parks and trail system. The first goal would be to add 5 additional bike racks in the downtown, Main Street area and 11 additional at all the Community Park shelter locations.

Why must this initiative be supported through the use of new funding?
New item. Not include in the cost to continue budget.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Complete transportation Network - encourages the multiple use paths within the City's transportation network to be used more frequently.

APPENDIX B: BUDGET INITIATIVES

HUMAN SERVICES

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Colonial Club Donation
Department Name:	Health & Human Services
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		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.
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Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The Colonial Club strives to provide a comprehensive set of social services to people age 55 and older, with goals to provide educational and social programming and necessary support services to allow people to safely remain in their homes as they age. Ensuring adequate funding for services allows seniors in the City of Sun Prairie to receive the appropriate level of service from the Colonial Club.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 International Fair Administrator's Office Human Services 2020
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		6,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		7,000
One-time Equipment or Start-up Costs		-
Total Request	0.00	7,000
Net Funding Needed		1,000

Request Justification
Provide a concise description/justification for this initiative request. The Sun Prairie Multicultural Fair is a community event that seeks to highlight the rich cultural diversity in Sun Prairie and bring the community together by providing opportunities to experience entertainment, food, music, dance, art and activities from around the globe. The idea for the fair emerged from various diverse groups who wanted a space to come together to promote diversity and celebrate their cultural heritage.

Why must this initiative be supported through the use of new funding?
For the 2019 year, the planning group was able to reach out to local business partners to raise funds for the operating costs for the fair, however current funds are insufficient to attract more talent and artisans to the fair.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The Multicultural Fair seeks to promote and celebrate diversity in the Sun Prairie Community and build connections between one another and our community organizations, resources and services. This event falls under the Council's priority of Human Services. The fair provides an opportunity for service providers and organizations to engage with the community. It also creates an opportunity for residents to build relationships with one another and get to know the various diverse groups that call Sun Prairie home.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Program Specialist Hours Increase
Department Name:	Parks & Recreation
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		29,453
Full-Time Personnel		-
Part-Time Personnel	0.00	32,846
Recurring Operating Expenditures		600
One-time Equipment or Start-up Costs		500
Total Request	0.00	33,946
Net Funding Needed		4,493

Request Justification
Provide a concise description/justification for this initiative request. This budget initiative would provide additional staff hours for one key seasonal position in the Parks and Recreation Department which is currently limited to 1040 hours annually. The Parks and Recreation Department has endured significant change over the past two years. The Parks and Recreation Department has significantly expanded its program offerings as well as seen a domino effect in programming responsibilities as a result of the change of the Director position from Recreation and Aquatics Director to Parks and Recreation Director. With the addition of several major programs in 2018 and 2019, the Parks and Recreation Department staffing is stretched extremely thin. Significant increases to Parks and Recreation Department operations include the Neighborhood Navigator program, Cardinal Kids Summer Camp program, expansion of Little Cardinals program, addition of Movies and Concerts in the Park, and authority over Parks Maintenance and Development. Anticipating the needs in 2020, this position will be instrumental in increasing additional programming, resulting in revenue increases. Further, added hours for these positions will include providing support for: • Museum by partnering and overseeing educational and recreational historical programming for youth, teens and adults • Enhancing the Teen Community Leader volunteer program and adding additional City Departments or program partners to accept teen volunteers • Managing staffing and coordinating logistics for the Childcare at City Meetings Initiative (if approved) • Developing and implementing a department marketing plan • Adding adaptive recreation programming for those with special needs and disabilities.

Why must this initiative be supported through the use of new funding?
This initiative calls for an investment of \$4,493 in new funding. There is a contribution of \$22,753 towards the total cost of this initiative by the hours currently budgeted in the Recreation budgets for this position and cost savings from switching registration systems in 2019. There is a conservative estimate of a total of \$6,700 in program revenues also contributing towards this position. It is estimated that as program offerings grow, that revenue will increase, offsetting the cost by those revenues in subsequent years.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative addresses the Human Services priority. The Parks and Recreation Department plays a crucial role in providing quality of life for residents and value as taxpayers. The Parks and Recreation Department values intentionality and quality when considering recreation programs, therefore, appropriate resources must be allocated in order to achieve this. Coordinating programs start to finish includes recruitment, hiring, training, curriculum development, marketing, evaluation, budgeting, collaboration and safety/security development. In order to ensure all of these components of recreation programming are in place and program quality does not decline, proper program management staffing is essential.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2 Hoopla Digital Services Sun Prairie Public Library Human Services 2020
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		-
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		12,000
One-time Equipment or Start-up Costs		-
Total Request	0.00	12,000
Net Funding Needed		12,000

Request Justification
Provide a concise description/justification for this initiative request. Hoopla Digital Services provides library patrons with access to electronic materials including e-books, e-audiobooks, graphic novels, music, movies and television programs. This unique service allows for multiple usage of the same title which enables patrons to request, download and check out materials instantly. The Sun Prairie Public Library piloted this resource in June 2017 through funding provided by the Sun Prairie Public Library Foundation. Since its launch, over 700 Sun Prairie Public Library patrons have signed up for this service and have checked out over 7,000 unique titles. The service gives our patrons access to some titles not available through other resources. In general, activity is 58% higher in the evening. 9pm on Tuesday evenings is the most popular time.

Why must this initiative be supported through the use of new funding?
Three years of funding from the Sun Prairie Public Library Foundation allowed the library to pilot this program and introduce the resource to our patrons. This innovative resource has been a successful addition to our library's services and new funding will allow the library to sustain this resource.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The City of Sun Prairie's Strategic Plan includes eight areas and one of those areas is Human Services. Implementing the Sun Prairie Public Library's Strategic Plan is the #1 priority under Human Services. The library's strategic plan includes five initiatives and one of the initiatives is Access. Hoopla Digital Services enables our patrons access to library service outside regular library hours and facilities and add to an extended range of titles.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Library Champion Signs
Department Name:	Sun Prairie Public Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		4,500
One-time Equipment or Start-up Costs		-
Total Request	0.00	4,500
Net Funding Needed		4,500

Request Justification
Provide a concise description/justification for this initiative request. The Youth Services Department of the Sun Prairie Public Library offers a robust Summer Library Program which encourages youth of all ages to read throughout the summer. The long term sustained academic benefits of summer reading and the long-term negative consequences of a lack of reading, popularly known as the "summer slide" have been well documented. Four years ago, the Youth Services Department piloted a "Library Champion Lives Here" campaign. Every participant that completes the reading program receives a yard sign that can be displayed proudly at their home. This initial campaign was so successful that the Friends funded the following three years of the program. The results have been outstanding. In 2015 (prior to the reading incentive campaign), 2,517 patrons registered and 1,138 completed the program. In 2016, the "Library Champion Lives Here" incentive was introduced. 2,864 patrons registered and 1,366 completed the program. In 2018, the third year of this offering, 3,000 patrons registered and 1,729 completed the program. The 27% increase in completion since the program's inception demonstrates the powerful and positive impact of the incentive. This year, we were excited to offer "Library Champion Lives Here" signs in Spanish. The Spanish language signs were made possible through funding from the Madison Community Foundation.

Why must this initiative be supported through the use of new funding? The Friends of the Library support short-term library projects and pilot programs. After three years of proven success, the library is looking for long-term funding to ensure the program's sustainability.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The City of Sun Prairie's Strategic Plan includes eight areas and one of those areas is Human Services. Implementing the Sun Prairie Public Library's Strategic Plan is the #1 priority under Human Services. The library's strategic plan includes five initiatives and one of the initiatives is Marketing & Communications. The Library Champion Signs are a terrific way to promote public library services and pride throughout the city. The incentive aligns with the library's mission to support life-long learning, the library's vision to serve as a dynamic and positive force in the community and the library's core value of engaging the community by incorporating participatory opportunities for residents of all ages and interest.
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APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Neighborhood Navigators Expansion
Department Name:	Parks & Recreation
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		11,713
Full-Time Personnel	0.00	-
Part-Time Personnel		19,382
Recurring Operating Expenditures		3,040
One-time Equipment or Start-up Costs		100
Total Request	0.00	22,522
Net Funding Needed		10,809

Request Justification
Provide a concise description/justification for this initiative request. This initiative is to assist in the funding of the Neighborhood Navigators program. The initiative covers the following: 1.) Wage increase reflective to the added responsibilities of the Resource Navigator position; 2.) Increase in hours to the Vandenburg Heights Navigator position to provide additional support to The Element on Main.

Why must this initiative be supported through the use of new funding? This initiative is requesting \$10,809 in additional funding from the General Fund. The Navigators program currently receives \$19,992 annually from Dane County to support the program, \$9,713 of the total already funding a portion of this initiative. The Navigators have received a \$2,000 grant from the Wal-Mart Foundation to support additional staffing and expansion to The Element on Main. The Wal-Mart grant is a one-time resource. These positions would extend beyond 2020 with plans to fund from our annual operating budget indefinitely. The \$19,992 in funding from Dane County is in the operating budget, meaning that portion will be funded long-term.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative supports the Human Services priority. The Neighborhood Navigators program has been successful in its first year of operation in increasing community outreach and community engagement. The program has built a network of over 32 partners, which have a direct pipeline to the people their organizations serve. This initiative will allow for additional coordination with service providers, capacity to better track, evaluate program outcomes, and expand the neighborhoods that are directly served.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Year-Round Sunday Hours
Department Name:	Sun Prairie Public Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		6,797
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	6,797
Net Funding Needed		6,797

Request Justification
Provide a concise description/justification for this initiative request.
The Sun Prairie Public Library is currently open 1-5pm on Sundays during the fall, winter and spring. From Memorial Day weekend to Labor Day weekend the library is closed on Sundays. We receive many requests from patrons asking for the library to remain open year round over the summer. These requests come from a wide range of users including families with young children, senior adults, teens and adult students that may work full-time during the week. In 2019, the Sun Prairie Public Library contracted services with the Dane County Library Service. The Dane County Library Service provided "Dream Bus" service at the library from 1-3pm on Summer Sunday with bookmobile type service. On the last Sunday in May, the Dream Bus saw 20 visitors and 18 circulations. In comparison, the Sun Prairie Public Library was open 3 Sundays in May for four hours. Average circulation was 707 from 1-5pm. From 1-3 pm average circulation was 520. An average of 30 internet sessions were logged on the Sundays we were open. This does not include the Wi-Fi count for patrons working on their own devices.

Why must this initiative be supported through the use of new funding?
Funding for this initiative is necessary to support staffing costs associated with keeping the library open and providing services in all areas. This initiative would give our library patrons full access to Sun Prairie Public Library resources for four hours. Dream Bus services are limited to just two hours and to only the collection held within the Dream Bus. Statistical information demonstrates full access yields greater circulation. With the library open, patrons have access to the library's other resources besides the collection. These resources include study rooms, photocopiers, public internet computers, children's early learning computer stations, faxing, photocopying and Wi-Fi. In addition, Summer Sunday hours allow Sun Prairie families and residents the opportunity to stop in on a Sunday afternoon to participate in the youth, teen and adult summer library programs. For many busy residents, Sundays are the only day in which they are able to fit in a library visit.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
The City of Sun Prairie's Strategic Plan includes eight areas and one of those areas is Human Services. Implementing the Sun Prairie Public Library's Strategic Plan is the #1 priority under Human Services. The library's strategic plan includes five initiatives and one of the initiatives is Access. Having the library open seven days a week all year round increases access to our resources and facilities in a very cost effective way and has the potential to make a significant and positive impact on residents who benefit from public library services.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	4 Professional Services Sun Prairie Public Library Human Services 2020
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		-
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		32,386
Total Request	0.00	32,386
Net Funding Needed		32,386

Request Justification
Provide a concise description/justification for this initiative request. Professional services will allow the public library service staff to seek expertise in the following areas: 1) Public relations and marketing, 2) Analytics for collection development and 3) Fundraising.

Why must this initiative be supported through the use of new funding?
The current operational budget does not include funds for continued professional consulting services. These services will allow the library staff to reach our goals with efficiency. Public relations and marketing services will aid the library in creating a consistent public relations and marketing plan, which may assist staff in bringing information and services to underserved patrons. Professional analytical service in collection development will assist selectors in analyzing our physical collection usage and space, relative to subject and genres. This will enable staff to better meet the needs and demands of our patrons with our limited shelf space. Lastly, the library will need professional fundraising services in order to successfully achieve capital campaign goals.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The City of Sun Prairie's Strategic Plan includes eight areas and one of those areas is Human Services. Implementing the Sun Prairie Public Library's Strategic Plan is the #1 priority under Human Services. The library's strategic plan includes five initiatives, the three initiatives that can be addressed with professional services include, Facility/Spaces, Funding and Marketing & Communications. The analytics for collection development will assist staff in making the best use of our current space since our physical collection space is at capacity. Working with a PR & Marketing firm will give the library a clear plan for consistent messaging and information. Working with professional fundraisers will give the library the capacity to successfully meet and manage financial goals related to a capital campaign.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	6
Initiative Title:	Membership & Development
Department Name:	Sun Prairie Public Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		1,500
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		1,500
One-time Equipment or Start-up Costs		-
Total Request	0.00	1,500
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The Library Board of Trustees has opportunities to participate in continuing education through the Wisconsin Library Association. Annual membership for Board of Trustees is \$50. In addition, the library provides an all-day staff in-service and this year, the Sun Prairie Public Library is hoping to invite a national speaker to provide insight on topics related to customer service to diverse populations in a public library setting. The estimated cost for the speaker, including travel is \$1,050.

Why must this initiative be supported through the use of new funding? Current funding does not support WLA memberships for the Library Board of Trustees or guest speakers for our staff in-service. Library Fund to cover recurring operating expenditures.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The City of Sun Prairie's Strategic Plan includes eight areas and one of those areas is Human Services. Implementing the Sun Prairie Public Library's Strategic Plan is the #1 priority under Human Services. The library's strategic plan includes five initiatives and one of the initiatives is Funding & Staffing. Supporting staff and the library board with continuing education opportunities through professional memberships and workshops is an investment that builds knowledge and confidence and empowers staff and board members to provide excellent service to our residents.
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APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
HUMAN SERVICES INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	7
Initiative Title:	Furniture & Equipment
Department Name:	Sun Prairie Public Library
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		20,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		20,000
Total Request	0.00	20,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Furniture and equipment for library is a constant requirement. Our library's usage requires furniture for staff and patrons to be routinely replaced or repaired. The library staff always seeks to enhance efficiencies and to bring new and emerging technologies for our patrons to experience. Funds for equipment will allow for improved and innovative staff and patron experiences.

Why must this initiative be supported through the use of new funding?
The current operational budget includes \$10,000 for furniture and equipment. The additional funds will allow library staff to keep up with the need to replace furniture and equipment so that patrons and staff can comfortably work, study, read, and use the library. In 2019, we expended \$10,000 in the first quarter. The additional funds will allow the library to purchase technologies to improve work efficiencies, in particular a mobile check-in station for our book drop. The digital divide is often the biggest barrier to equity and prosperity and the Sun Prairie Public Library can assist in bridging that gap by providing technology for patrons to use and try in the library or to check out to use at home.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
The City of Sun Prairie's Strategic Plan includes eight areas and one of those areas is Human Services. Implementing the Sun Prairie Public Library's Strategic Plan is the #1 priority under Human Services. The library's strategic plan includes five initiatives. The three initiatives that can be addressed with additional funds for furniture and equipment are Facility/Spaces, Funding/Staffing and Access. A welcoming and comfortable space for patrons and staff is essential in creating an environment conducive to lifelong learning and a healthy workplace culture. Providing tools and resources for increased digital access is one of the activities withing the library's Access initiative. This activity breaks down barriers to success in today's technologically driven society.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	7
Initiative Title:	Programming Expansion
Department Name:	Parks & Recreation
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2020

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		20,800
Full-Time Personnel	0.00	-
Part-Time Personnel		15,825
Recurring Operating Expenditures		2,900
One-time Equipment or Start-up Costs		2,075
Total Request	0.00	20,800
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
In 2019, the Parks and Recreation Department added a Summerschool Wraparound Care Program to the Special Revenue Fund. The program was a success in its first year, resulting in the request to add another site in 2020. Additionally, the Parks and Recreation Department would offer a full day program for two weeks after summer school lets out to provide an option for families who need continued coverage throughout the summer. This initiative is for the expenditures that will be incurred by adding a third program site. All expenses will be recovered by program revenues.

Why must this initiative be supported through the use of new funding?
This program is 100% self sustaining as all expenses will be covered by revenues.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative directly supports the Council's "Quality City Services" strategic priority as providing a needed, affordable and human service for families seeking childcare options during the summer months.

APPENDIX B: BUDGET INITIATIVES

QUALITY CITY SERVICES

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Board and Committee Pay
Department Name:	City Council
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		19
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		1,445
One-time Equipment or Start-up Costs		-
Total Request	0.00	1,445
Net Funding Needed		1,426

Request Justification
Provide a concise description/justification for this initiative request.
The City of Sun Prairie will standardize its "Boards and Committees" compensation plan to \$30 per meeting attended by participating members across all current functional committees. Prior compensation rates were uneven among committees (varying from \$0 to \$30).

Why must this initiative be supported through the use of new funding?
The City of Sun Prairie continues to grow and innovate from the active involvement of community members. In order to continually attract visionary ideas for the City, participants compensation rates must be standardized.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Specifically, this initiative will support "Quality City Services" to ensure informative, effective, and participative communication with residents.
The City encourages active community engagement on Boards and Committees. Standardizing meeting rates will treat committee members' time equally and support the goal of providing a representative and responsive city government.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Police Officer (2)
Department Name:	Police
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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	2.00	67,538
Part-Time Personnel		-
Recurring Operating Expenditures		750
One-time Equipment or Start-up Costs		8,550
Total Request	2.00	76,838
Net Funding Needed		76,838

Request Justification
Provide a concise description/justification for this initiative request.
Policing services are critical for the overall quality of life in our community. The continual growth of our community and societal factors that come with that growth require ongoing analysis of police resources. Responsible policing strategies involve a balance between the available proactive community engagement time and reactive police response time. Our department has historically deployed resources in a very responsible, effective, and efficient manner. The addition of uniformed officers within the patrol division last occurred in 2010. The current five year staffing plan that has been developed and communicated to stakeholders identifies two (2) additional uniformed officers for 2020. The city's growth from 2010 to 2019 includes a population increase from 26,300 to 33,966 (29%), an expansion from 12.05 square miles to 12.52 square miles, 7712 acres to 8012 acres, 126 miles to 138 miles and an average of 277 dwelling units added each year since 2010 (includes multi-family, duplex, and single family units). The west side commercial expansion has been substantial.

Why must this initiative be supported through the use of new funding?
No funding is currently available for these positions.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Quality policing services are essential for maintaining quality of life. The addition of these two positions will allow us to increase our daily staffing requirements and maintain the ability to deploy proactive problem solving efforts along with all reactive responses. This approach has been critical for our success in maintaining our effectiveness through existing growth since 2010. We will continue to see the need for police resources to address the rise in traffic/traffic crashes (13% rise over last two years), increase in relationship building needs, and problem solving deployment tactics. Reactive police response time cannot eliminate proactive problem solving time. Adequately staffed patrol operations are vital for efficient, effective and responsive delivery of police services. Patrol saturation time (the times during a patrol shift where all available officers are assigned to service calls and are unavailable) must be reduced in order to increase an officer's undirected patrol time. This will then be effectively used for community engagement and proactive problem solving policing services. Two officers are needed to raise or daily minimum staffing by one due to the shift relief factor.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Firefighters
Department Name:	Fire Department
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		120,093
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		405,689
One-time Equipment or Start-up Costs		-
Total Request	0.00	405,689
Net Funding Needed		285,596

Request Justification
Provide a concise description/justification for this initiative request. The Sun Prairie Volunteer Fire Department, Inc. will add 5 new Firefighters to the team. The purpose of government is to provide protection to its citizens. The Sun Prairie Volunteer Fire Department, Inc. responds to as many types of emergencies as possible and makes the community safer through fire prevention and fire education. Since 2015, calls for service have increased at a compound annual growth rate of nearly 15%. To ensure the city's commitment to providing quality protection to the residents of Sun Prairie, the city must increase its funding of the Sun Prairie Volunteer Fire Department, Inc. to enable it to increase its firefighter staffing and service capacity to meet current and projected increased service demands in the future.

Why must this initiative be supported through the use of new funding? Seventy-five percent of the cost of adding new firefighters will be offset by the SAFR grant.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. Fire protection is essential to quality services provided to the residents of Sun Prairie and the surrounding townships. This initiative will directly contribute to the protection and safety of the community as well as prepare for future uncertainties that may arise in a growing city.
--

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Forestry Maintenance Worker
Department Name:	Public Works
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		16,793
Full-Time Personnel	1.00	46,733
Part-Time Personnel		-
Recurring Operating Expenditures		666
One-time Equipment or Start-up Costs		200
Total Request	1.00	47,599
Net Funding Needed		30,806

Request Justification
Provide a concise description/justification for this initiative request. Full time Forestry Division Maintenance Worker - able to achieve a Certified Arborist position within 12 months of hire. The number of requests with tree related inquiries and questions has increased exponentially in the last three years with the existence of EAB. PW is averaging more than 6 requests per week, with each request taking approximately 2 hours to discuss, research and write a review of the findings. This position would be able to handle these requests, along with work on pruning, planting and inventorying trees. In the winter, the position would be the lead for removing the snow from the 28 new City bus stop locations and would clear bike paths of snow. Bike paths have increased by around 3 miles in the last year and the requests keep coming to clear more paths each year. The clearing of bus stops will be a high priority for the success of the bus service.

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

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. Quality City Services - This position will increase the department's ability to address all the City Street Tree, Park Tree maintenance and answer all residential question regarding our the urban forest. Additionally, the position will be responsible for clearing snow at all 28 new city bus stop locations.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Media Center Storage Backup
Department Name:	Sun Prairie Media Center
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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

Request Justification
Provide a concise description/justification for this initiative request. The Media Center stores a tremendous amount of data in the form of video and audio programs. These files -- especially the video files -- take up a lot of storage. These files represent not only a lot of data space, but also represent a lot of hard work by SPMC staff and volunteer producers over the last decade, providing not only programming for the Media Center channels but also visual and aural history of the city of Sun Prairie. Our IT department informed the Media Center that the files are not currently being adequately backed up, a situation that the Media Center finds alarming. IT is recommending 90TB of backup storage to protect our data at a cost of approximately \$20,000.

Why must this initiative be supported through the use of new funding? This initiative would not be supported through new funding; rather, due to the immediate need and cost of the initiative, the Media Center would plan on using its fund balance to cover the cost of this new initiative.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative would support the Council's "Quality City Services" priority as set forth in the Council's Strategic Plan. It is important for the Media Center to not only produce new programming for residents but to provide a historical record of the city's past. We do this through coverage of community events, interviews with city and community leaders, and other local productions. We cannot provide this historical record if our programs and files are not adequately and reliably backed up. Not to mention that having these older programs on hand sometimes comes in necessary when producing new programs or videos about aspects of the city's past. The work we do is not disposable and needs to be protected as such.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Youth in Government
Department Name:	Administrator's Office
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		500
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		500
One-time Equipment or Start-up Costs		-
Total Request	0.00	500
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Administrator's Office is committed to cultivating civic engagement in the community. Currently, James J. Reininger Government Day is one of the few events that offers young people an opportunity to connect with local government. The Administrator's Office is proposing a Youth in Government program that builds off of Government Day to offer more programming that continues to focus on connecting young people with local government, cultivating leadership skills and encouraging them to engage and explore the ways their participation in government can positively impact their lives and communities.

Why must this initiative be supported through the use of new funding?
James J. Reininger Government Day is currently sponsored by the American Legion. To expand the program, we will be reaching out to the local community to offset program costs. This would result in no need for new funding to support program supplies.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative supports the Council priorities of providing quality city services that strengthen youth and families and to create greater access to government and community services. The Youth in Government Program supports these efforts in connecting our youth to city services to learn more about city services and actively engage in our legislative process. This initiative allows students to develop an awareness of how the city functions and assists students in becoming well informed and active citizens in their community. In addition, students are able to explore and learn about different career opportunities available in local government.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	In-House Video Replacement
Initiative Title:	Police
Department Name:	Quality City Services
Council Strategic Plan Vision:	2020
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		44,013
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		44,013
Total Request	0.00	44,013
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The police department maintains a video recording system within both police facilities that is utilized to record investigative interviews and statements provided to police personnel. These recordings become critical pieces of evidence in criminal proceedings and successful case prosecution. There are seven interview rooms throughout the two police facilities that require cameras. The current system is an analog system and was installed in 2013. The police department is experiencing equipment failures with the existing system including poor video quality and audio issues with system interference across interview rooms. The proposed system is a high definition digital system that is intended for use as an in-house facility system. It is made by Panasonic (compatible) and will integrate well with our current squad setup and storage system. Our IT department has indicated that our current system is in need of replacement and is in support of the upgrade.

Why must this initiative be supported through the use of new funding?
Funds will be borrowed to cover project costs.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Collecting evidence and proper preparation of case facts is a key component for quality police services which directly supports the Council's "Quality City Services" strategic priority. The District Attorney's office is very much reliant on the department to provide evidence for successful case prosecution. It is an expectation that the department provide effective interview video and sound quality to achieve this goal and the upgraded system identified will achieve this objective. The Police Department conducts hundreds of interviews each year at both locations. A replacement system will ensure that the District Attorney's office and City Attorney's office are able to utilize high quality video and audio for case prosecution. Maintaining the current system will adversely impact the ability to the successfully gather reliable evidence and allow for successful prosecution of a criminal case.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Assistant Chief of Police
Department Name:	Vehicle
Council Strategic Plan Vision:	Police
Fiscal Year:	Quality City Services
	2020

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		49,500
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		49,500
Total Request	0.00	49,500
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The Chief of Police and Assistant Chief of Police are executive level law enforcement officials for the Sun Prairie Police Department. These positions require constant, immediate, and efficient availability for various functions in the interest of public safety. Both positions are required to attend various meetings, training conferences, and public events throughout the State of Wisconsin and Dane County as the representatives of our police organization. Both positions are members of the city's emergency management team and are expected to provide immediate response on or off duty to any major event requiring an incident command structure. Both positions are expected to provide command level oversight from on or off duty to large scale police incidents that may occur within a twenty-four hour operation. Immediate and efficient transportation cannot be a concern when delivering command level emergency services for our community or providing proper professional representation. We will use this to introduce the hybrid squad option into the fleet.

Why must this initiative be supported through the use of new funding?
This initiative meets the criteria outlined for the capital improvement plan and will be funded with those resources.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
The City of Sun Prairie strives to provide the community with high level quality services. Quality policing services require command level vision, representation, structure, oversight and guidance. The initiative will allow both chief level positions to provide unhindered direct oversight in emergency management situations and major police incidents. Required presence at the various functions throughout the State of Wisconsin and Dane County as representatives of the Sun Prairie Police Department will be met without unnecessary challenges. It is critical that transportation not limit the ability for these positions to represent the organization in the interest of long term success or with the immediate public safety needs. Executive level leadership and availability is essential for department success.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Media Center Volunteer
Department Name:	Sun Prairie Media Center
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		1,600
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		1,600
Total Request	0.00	1,600
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Money is always tight and resources are always limited. The Media Center, like other city departments, needs reliable self-reporting mechanisms to not only justify its existence, budget, and staffing levels, but also to provide a sense of self-worth, a sense of community and pride among staff and volunteers (look at the amount of work we are doing!), and reliable metrics to show to potential supporters that we are a vital, active community service. We have been struggling mightily with keeping track of volunteer hours and the estimates we come up with are not always true -- they tend I believe to be low since they don't accurately count member time away from the media center. We have inquired with a service that we are currently using about expanding their services to provide for volunteer tracking. They have agreed to take on the task for the dollar amount requested here. This is at a much lower rate than working with a new company such as Galaxy Digital to provide separate tracking software.

Why must this initiative be supported through the use of new funding?
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center 2020 budget.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative would support the Council's "Quality City Services" priority as set forth in the Council's Strategic Plan. The Media Center is a very active and vital community service used by hundreds of city residents on a regular basis. In order to be able to sustain and improve the services we are providing, we need to do a better job self-reporting, self-analyzing, and being self-congratulatory. We want to be able to welcome new people into the fold -- particularly business partners -- and I think the best way to do so is to be able to point to usage information that is reliably accurate. Also the figures would be used to congratulate/reward staff and members on the amount of time they are spending at the Media Center.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Network Switch Replacement
Department Name:	Information Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		-
One-time Equipment or Start-up Costs		16,500
Total Request	0.00	16,500
Net Funding Needed		16,500

Request Justification
Provide a concise description/justification for this initiative request.
The City is growing, and we need to maintain our network. IT has four network switches that are old and need to be replaced. This will allow us to keep current on technology and to ensure that our network hardware is under maintenance and updatable for security issues.

Why must this initiative be supported through the use of new funding?
Network hardware replacement has not been in the budget in the past.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative falls under Quality City Services. We want to maintain the health and functionality of our IT network infrastructure. City employees and citizens utilize the City's network to access information and to perform work. Keeping current with hardware allows us to continue to provide that service.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Radio Remote Broadcast
Department Name:	SPMC
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		4,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		4,000
Total Request	0.00	4,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
The single greatest innovation with having the community radio station at the Sun Prairie Media Center has been doing live radio remote broadcasts. It used to be that we lacked a strong purpose to be at community events; since the radio station launched, it is a great tool to attract people to our space, whether to give interviews, record a legal ID for the station, or just to let us know what they like or don't like about the station -- yes, people are listening! Our current remote broadcasting unit has served us well for too many hours and broadcasts to count over the last three years. The current unit is starting to slowly show its age and has been giving some of our members who do remotes some difficulty. It is time for an equipment upgrade that will allow us to continue and possibly increase our remote broadcasts. We love to do them and we firmly believe they ensconce us into the community's thoughts of what makes Sun Prairie a great place to live over just about everything else that we do. Newer, better equipment is available and the time is now to take advantage of it.

Why must this initiative be supported through the use of new funding?
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center 2020 budget.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative would support the Council's "Quality City Services" priority as set forth in the Council's Strategic Plan. The Media Center can play a large role in helping the city maintain and strengthen its sense of community. We want to be at community events, uniting people together through the power of local media. While we feel we are achieving that goal already to a tremendous degree, we need to make sure we have the right technology and equipment to allow us to do so at an even greater level. Technology changes, improves, advances -- our radio remotes have become a crucial part of our identity and we need to make sure we have the right technology to continue to sustain and improve our operations.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	5
Initiative Title:	Core Server Node Replacement
Department Name:	Information Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		20,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		20,000
One-time Equipment or Start-up Costs		-
Total Request	0.00	20,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. Our current computing and server infrastructure is five years old. We are seeking funding to replace the four servers that provide all of the City's virtual computing infrastructure. Replacing these servers will give us more performance and more capacity to provide existing and future services for the City and it's employees and residents. It is standard operating procedure to replace these server nodes every five years to maintain performance and serviceability. Because of the technology requirements of the virtual infrastructure it is best to replace all of the nodes at the same time to ensure smooth operation and compatibility. We are looking at leasing this equipment over a 5 year term, allowing us to have a consistent cost

Why must this initiative be supported through the use of new funding? This is a new request to replace the servers. Virtual Server replacement is not a yearly cost, but one incurred every five years. We are however intending on leasing the servers over 5 years to stabilize cost. The net funding would be needed in the next four budgets as well. 2020 costs to be covered by 2019 carryover.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative falls under Quality City Services. We want to not only maintain the level of service we provide, but to be able to expand into providing new and leading edge services. Scheduled replacement of the Virtual Server Nodes allows us to keep our infrastructure current and to have the capacity to provide new services for the employees and residents of Sun Prairie.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	5
Initiative Title:	TelVue Hypercaster Upgrade
Department Name:	Sun Prairie Media Center
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		19,105
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		19,105
Total Request	0.00	19,105
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The Hypercaster stores our content, associated metadata, allows us to send programming to our website, allows us to schedule our channels -- nearly everything we do on the video side at the Media Center would be impossible to do without the Hypercaster video automation server. While we are having no immediate issues with the Hypercaster we currently own, we would prefer to be proactive and be prepared to upgrade to the newest model should we experience any issues or setbacks with our current unit. The current unit is nearly a decade old and is definitely on the backend of its life.

Why must this initiative be supported through the use of new funding? This initiative would not be supported through new funding; rather, due to the possible immediate need as well as cost of the initiative, the Media Center would plan on using its fund balance to cover the cost of this new initiative.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative would support the Council's "Quality City Services" priority as set forth in the Council's Strategic Plan. Simply put, without a functioning Hypercaster, our channels -- on Charter, TDS, on-line, Roku, and Apple TV -- would be dark. It would be impossible for us to provide quality services without the Hypercaster.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	6
Department's Initiative Priority Number:	Camera Power Supplies
Initiative Title:	Sun Prairie Media Center
Department Name:	Quality City Services
Council Strategic Plan Vision:	2020
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		900
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		900
Total Request	0.00	900
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The power supply packs used to power up the studio cameras in our large studio have started to fail. We have been using these power packs before we upgraded our cameras back in 2015. One of the power supplies has been replaced with a unit we borrowed from building maintenance, but we need to upgrade the units, preferably all at the same time. These units are essential for operating the studio cameras used for KIDS-4 productions and the vast majority of our KSUN in-studio productions.

Why must this initiative be supported through the use of new funding?
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center 2020 budget.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative would support the Council's "Quality City Services" priority as set forth in the Council's Strategic Plan. The Media Center prides itself on being an active community center with many student and adult members working on video productions in our main studio. Not being able to power up the studio cameras for in-studio KIDS-4 and KSUN productions would require us to create a live on remote setup in this studio which would be highly inefficient and a significant and unnecessary drain on staff time and energy.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	10
Initiative Title:	Message Board
Department Name:	Public Works
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		14,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		16,000
Total Request	0.00	16,000
Net Funding Needed		2,000

Request Justification
Provide a concise description/justification for this initiative request.
Currently, the City owns one message board. Since March 2018, the current message board has been used every week and we had to deny use for some events or needs, as it is already being used. The message board has been used for road construction, emergency announcements, Recreation, BID, Chamber, Parks and multiple service association events. During the explosion we borrowed five message boards for other communities. The new message board would be solar powered.

Why must this initiative be supported through the use of new funding?
We may be able to use some funding from the CVMIC safety grant.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative directly supports the Council's "Quality City Services" strategic priority as the department can keep residents informed of city events, road closures and emergencies

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	11
Initiative Title:	Toolcat Aerial Lift
Department Name:	Public Works / Building Maint
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		11,800
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		11,800
Total Request	0.00	11,800
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
An aerial lift that fits on the back of a Toolcat, would allow us to work on equipment, signal lights, sign poles, trees, light fixtures, in a safer, more efficient manner than we currently do. We could eliminate many situations where we use a step ladder or extension ladder. This would increase worker productivity and safety.

Why must this initiative be supported through the use of new funding?
Funding for initiative will be fully covered using a portion of the 2020 Fleet Fund contribution.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative directly supports the Council's "Quality City Services" strategic priority as the request will improve the efficiency of employees completing tasks for the residents of Sun Prairie.

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	17
Initiative Title:	Water Fountain replacements
Department Name:	Public Works
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		-
One-time Equipment or Start-up Costs		12,000
Total Request	0.00	12,000
Net Funding Needed		12,000

Request Justification
Provide a concise description/justification for this initiative request. There are 3 water fountains in the City Parks system that need to be replaced. Over time, the water fountains get filled with debris, sand and dirt. Park staff replaces components as often as they can, but eventually the fountains will not function correctly (without leaks) any longer. We will either need to replace or remove these 3 water fountains. They are in Sheehan, Vandenburg and Orfan parks. Staff is recommending replacing with water fountains that are ADA accessible and include a bottle filler. Replacing with ADA accessible is required with the replacement of equipment and the bottle filler promotes sustainability in Sun Prairie, by reducing the trash and recyclables.

Why must this initiative be supported through the use of new funding? New item. Not include in the cost to continue budget.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative directly supports the Council's "Quality City Services" strategic priority as the department continues to provide residents quality and efficient amenities in our City Parks.
--

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

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	18
Initiative Title:	Fleet Fund Increase
Department Name:	DPW - Fleet
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2020

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		-
One-time Equipment or Start-up Costs		50,000
Total Request	0.00	50,000
Net Funding Needed		50,000

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 \$509,000 for replacement of fleet vehicles. The calculated annual cost is approximately \$838,698. 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?

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Quality City Services: This additional funding will help the fund become self sustaining and not rely on additional levy borrowing to fund the replacement of fleet vehicles.



APPENDIX B: BUDGET INITIATIVES

EMPLOYER OF CHOICE

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APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Increase staffing
Department Name:	Human Resources
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		39,360
Full-Time Personnel	0.50	37,422
Part-Time Personnel		1,938
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.50	39,360
Net Funding Needed		0

Request Justification
Provide a concise description/justification for this initiative request. Elevating the part-time Administrative Assistant to a full-time HR Generalist position will better meet the needs of the organization. This position will be able to manage the employment advertising and coordinate applicant testing/interviews while the current HR Generalist can continue to make connections with community agencies and foster job training programs. This position will also be responsible for records management systems to implement efficiencies among our software vendors. Our department needs to expand on cross training between the HR Generalists and the Benefits Coordinator and HR Director for successful succession planning.

Why must this initiative be supported through the use of new funding?
Elevating this existing position to this higher level will hopefully increase our retention of the successful candidate and provide more meaningful support to all of the various departments in the city, as well as SPU.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Becoming an employer of choice and implementing the proposed programs and benefits for staff will require additional time and effort of the part of the Human Resources department. In addition, we hope to provide progressively responsible work to the HR Generalist positions so they are well prepared to take on higher level work in the near future.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Educational Reimbursement
Initiative Title:	EMS
Department Name:	Employer of Choice
Council Strategic Plan Vision:	2020
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources		-
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		6,000
One-time Equipment or Start-up Costs		-
Total Request	0.00	6,000
Net Funding Needed		6,000

Request Justification
Provide a concise description/justification for this initiative request.
This initiative serves the need of providing a foundation upon which professional development is built, and aids in the implementation of succession planning. Collegiate education allows individuals to develop expertise in their profession, as well as developing critical workplace skills such as time management, project completion, and commitment to long term objectives.

Why must this initiative be supported through the use of new funding?
Current operating funds are insufficient to support individuals' pursuit of formal education.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Supporting the Council's "Employer of Choice" strategic priority, the department's goal is to create an environment of constant learning, and to foster pathways to achieve higher education. Both the public and the organization are served by having individuals responding to incidents and delivering patient care who have studied the latest methods and techniques of service delivery and patient care in a formalized collegiate education program. Further, this serves the need for the agency to develop and implement a succession plan that places strong emphasis on formal education.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Maintenance Worker 2
Department Name:	Public Works
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		5,777
Full-Time Personnel	0.00	11,440
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	11,440
Net Funding Needed		5,663

Request Justification
Provide a concise description/justification for this initiative request. Maintenance Worker 2 - Currently all maintenance workers within Public Works start at the same level and all are compensated or moved up the compensation levels at the same rate, even though some come in with more skills or abilities. Some workers also take a greater initiative to learn more skills and improve their knowledge of the job, while some are content with what they already know. We are looking to add an additional level to our staffing, to encourage workers to learn more skills and reward staff who take the initiative to learn new skills and lead others when the opportunity arises. All staff would start in the maintenance level 1 position and as the test through skills and show the positive behaviors and leadership traits we regularly discuss, they would have the potential to move up. This would give staff room to grow and things to work towards and it would also give supervisors goals for their staff to work towards also.

Why must this initiative be supported through the use of new funding? New item. Not include in the cost to continue budget.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. Employer of choice - this initiative provides employees an objective to strive for and room to advance in their careers. To advance to level 2 Maintenance Worker also starts preparing staff for more leadership opportunities. It also rewards employees who put in additional efforts and are dedicated to making the City of Sun Prairie a better place.
--

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Employee Wellness Clinic
Department Name:	Human Resources
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		50,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		50,000
One-time Equipment or Start-up Costs		-
Total Request	0.00	50,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. In 2019 \$20,000 was added as an ongoing expense for Wellness. This proposal is to increase funding to the Wellness budget to fund a joint Employee Wellness Clinic with Sun Prairie Area School District to tentatively open July 1, 2020 at the Sun Prairie Dean Clinic site and then move to the CHUMS location in the fall of 2022.

Why must this initiative be supported through the use of new funding? Funds are being requested to cover start-up and operating costs of a near-site clinic to tentatively open on July 1, 2020. This budget can be incrementally increased to cover the city's portion of the joint Employee Wellness Clinic in 2021 and beyond.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative directly supports the Council's "Employer of Choice" strategic priority as the benefits of an employer-sponsored wellness clinic can include: Save Money by reducing the city's medical loss ratio as well as reducing the employee's out-of-pocket costs; Improve Health by engaging staff and families to focus on lifestyle medicine and healthy habits; Save Time by easy access to services and reducing delay in treatment; Improve Care Quality by helping patients understand and follow their care plans and provide advocacy and education; Boost Productivity with reduced lost time from work and distracted work; and Win the Talent War by attracting and retaining top talent and boosting employee morale.
--

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Ceiling Tile Replacement
Department Name:	Building Maintenance
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		24,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		24,000
Total Request	0.00	24,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The ceiling tiles at City Hall have not been replaced since the original building construction. They are soiled, the finish is flaking off, and detracts from the appearance of the office areas at City Hall. In 2018, the division began a three-year phased replacement of all of the ceiling tiles. However, the cost estimates we received for this project were very low, and it has been difficult to find contractors to bid on the project. Original estimates were \$15,000 per floor and \$10,000 for the basement. Realistically, these estimates need to be increased to \$24,000 and \$12,000 respectively.

Why must this initiative be supported through the use of new funding? This initiative will be funded through the City's Building Maintenance Fund.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative directly supports the Council's "Employer of Choice" strategic priority as replacing of the ceiling tiles will help the city enrich its working environment.
--

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	
Initiative Title:	ACM Conference Attendance
Department Name:	Sun Prairie Media Center
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		3,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		3,000
Total Request	0.00	3,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The Sun Prairie Media Center belongs to two main organizations (outside of the city, of course) -- the regional Wisconsin Community Media group and the Alliance for Community Media national group. The annual ACM conference is typically held at a location far enough away that it is not feasible economically for Media Center staff to attend (for example, the 2019 conference was held in Portland; the 2018 conference in Baltimore). However, in 2020 the national ACM conference will be held in Chicago, making it much easier for Media Center staff to attend. This conference is of high value to Media Center staff as it features wonderful national speakers and information not only about the latest trends in community media but also the latest technology.

Why must this initiative be supported through the use of new funding?
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center 2020 budget.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative would support the Council's "Employer of Choice" priority as set forth in the Council's Strategic Plan. It is important for employee happiness and job satisfaction to resist stagnation and provide opportunities for growth. The national ACM conference is the best opportunity Media Center staff has to network with national colleagues and learn about technical and production innovations happening across the nation. Media Center staff attended in 2017 (when the conference was in Minneapolis) and the enthusiasm that the staff brought back for their job was palpable. Providing these growth and learning opportunities is key to maintaining happy and engaged staff.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Second Floor Lobby
Department Name:	Building Maintenance
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		15,000
Full-Time Personnel	0.00	-
Part-Time Personnel		-
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		15,000
Total Request	0.00	15,000
Net Funding Needed		15,000

Request Justification
Provide a concise description/justification for this initiative request.
The second floor lobby of City Hall has the original wall paper and finishes from the original City Hall Construction. The wall paper is peeling off and is in need of repair. This project would update the lobby area and make it consistent with the new finishes in other areas of City Hall. Estimates for the lobby work are \$15,000

Why must this initiative be supported through the use of new funding?
This initiative will be funded through the City's Building Maintenance Fund.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative directly supports the Council's "Employer of Choice" strategic priority as remodeling of the second floor lobby will help the city enrich its working environment.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Wastewater Intern
Department Name:	Wastewater
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		19,377
Full-Time Personnel	0.00	-
Part-Time Personnel		19,377
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	19,377
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Two Summer interns to assist with GIS data collection and wastewater lab bench work activities to assist plant staff. The GIS aspect will be to work in the field collecting GPS locations of manholes and fill out manhole condition reports. The assistance with lab bench work will free up time for the Lab Manager for the determination of new parameter testing, trend tracking, secondary calibration ranges, define outlier ranges and purchase new lab equipment based on 2020 plant upgrade requirements.

Why must this initiative be supported through the use of new funding?
To ensure lab bench work can be completed in compliance with DNR discharge permit requirements and to free up time for Lab Manager to work on new lab requirements associated with the 2020 upgrade . Provide data acquisition for long range GIS project.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
This initiative directly supports the Council's "Employer of Choice" strategic priority as this requests provides an environment for interns apply their knowledge in the city of Sun Prairie.

APPENDIX B: BUDGET INITIATIVES
City of Sun Prairie
EMPLOYER OF CHOICE INITIATIVES

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Increase Election Official Wages
Department Name:	Clerk's Office
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2020

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		13,717
Recurring Operating Expenditures		-
One-time Equipment or Start-up Costs		-
Total Request	0.00	13,717
Net Funding Needed		13,717

Request Justification
Provide a concise description/justification for this initiative request.
Current wages for Election Official is \$10, \$11, or \$13 per hour dependent upon their training. Bringing the wage levels closer to a living wage would set an example for the community and demonstrate the City's commitment to being an employer of choice. It would also recognize and appreciate the amount of work that Election Officials do to manage the integrity and security of each election. By raising Election Official wages to \$10.75, \$11.75, or \$13.75 per hour, the City can compete for Sun Prairie residents who currently choose to work elections in Madison versus Sun Prairie due to the wage difference.

Why must this initiative be supported through the use of new funding?
There are no existing resources to fund this initiative. In order to continue to attract residents to serve the city as Election Officials, compensation rates must be competitive. For odd numbered years, the estimated recurring operating costs would be reduced to \$3,717.

Identify the Council priority and objective(s) supported by this initiative.
Describe how this initiative enables the City to achieve these goals.
Increasing Election Official wages would work towards the City of Sun Prairie's goal of becoming an employer of choice. It would demonstrate the City's commitment to providing quality jobs for local residents and show local organizations that raising lower-income wages will allow workers to meet their basic needs. This initiative would work towards ensuring that municipal dollars are spent in a way to set a community standard that permits workers to live above the poverty line.

APPENDIX C: FINANCIAL POLICIES

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CAPITAL IMPROVEMENT POLICY

TITLE: CAPITAL IMPROVEMENT POLICY
POLICY SOURCE: FINANCE DEPARTMENT
APPLICATION: ALL EMPLOYEES
INDEXED AS: CAPITAL IMPROVEMENT

CREATION DATE: JANUARY 17, 2017
REVISION DATE: FEBRUARY 6, 2018
TOTAL PAGES: 5

1. GENERAL POLICY

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

2. CAPITAL PROJECT (definition)

A Capital Project (CP) is defined as a planned activity that creates, improves, maintains, repairs or replaces a fixed asset; results in a permanent addition to the City's asset inventory valued at \$25,000 or greater; and has a useful life of more than 10 years.

Capital Improvements usually involve one of the following actions:

- Acquisition of property, equipment, or debt financed assets;
- Construction of new facilities; and/or
- Rehabilitation, reconstruction, renovation or upgrade of an existing asset to a condition which extends its useful life and/or increases its capacity.

Included within the above definition of a Capital Improvement Project are the following items:

- Construction of new facilities
- Remodeling or expansion of existing facilities
- Purchase, improvement and development of land
- Street construction, reconstruction, resurfacing or road improvements
- Sidewalks, Bike Paths
- Water, wastewater and stormwater infrastructure
- Vehicles, Heavy Equipment, IT Infrastructure and Other Machinery and Equipment
- Planning, engineering and administrative costs related to specific capital improvements
- Equipment and furnishings purchased as a part of a capital project

Fleet rolling stock and equipment are excluded from the CIP Policy.

Projects meeting the above definition shall be eligible for consideration and inclusion in the annually updated Capital Improvement Plan. Any and all expenditures meeting the criteria for fixed assets as defined by the City's Fixed Asset Policy shall continue to be budgeted and accounted for as capital expenditures, however, will not be eligible for inclusion in the Capital Improvement Plan unless they meet the above definition of a capital project. Staff questions regarding the definition of a capital project should contact the Finance Department.

3. CAPITAL IMPROVEMENT PROGRAM (Process Development)

The Capital Improvement Program (CIP) is a five-year plan that identifies the City's prioritized investments in capital assets and corresponding financial plans. The Capital Improvement Program not only includes a list of projects, which the City intends to fund over the next five years, but also an explanation of how it will finance these projects. The City's objective is to meet the capital needs of the City in a manner that is most beneficial to the citizens.

- The Capital Improvement Program functions as:
- A multi-year projection of the City's major capital needs.
- A formal mechanism for decision-making related to planning and budgeting for major capital acquisitions.
- A link to the City's long range plans concerning the economic and physical development of the community, and the provision of public services.
- A financial management tool identifying future financing requirements for major capital acquisitions over the planning period.
- A communications device for reporting to internal and external stakeholders the City's capital priorities, and plans for the implementing capital projects.

To meet these ends, the City follows three principals in developing the CIP and determining which of the projects would receive funding. These principles are to:

- Preserve Current Investments
- Account for Future Costs
- Limit Expenses Based on Priority

A. GOVERNING BODY APPROVAL:

Annually the City Council will adopt a 5 year CIP. Prior to adopting the CIP, the City will hold a public hearing on the proposed CIP. The CIP does not impart spending authority for capital projects, but rather constitutes the primary basis upon which the annual capital budget is formulated.

The Committee of the Whole presents the CIP to the City Council. The Committee of the Whole will review the: department project requests, additions/changes to the CIP, financial assumptions, organizational capacity to complete the requests, and project plans. Projects proposed for the CIP will be reviewed and prioritized by the Committee of the Whole before being forwarded to Council for approval.

B. RESPONSIBILITY:

The City's Finance Department will be responsible for coordinating and producing the annual Capital Improvement Plan. This includes but is not limited to establishing policies, procedures, schedules and deadlines for Capital Improvement Plan formulation, defining roles

and responsibilities of CIP participants, obtaining relevant and reliable documentation and information for capital projects, establishing project evaluation criteria and rating systems, developing the CIP document for governing Body approval, and monitoring implementation of capital planning efforts.

C. REVIEW:

The Capital Projects will be reviewed by the Capital Improvement Plan Committee to assist the Finance Department prepare, and submit to the Committee of the Whole a Five-Year Capital Improvement Plan by June 1 annually. Additionally, the Committee of the Whole will act on the Capital Improvement Policy by August 1.

The committee will consist of the Community Development Director, Public Service Director, Sun Prairie Utilities Manager, Director of Administrative Services, City Administrator and/or their designated staff. They shall meet to review and prioritize the capital projects in preparation for submission to the Committee of the Whole. The following criteria shall be considered in prioritizing projects:

1. Projects which are required by an existing agreement with another agency.
2. Projects which are essential to public or employee health or safety.
3. Projects that are a Council priority as evidenced by prior approval of the project outside of the Capital Improvement Policy.
4. Projects which have Capital Improvement Budget expenses in future years, with no increase in General Fund operating costs (ex. continuation of a street maintenance program).
5. Projects that follow a Council approved plan such as the Westside Traffic Impact Fee plan.
6. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.
7. Projects which would result in significant savings in operating costs currently impacting the General Fund.
8. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
9. Projects which are grant funded but would require increased operating costs in the General Fund.

D. DOCUMENT:

I. In order to evaluate the merits of capital project requests and to allow each project due process in evaluations, capital projects proposed during the annual CIP process shall be accompanied, at a minimum, by the following information:

- a. Project Title, Physical Description, and Definition of Scope
- b. Demonstration/Justification of Need
- c. Project Schedule
- d. Capital Cost Estimate

- e. Statement of Impact on the Operating Budget
- f. Relationship to other Planned Projects
- g. Project's Department Rank Priority
- h. Recommended/Anticipated Funding Sources

II. The operating budget impact and the debt service impact will be incorporated into a forecast report.

III. Ensure that "abandoned" projects are clearly explained and labeled

4. PROJECT FINANCING:

The City recognizes that an effective capital funding strategy requires consideration of a broad mix of funding mechanisms, including but not limited to debt financing, grants, and revenue offsets to reduce the impact on local property taxes. The City will maintain a balanced mix of financing sources without excessive reliance on any one source, and shall consider the following factor in evaluating the suitability of funding options for particular projects:

1. Legality
2. Equity
3. Effectiveness
4. Acceptability
5. Affordability
6. Ease of Administration
7. Efficiency

A. Debt Financing:

The City will confine long-term borrowing to capital improvements or projects, which cannot be financed from current revenue. Projects financed by issuing bonds will be paid back within a period not to exceed the expected useful life of the projects. Long-term debt will not be used for current operations. The City will set a debt limitation, (please see the City's Debt Management Policy) review it annually, and maintain its debt in compliance with the limitation.

B. INTERGOVERNMENTAL GRANTS AND PRIVATE DONATIONS:

The City will seek to leverage such resources whenever available provided those capital projects identified are consistent with capital improvement plans and City priorities, and whose operating impact have been documented in operating budget forecasts.

5. MAINTENANCE AND REPLACEMENT OF CAPITAL EQUIPMENT/FACILITIES

The City will move towards the development of an asset preservation plan to maximize the assets' useful life and minimize future maintenance and replacement costs. An inventory of the City's assets, including their condition will be developed and maintained.

The City will move towards the establishment of a future maintenance/replacement reserve account (segregated by fund and program).

INVESTMENT POLICY

TITLE: INVESTMENT POLICY
POLICY SOURCE: FINANCE COMMITTEE
APPLICATION: FINANCIAL MANAGEMENT
INDEXED AS: INVESTMENT POLICY

CREATION DATE: OCTOBER, 1989
REVISION DATE: AUGUST 7, 2007
OCTOBER 1, 2019
TOTAL PAGES: 7

1. SCOPE

This policy applies to the investment of short-term operating funds. This policy excludes the investment of assets held in escrow in order to decrease refunded debt, nor does it include retirement funds managed by others such as the state, the Wisconsin Employee Trust Fund, and deferred compensation plan providers.

a. Pooling of Funds

Except for cash in certain restricted and special funds, the City of Sun Prairie (City) will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

2. GENERAL PHILOSOPHY

Safety of principal is the foremost objective of the City's investment policy. The City's investment portfolio shall be designed to attain a market-average rate of return, taking into account constraints imposed by its safety objective, cash flow considerations and state laws that restrict the placement of certain public funds.

As a general rule, investments are determined by three factors, yield, risk and liquidity. These factors or the combination of these factors must be closely monitored to determine a prudent investment. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Appendix A of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Since the factors of risk and liquidity are specifically addressed by the investments that are permitted in this policy, then the determination of yield or projected interest income will be the major factor in selection of an investment.

In accordance with Sec 3.04.040 of the City of Sun Prairie Code of Ordinances, the Director of Administrative Services and the Finance Director/City Treasurer are authorized to invest any City funds that are not immediately needed. The Director of Administrative Services and the Finance Director/City Treasurer, acting in accordance with these policies and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided these deviations are reported immediately and that appropriate action is taken to control adverse developments.

3. PERMITTED INVESTMENTS

Investments made by the City of Sun Prairie are generally governed by Wisconsin Statutes 66.0603. Please see Appendix A for Wisconsin Statutes 66.0603.

1. Utilizing the state statutes as a guideline, the City of Sun Prairie will invest in the following types of agreements:
 - A. Full faith and credit obligations of the Federal Government. These include Treasury bills, Treasury notes and Treasury Bonds.
 - B. Bonds or securities issued or guaranteed as to principal and interest by the federal government or by a commission, board or other instrumentality of the federal government.

- C. Time deposits in any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state. Time deposits are defined as Savings Accounts or Certificates of Deposit.
- D. "Overnight" Repurchase agreement with any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state if Repurchase agreements are defined as a transaction whereby a bank (seller) will agree to repurchase securities (U.S. Government securities) at an agreed upon price and at an agreed upon time. The repurchase agreements are to be considered an investment and not a collateralized loan between the bank and the City of Sun Prairie. This manual strictly prohibits the following types of repurchase agreements: open repos, reverse repurchase agreements or retail purchase agreements.
- E. Commercial paper with a superior rating as determined by a major rating firm such as Moody's (P-1) or Standard & Poor's (A-1+, A-1).
- F. Investment of surplus funds in the local government pooled-investment fund.
- G. The MBIA CLASS Wisconsin Investment Pool

date, maturity date, yield or investment rate, projected interest and pledged collateral.

In addition, at the time of the transaction, the collateral shall be "market to market" to insure a proper amount was pledged. On a monthly basis, collateral shall be reevaluated to maintain a proper level of collateral.

The City shall maintain a portfolio that will minimize its risk exposure while attempting to obtain the highest yield. Therefore, the following guidelines shall be adhered to:

- A. The City shall not invest more than 50% of its funds in any one institution. However, the City will be permitted to maintain over 50% of its portfolio in full faith and credit obligations of the federal government or the State of Wisconsin Local Government Investment Pool.
- B. The City will not maintain more than \$500,000 in any institution unless the investments are collateralized by full faith and credit obligations of the federal government or other appropriate surety.
- C. The investment maturity schedule will be guided by the cash flow needs of the City and the current interest rates available.
- D. In order to minimize market risk, and to ensure an adequate cash availability, the City will seek to ladder its investment maturities to reflect future cash flow projections

4. COLLATERAL

It is the policy of the City of Sun Prairie to require that all funds in excess of insured or guaranteed limits be secured by some form of collateral. The City will accept for collateral any investment that is allowed by state statute. The amount of collateral required is up to 105% but not less than 100% of the principal investment.

All collateral held by a third party must be verified by a third party safekeeping receipt. The receipt must indicate that the collateral is pledged in the name of the City of Sun Prairie. The pledged collateral can only be released by written authorization of the City Administrator, Director of Administrative Services, Finance Director/City Treasurer. The City will permit collateral to be substituted, provided it meets the City's collateral requirements.

In addition, the City will permit the pledging of a block of collateral in the name of the City of Sun Prairie. This will enable the bank to conduct Repurchase transactions on a regular basis without the need to daily pledge collateral. The City will not, however, permit any institution to under pledge or fail to pledge proper collateral.

5. PORTFOLIO MANAGEMENT

The City shall seek to manage its cash flow to maximize the availability of funds for investing while ensuring that the City's obligations are met in a timely manner. As a general rule, the City shall manage its portfolio by holding investments to maturity rather than trading securities based on interest rate speculation.

The City shall maintain a monthly reporting of the following portfolio information: investment fund, type of investment, principal, purchase

6. PORTFOLIO PERFORMANCE

The Finance Office will monitor the performance of the City's investments on a monthly basis. Performance will be measured by calculating the weighted annual yield of the City's investments. Quarterly, the Finance Director will issue a report to the Finance Committee indicating the performance of the City portfolio and providing information on the current interest rate environment such as the current yield at the State of Wisconsin Local Government Investment Pool or the 90-day Treasury Bill.

7. BANK AGREEMENTS

In compliance with state statutes regarding the use of the State Grant Pool, the City will annually name the banking institutions it will be working with on a projected annual basis.

In addition, the City Administrator, Director of Administrative Services or the Finance Director/City Treasurer may authorize the addition of a banking institution to the list of authorized institutions for a period of not more than 45 consecutive days. If the City desires to maintain a relationship with the institution for a period longer than 45 days, then council must take appropriate action.

The City Administrator or Director of Administrative Services is authorized to enter a Master Repurchase Agreement with any institution.

8. INVESTMENT AUTHORITY

The City Administrator, Director of Administrative Services and Finance Director/City Treasurer are authorized to invest available City funds provided that said investments are fully consistent with this policy. In order to provide adequate internal controls, at least two of the approved

individuals must approve an investment before funds are transferred. Cash transfers between the State Local Government Investment Pool and the checking or money market accounts at the City's primary financial institution are excluded from this requirement.

9. INVESTMENT REPORTS

The Finance Office will maintain monthly reports listing the current investments of the City and the performance of the City's investment portfolio. On a quarterly basis, the Finance Office will present a report on the City's investments and financial status to the Finance Committee. Annually, The Finance Office will provide a report to the City Council detailing the institutions that the City has maintained investments with and the performance of the City's investments.

Appendix 1

Wisconsin State Statutes 66.0603 Investments

66.0603 Investments.

(1g) Definition. In this section, "governing board" has the meaning given under s. [34.01 \(1\)](#) but does not include a local exposition district board created under subch. [II of ch. 229](#) or a local cultural arts district board created under subch. [V of ch. 229](#).

(1m) Investments.

(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. [IV of ch. 229](#), may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. [II of ch. 229](#).

3p. Bonds issued by a local professional baseball park district created under subch. [III of ch. 229](#).

3q. Bonds issued by a local professional football stadium district created under subch. [IV of ch. 229](#).

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. [V of ch. 229](#).

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, [15 USC 80a-1](#) to [80a-64](#), and

if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by bonds or securities under subd. [5. a.](#) or [b.](#)

b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. [40.02 \(28\)](#), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. [881.01](#).

2. Funds of any school district operating under ch. [119](#), held in trust for pension plans intended to qualify under section [401](#) (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. [881.01](#).

3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. [881.01](#):

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. [3.](#) unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.

5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. [34.01 \(1\)](#) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. [881.01](#):

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

6. Funds that are held in trust to provide the benefits described in subds. [3.](#) and [5.](#) shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. [25.50 \(1\) \(d\)](#), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. [881](#).

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. [34.01 \(1\)](#) may engage in financial transactions in which a public depository, as defined in s. [34.01 \(5\)](#), agrees to repay funds advanced to it by the local government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

e) Subject to s. [67.11 \(2\)](#) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. [67.12 \(12\)](#), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. [\(5\)](#), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. [881.01](#), any of the following:

1. Moneys held in any stabilization fund established under s. [59.87 \(3\)](#).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. [59.85](#) or general obligation promissory notes under s. [67.12 \(12\)](#) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.

3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. [67.12 \(12\)](#).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. [2.](#) that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the county.

(f) Subject to s. [67.11 \(2\)](#) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. [67.12 \(12\)](#), a 1st class city, or a person to whom the city has delegated investment authority under sub. [\(5\)](#), may invest and reinvest in the same manner as is authorized

for investments and reinvestments under s. [881.01](#), any of the following:

1. Moneys held in any stabilization fund established under s. [62.622 \(3\)](#).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. [62.62](#) or general obligation promissory notes under s. [67.12 \(12\)](#) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.

3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. [67.12 \(12\)](#).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. [2.](#) that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the city.

(g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. [881.01](#). Funds held in trust under this paragraph may only be distributed from the trust in a manner consistent with ch. [38](#) and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

FUND BALANCE POLICY

TITLE: INVESTMENT POLICY
POLICY SOURCE: FINANCE COMMITTEE
APPLICATION: FINANCIAL MANAGEMENT
INDEXED AS: INVESTMENT POLICY

RESOLUTION NUMBER:
CREATION DATE: OCTOBER, 1989
REVISION DATE: AUGUST 7, 2007
OCTOBER 1, 2019
TOTAL PAGES: 7

1. GENERAL POLICY AND PURPOSE

The establishment of a formal fund balance policy is an important component of the City's financial management policy. Maintaining appropriate levels of fund balance is a key element of the City's overall financial health. This policy is intended to set targets for the desired level of fund balance, identify the approach to maintain these levels, and to provide guidelines for the use of fund balance.

2. DEFINITIONS

Nonspendable Fund Balance – Amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. Examples: Inventory, Prepaid Expenditures, Property Held for Resale.

Restricted Fund Balance – Amounts that are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Enabling legislation must be such that the government is legally mandated to use the resources for a specific purpose.

Committed Fund Balance – Amounts that can only be used for specific purposes pursuant to constraints imposed by the government's highest level of decision-making authority. Committed amounts cannot be used for another purpose unless the government removes or changes the specific use by taking the same type of action (legislation, resolution, ordinance) it used to previously commit the amounts.

Assigned Fund Balance – Amounts that are constrained by the government's intent to be used for a specific purpose but are neither restricted nor committed. Intent should be expressed by the governing body itself, a body (e.g. a committee), or an official to which the governing body has delegated authority to assign amounts to be used for specific purposes.

Unassigned Fund Balance – Amounts that are spendable in form and are not restricted, committed, or assigned to a specific purpose.

Contingency Allocation – An annual appropriation set aside to meet unexpected needs within the current budget. Unused contingency can be used to increase fund balance levels.

General Fund – For purposes of this policy, the General Fund is defined as Fund 100 as accounted for in the City's financial system; therefore the Sun Prairie Media Center and Family Aquatic Center shall be excluded from the revenue calculations.

3. OBJECTIVES

- To insulate the City from large, unanticipated one-time expenditures or revenue reductions resulting from external changes.
- To provide funds to allow the City to respond to unforeseen emergencies.
- To help stabilize the City's tax levy due to a temporary reduction in non-property tax revenue.
- To provide sufficient working capital to eliminate the need for short-term borrowing due to the timing of the receipt of short-term receivables and the remittance of short-term payables.

4. CONTINGENCY ALLOCATION

The City shall establish an annual contingency appropriation to provide for unexpected needs within the current year. This appropriation shall be budgeted at a minimum rate of three quarters of one percent (0.75%) of the general fund revenue budget. Use of the contingency allocation is governed by the Committee of the Whole with final approval by the Mayor and City Council.

5. UNASSIGNED FUND BALANCE

Emergency Reserve

The City shall establish an emergency reserve to respond to one-time unforeseen emergencies. This reserve shall be maintained at an amount equal to at least six percent (6%) and not more than nine percent (9%) of the prior year's budgeted general fund revenues. This reserve will be part of the City's unassigned fund balance and will be maintained in addition to any restricted, committed, or assigned fund balance.

The Council may withdraw funds from the emergency reserve after the current year contingency has been expended. The emergency reserve will only be used when emergency expenditures or unexpected revenue reduction would result in a net deficit in the fiscal year budget. Restoration of the emergency reserve should begin in the fiscal year following its use.

STABILIZATION RESERVE

The City shall establish a stabilization reserve to aid the City in responding to temporary reductions in revenue. This reserve shall be maintained at an amount equal to at least six percent (6%) and not more than nine percent (9%) of the prior year's budgeted general fund revenues. This reserve will be part of the City's unassigned fund balance and will be maintained in addition to any restricted, committed, or assigned fund balance.

The Council may withdraw funds from the stabilization reserve to maintain current service levels or to help transition to slower expenditure growth in response to a net decrease in general fund non-property tax revenues. Prior to allocation funds from the stabilization reserve the City shall develop a multi-year plan detailing the proposed use of the reserve funds and their replacement. Replacement of the stabilization reserve should begin within year two of the first use of funds.

At year-end, if the City's emergency and/or stabilization reserves are below the policy minimums, any unused contingency will be used to increase the City's undesignated fund balance. Additionally, at least 50% of any remaining general fund surplus will be added to these reserves.

It shall be the responsibility of the Finance Director to monitor these reserve balances on an on-going basis and to make recommendations to Administration and Council on measures to maintain target levels.

PURCHASING POLICY

TITLE: PURCHASING POLICY
POLICY SOURCE: FINANCE COMMITTEE
APPLICATION: FINANCIAL MANAGEMENT
INDEXED AS: PURCHASING POLICY

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TOTAL PAGES: 9

1. GENERAL POLICY AND PURPOSE

The purchase of goods and services is a central function of the City of Sun Prairie. A fair, efficient and accountable purchasing process is vital to providing quality services and maximizing the value obtained for taxpayer dollars. It is the responsibility of all City employees and elected officials to ensure that purchases are made in the best interest of the City. The procedures outlined in this policy are intended to provide an effective and efficient means of meeting this goal.

2. DEFINITIONS

Sole Source – An item shall be considered sole source if there is only one vendor that supplies the item and there is no equivalent substitute. Items that are made by one manufacturer but sold through multiple vendors are not to be considered sole source.

Informal Quote – An informal quote may be obtained verbally or by examining published prices. When soliciting an informal quote, the department should maintain documentation of who provided the quote and when it was obtained.

Formal Quote – A formal quote must be supplied in writing. Formal quotes may be received by letter, fax or email. Documentation of the quote should be maintained throughout the purchasing process.

Formal Bid – A formal bid process requires that vendors provide sealed bids prepared in response to specifications provided by the City. The bids should be opened publicly and the documentation should be maintained throughout the purchasing process.

Surplus Property - City property may be declared surplus when it is no longer necessary, practical, or economical to be retained by the City.

3. OBJECTIVES

- To create a competitive, fair and ethical purchasing process that will ensure that the maximum value is obtained for every dollar expended;
- To allow the City to obtain quality goods and services that will allow for the provision of programs in a timely and effective manner;
- To establish a standardized purchasing process that will promote equity and efficiency;
- To provide adequate budgetary and cost controls;
- To conduct all purchasing in a manner which ensures equal opportunity and non-discrimination;
- To ensure that the entire purchasing process meets the highest ethical standard without conflict of interest or the appearance of impropriety.

4. ROLES

City Council – Approves the City budget, which allocates funds for all purchases. Council approval is required to change budget levels, authorize borrowing, acquire property, or to approve new programs.

Mayor – Annually presents a balanced budget to the Council. The Mayor has the authority to veto Council actions. The Mayor is also authorized to sign contracts on the City's behalf.

Finance Committee – Approves purchases of materials, equipment and services in excess of \$15,000. The Finance Committee recommends budget adjustments and amendments to the City Council and may authorize the Mayor or City Administrator to sign contracts in excess of \$5,000.

Public Works Committee – According to state statute 62.15(1), "All public construction, the estimated cost of which exceeds \$15,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the council may direct." The Public Works Committee oversees the process of approving the award of public construction contracts in accordance with this statute. Public construction includes capital improvements such as street reconstruction, stormwater facilities, and municipal buildings.

City Administrator/Assistant City Administrator – Approves purchases of materials, equipment and services in excess of \$10,000 and less than \$15,000. This authority may be delegated to the Assistant City Administrator or Finance Director. The City Administrator may approve budget adjustments within departments. This position is authorized to sign contracts of up to \$5,000 on the City's behalf. Notification shall be provided to the Mayor and City Council of contracts that have been signed by the City Administrator.

Finance Director – Oversees all City purchasing and monitors compliance with the City purchasing policy. Approves purchase orders for items in excess of \$2,500 and less than \$10,000 or as delegated by the City Administrator. Monitors expenditures in comparison to budgeted levels.

Department Heads – Department Heads or their designees are responsible for making necessary purchases for their departments within the confines of the City purchasing policy and approved budget. They are also responsible for receiving items and verifying that the terms of the purchase have been completed. Department Heads are also responsible for administering replacement plans within their area of authority.

City Employees – Make purchases and receive items with the approval of their Department Head. All employees who are authorized to make purchases are responsible for following the City's purchasing policy and ensuring that purchases are made under the highest ethical standard.

5. COMPETITIVE PRICING

In general, the City can obtain the highest quality goods and services at the lowest price by following a competitive purchasing process. It is City policy to obtain at least three price quotations from different suppliers prior to making a purchase. Exceptions to this requirement are allowed for in this policy only when it is in the best interest of the City. Potential exceptions include:

- Purchases for which there is only one (or two) supplier(s) [sole source products]
- Emergency purchases
- Purchases under \$500 from a supplier that has offered the best price and quality for a category of items based on periodic bids/proposals solicited by the City at least annually. The Finance Department will take the lead in researching and soliciting proposals for items that are used by multiple departments.
- Purchases made from the state bid list.
- Certain professional services where the City Administrator has waived the competitive bid requirement due to the quality of the firm and the service to be provided. Quotes from Various vendors should be obtained periodically and should be one of the factors in selecting the vendor to perform the service.

6. PURCHASING REQUIREMENTS

The process for making purchases varies depending on the total cost of the purchase. The staggering of purchases or dividing purchases to intentionally evade this policy is strictly prohibited.

Purchase Cost	Authority Required	Purchasing Process	Competitive Requirement
Less than \$500	Department Head or Designee	Department approval	Periodic quotes or 2 informal quotes
Over \$500 and less than \$2,500	Department Head or Designee	Department approval	3 informal quotes
Over \$2,500 and less than \$10,000	Finance Director	Purchase order	3 formal quotes
Over \$10,000 and less than \$15,000	City Administrator or Asst. City Administrator	Purchase order	3 formal quotes
Over \$15,000	Finance Committee or Public Works Committee	Purchase order and committee presentation	Formal bid process

6.1 PURCHASES UNDER \$500

Purchases under \$500 may be made with the approval of City Department Heads or their designees. Whenever possible, at least two informal (verbal) price quotations must be obtained prior to making the purchase. Quotations are not required for items purchased from a vendor that has offered the best price and quality on a category of items based on periodic bids/proposals solicited by the City at least annually. Department Heads are responsible for monitoring all purchases made using this procedure to

ensure that the City is receiving a high value for its expenditures. For items that are purchased regularly or by multiple departments, departments are encouraged to explore the possibility of cooperative purchasing or purchasing in bulk in order to reduce City costs.

6.2 PURCHASES OF AT LEAST \$500 AND UNDER \$2,500

Purchases of at least \$500 and less than \$2,500 may be made with the approval of City Departments Heads or their designees. Whenever possible, at least three informal (verbal) price quotations must be obtained prior to making the purchase. Exceptions to this requirement at listed in section 4. Department Heads are responsible for monitoring all purchases made using this procedure to ensure that the City is receiving a high value for its expenditures. For items that are purchased regularly or by multiple departments, Department Heads or their designees are encouraged to explore the possibility of cooperative purchasing or purchasing in bulk in order to reduce City costs.

6.3 PURCHASES OF AT LEAST \$2,500 AND UNDER \$10,000

Purchases of at least \$2,500 and less than \$10,000 require the prior approval of the Finance Department. Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor is recommended.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

Equipment in excess of \$2,500 per unit is considered a major capital item and should be budgeted as part of a budget initiative or replacement plan. When purchased, the department should code the payment to the account number where the item was budgeted.

6.4 PURCHASES OF AT LEAST \$10,000 AND UNDER \$15,000

Purchases of at least \$10,000 and less than \$15,000 require the prior approval of the City Administrator or his or her designee. The City Administrator may also require that the purchase go through a Request for Proposal (RFP) process or a formal bid process. Public construction projects with an estimated cost between \$5,000 and \$15,000 require a class 1 notice prior to execution of the contract.

Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer

the lowest price, the request should include an explanation of why another vendor was chosen.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

6.5 PURCHASES OF \$15,000 AND OVER

All other purchases of materials, equipment and services in excess of \$15,000 require the approval of the Finance Committee prior to completing the purchase or signing the contract. In general the City requires an RFP process with at least three proposals for purchases of this size. The City Administrator may waive the bid or RFP requirement for professional services if he or she determines that it is the City's best interest. The justification for waiving the bid or RFP process should be presented to the Finance Committee prior to their action to approve or deny the purchase.

Public construction projects with an estimated cost greater than \$15,000 require approval of the Public Works Committee and must be let by contract to the lowest responsible bidder as required in Wisconsin State Statute 62.15(1). Also per statute 62.15 the City Council may by a three-fourths vote provide by ordinance that any class of public construction project may be done directly by the city without submitting the project for bids.

Department Heads or their designees are responsible for conducting the public bid or RFP process and providing the results to the Finance Department. If a contract is required, the department will work with the City Attorney to draft a contract for signature by the Mayor or City Administrator. When a contract is not required, the department will prepare a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen. The department making the purchase is also required to prepare a memo to the appropriate committee listing the proposals received, which vendor is recommended and why, the budgeted amount for the item and any additional costs that may be incurred.

The Finance Director will review the information to ensure compliance with the City's budget and purchasing policy and place the item on the appropriate agenda. If approved, the Finance Department will issue a purchase order to the department or sign the contract to verify the availability of funds. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

7. PURCHASING ISSUES

7.1 DISCOUNTS AND MASTER PURCHASE AGREEMENTS

It is the City's policy to take advantage of vendor discounts for prompt payment whenever possible in order to minimize the cost of a purchase. Department Heads are responsible for determining if discounts are available and for working with the Finance Department to obtain the lowest price. Some vendors offer discounts for prompt payment. When possible, Departments can aid the City by approving invoices and

submitting them for payment on the same day that the materials or services are provided.

Often, significant discounts are available to the City through master purchasing agreements. Under these agreements, vendors negotiate discounted prices with a municipality or organization and agree to offer the same prices to other municipalities. The Finance Department will seek to identify discount agreements and periodically review them to determine which vendors offer the best overall value for the City. Finance will then work with other departments to obtain the discounted pricing.

7.2 COLLECTIVE PURCHASING

Cooperative purchasing arrangements can result in significant savings by pooling purchasing power. It is the City's policy to utilize collective purchasing between City departments or with other units of government when savings can be obtained without sacrificing the quality or availability of the product or service.

The Finance Department shall have the authority to analyze the desirability of cooperative purchasing arrangements and make recommendations to Administration. The City Council encourages cooperative purchasing, but maintains the right to reject any such arrangements with other units of government.

7.3 SHIPPING AND FREIGHT CHARGES

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Department Heads, when obtaining price quotations should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder. Unless otherwise stated in the "notice of call for bids", all formal bid proposals shall include freight and delivery charges, if any.

7.4 RECEIVING AND INSPECTING ITEMS

Department Heads, or their designees, are responsible for receiving and inspecting all deliveries to their departments to ensure that items received conform to the specifications and quantities set forth in the purchase order. All deliveries should be thoroughly inspected to ensure that materials are received in satisfactory condition. If there are any discrepancies, the Department Head or designee should contact the vendor and resolve the issue before submitting the invoice for payment. When items are sent in multiple shipments, the department should clearly indicate which items have been received and accepted when approving the invoice for payment.

7.5 SUBMITTING ITEMS FOR PAYMENT

Once the purchasing department has verified that the purchased items have been received in a satisfactory condition, the original invoice should be submitted to the Finance Department for payment. It is the City's policy to not pay from statements or photocopies of invoices. If it is not possible to obtain an original invoice, a faxed copy may be used if the Department Head verifies that the vendor has not already been paid for the item.

When submitting an invoice for payment, the Department Head or designee should indicate the amount to be paid, the account number it should be charged to, and initial and date the invoice. If it is not possible to obtain an invoice, a Check Requisition Form should be completed with the same information. In addition, the Department Head or designee should include a description of the item purchased and attach any supporting documentation. This form must be signed by the requesting employee, the Department Head and the Finance Department.

The Finance Department processes checks and issues payments to vendors. At each regular City Council meeting, a list will be provided of all payments included in that payment cycle, identifying those that were issued by manual check and/or released for payment prior to Council meeting.

Whenever possible, invoices should be submitted to the Finance Department prior to the cut-off date for these warrants. The schedule of the warrants and cut-off dates will be provided by the Finance Department. Manual checks will be issued in between warrants only when it is not possible to include payment in the next warrant. Contractor payments will not be issued between warrants unless required by the terms on the contract. All final retainage payments will be held until they have been presented to the City Council.

If a Council Member has concerns regarding payments to a particular vendor or class of vendors, he or she may request to review pending payments. Information would then be sent to all Council Members for a specified period to provide comments. If no comments are received during this period, the item may be released for payment. However, if an objection is raised during the comment period, the payment in question shall be held until the next regular City Council meeting.

7.6 CREDIT CARD PURCHASES

The City maintains credit card accounts that may be used when it is impractical or inefficient to follow the normal payment process. The Finance Department maintains City credit cards that may be temporarily issued to City employees with the approval of their Department Head. Additional credit cards may be issued to City employees with the approval of the City Administrator.

Purchases made with credit cards must follow the normal purchasing guidelines and require the same approval process. After making a credit card purchase the Department Head or designee should code and initial the receipt and turn it into the Finance Department as soon as possible and prior to the next statement date. The Finance Department will verify the purchases and issue a check to the credit card company prior to the statement due date. City credit cards should not be used for personal purchases. It is City policy to avoid paying any credit card finance charges.

7.7 INTERNET PURCHASES

City employees may use the Internet to make purchases if they follow normal purchasing guidelines and the same approval process. Internet purchases are not permissible in situations where a sealed bid is required. Employees should only make purchases from vendors that they are familiar with and where there are appropriate safeguards to protect the City's interests. Whenever possible, Internet purchases should be charged to a City account and invoiced for payment. City credit cards may be used for Internet purchases when necessary, if the transaction is

conducted through a secure connection. Any concerns regarding the security of the information should be directed to the Information Technology Department. The IT Director will have the final authority to determine if an Internet transaction provides sufficient security.

7.8 PETTY CASH ACCOUNT

The City maintains a petty cash account to expedite miscellaneous purchases and the payments of small bills when it is not practical to follow the City's normal payment procedures. Any City employee, with approval of his or her Department Head, may use the petty cash fund within the guidelines listed below. The petty cash fund should not be used as a means to circumvent the normal purchasing process or to pay for personal services. The Finance Department is responsible for administering the petty cash funds and shall determine what is an appropriate use of the fund.

To be eligible for using the petty cash fund, the following requirements must be met:

- The item purchased must not be regularly stocked
- The purchase must not be from a vendor where the City maintains an active account
- The purchase price must not exceed \$25 (The Finance Department may waive this dollar amount in certain situations)

Petty Cash Procedure

City Clerk or Finance staff may take funds from the petty cash box and issue them to an approved employee. The employee must complete and sign a petty cash voucher indicating the amount withdrawn, the date, and the intended purchase. Once the purchase has been made, the employee must turn in the receipt and any change to the City Clerk or Finance staff. The petty cash voucher will be completed by listing the purchase price, change returned and the account number to code the purchase. The City Clerk or Finance staff initials the completed voucher.

7.9 EMPLOYEE REIMBURSEMENTS

Generally, employees should avoid making City purchases with their own funds. If the need arises to purchase an item for the City with personal funds, the employee must submit the receipt and an Expense Reimbursement Form to the Finance Department. This form should include a detailed listing of the items purchased and must be signed by the employee to be reimbursed, his or her Department Head and the Finance Department. Once approved, a check will be issued for the reimbursement. It is the responsibility of the employee making the purchase to ensure that any available discounts are applied and that sales tax is not included.

7.10 EQUAL OPPORTUNITY/NON-DISCRIMINATION

The City of Sun Prairie endorses and actively supports equal opportunity and a nondiscrimination policy. Therefore, it shall be a City requirement that all potential bidders be provided with equal opportunity to submit bids and to compete on an equal basis for City business.

All purchase orders and contracts to which the City of Sun Prairie is a party, shall contain a nondiscrimination in employment cause which provides:

"The vendor agrees that in performing under this purchase order with the contracting municipality, he/she shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, national origin, handicap or sex. The vendor further agrees that this clause will be incorporated in all contracts entered into with suppliers of materials or services who may perform any such labor or services in connection with this contract."

8. EXCEPTIONS TO ROUTINE PURCHASING PROCEDURES

8.1 EMERGENCY PURCHASES

Emergency purchasing procedures should be used only when normal purchasing channels are not available. Emergency purchases may be made:

- When there is need for immediate delivery of items.
- To prevent delays in work or construction schedules.
- When there is an immediate threat to public health or safety, or
- To meet emergencies rising from unforeseen causes.

For emergency purchases under \$2,500, the normal purchasing procedures should be followed. However, for emergency purchases over \$2,500, the Department Head should take the following steps:

- If an emergency purchase is needed during regular working hours, notify the City Administrator or Assistant City Administrator (or in their absence, the Finance Director) and obtain approval prior to making the purchase.
- If an emergency purchase is needed after regular working hours or on a holiday, Department Heads (or their authorized designees) may authorize the purchase.
- A purchase requisition form together with a written explanation of the emergency must be prepared and forwarded to the Finance Department within two (2) working days after making the purchase.

8.2 BLANKET PURCHASE ORDERS

Blanket purchase orders are used for those vendors from whom many repetitive purchases are made as supplies are required. Rather than issue a purchase order form for each purchase, one order is issued for a specified period (e.g., month) to cover all purchases made during that period. Blanket purchase orders will be limited to term of one year.

Materials and services for which blanket purchase orders are used will be determined by each Department Head and approved by the Finance Department. (NOTE: If it is found that the same small items are frequently purchased under blanket purchase orders, the Department Head shall be responsible for exploring the possibility of purchasing and stocking of these items).

When requesting the issuance of a blanket purchase order, the Department Head should obtain price quotations on representative items

from at least three vendors. The Department Head should then prepare a written request for the Finance Department that includes:

- The need for blanket purchase order
- The suggested vendor
- The suggested term of blanket order (e.g., 1 month, 6 months)
- The maximum amount of purchases to be made under the blanket order
- The total amount budgeted for such purchases.

The Finance Department will review the request and check the budget to verify that adequate funds are budgeted and available. Based on this information, the Finance Department shall indicate approval or denial of the request. If the request is approved, the Finance Department will issue a purchase order number that should be used when ordering any items under the blanket purchase order. The Department Head should include this number when the invoices are submitted for payment. Before a new blanket purchase order is issued, the Department Head should obtain competitive price quotations from alternate vendors.

9. SURPLUS PROPERTY POLICY

City property is declared surplus when it is no longer necessary, practical, or economical to be retained by the City. Department Heads are responsible for identifying surplus items in their departments and arranging for their sale or disposal. Items may be sold prior to end of their useful life if it is determined that it is in the City's best interest to take advantage of the current salvage value of the item. If an item is sold or donated, City employees should not receive preferential access compared to the general public. The City Administrator and Assistant City Administrator have the authority to approve or deny the proposed use or sale of surplus property.

Once a Department Head has identified surplus property, he or she should determine if the item is of use to another department. If the surplus property has no further economic use to the City, the Department Head should determine the best disposal method and forward a recommendation to the City Administrator. Upon the City Administrator's approval, the Department Head should proceed with the disposal and provide the Finance Department with a description of the item, the quantity disposed of, and the sale price. This policy does not apply to the disposal of abandoned property acquired through police or statutory action.

BUDGET MANAGEMENT AND AMENDMENT POLICY

TITLE: BUDGET MANAGEMENT AND AMENDMENT POLICY
POLICY SOURCE: FINANCE DEPARTMENT
APPLICATION: BUDGET MANAGEMENT
INDEXED AS: BUDGET AMENDMENT POLICY

CREATION DATE: AUGUST 7, 2012
REVISION DATE: APRIL 4, 2017
APRIL 2, 2019
TOTAL PAGES: 4

1. GENERAL POLICY AND PURPOSE

The establishment of a formal budget amendment policy provides guidance to City staff and Elected Officials on Department Managers responsibility for managing their budget and the process for making changes to the annual budget adopted by the City Council. The City Budget is a living document that evolves over time due to unanticipated revenues, unanticipated expenditures, or the decision by the Elected Officials to alter the services and programs offered by the City. This policy provides guidance to Department Managers on reporting and managing budget variances. It also establishes the authority to approve budget transfers and amendments depending on the nature and dollar value of the proposed change. It is the intent of this policy that budget transfers and amendments only be approved for compelling and essential reasons. This policy should serve as a guide to decision-making and is not intended to restrict the options available to manage budget variances.

2. DEFINITIONS

The City has established a chart of accounts with the following budgetary segments:

- Fund
- Function
- Department
- Organizational Unit
- Object Categories
- Object

The Council shall legally adopt the budget at the Department budgetary level.

Department Managers are responsible for managing their budget at the Department budgetary level, unless otherwise specified in this policy.

3. OBJECTIVES

- To ensure compliance with State Statute 65.90(5) pertaining to alterations to municipal budgets.
- To establish authority to approve budget amendments.
- To ensure departments comply with the budgetary guidelines established in the annual budget adopted by the City Council.
- To provide guidance to Department Managers for reporting and managing projected budget variances.

4. POLICY

A. Department Managers

1. Department Managers are responsible for managing their budgets at the Department level for the General Fund, the Organizational Unit for the Special Revenue Fund and the Project level for the Capital Projects fund and the Fund level for the Debt Service Fund.

Department Managers may exceed the budget at the organizational unit level or the object level as long as the total Department expenditures do not exceed the budget as approved by the City Council, with the exceptions of the guidelines listed in Section 4.A.2. of this policy. The following examples are provided to help clarify Department Managers' responsibility:

- The Finance Department may exceed its budget in office supplies if it is under budget by an equal or greater amount in another expense such as communications or advertising and printing.
- Public Works may exceed its Public Works Operations budget if it is under budget by an equal or greater amount in its Public Works Administration budget.

2. Department Managers shall adhere to the following guidelines when managing their budget:

- i. Items Excluded from Adopted Budget: Departments shall not expend funds for items or projects expressly excluded from the current year's Adopted Budget without approval from the City Council.

- ii. Salary and Fringe Benefit Objects: Anticipated budget savings due to an employee vacancy may not be used to supplement expenditure authority in another object category or organizational unit without approval as follows:

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

- iii. Capital Outlay Objects: Within the General Fund, budgetary funds may not be transferred to or from capital outlay objects without approval as follows:

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

Requests from Departments for budget transfers will generally not be considered prior to June 30th of the current budget year.

3. Department Managers shall report projected or known budget variances as follows:

If the Department Manager projects that the budget variance cannot be absorbed elsewhere in the Department's budget without significantly compromising mandated or essential services, or eliminating a specific project approved in the budget, the Department Manager shall report the projected variance to the Finance Director. Departmental Managers shall report budget variances more than \$5,000, or more than 1.0% of the total Department budget. For example, if the Police Department's total budget is \$6,200,000, it is only required to report projected budget variances of \$62,000 or more.

The Finance Director shall include projected variances in the subsequent fiscal report presented to the Finance Committee. The Finance Committee shall be presented with options for managing budget variances such as reducing expenses in other areas, eliminating a planned project, approving a budget transfer, or use of the Contingency Fund. The Finance Committee may choose not to take any action with the understanding that the Department will have a deficit balance at year-end.

B. Capital Projects Fund

A capital project, as it relates to this policy, is defined as the total projects that make up a replacement plan for any year or any individual new capital asset.

Department managers are responsible for managing the budget at the capital project level. Currently the City budgets for the following replacement plans:

- Streets (reconstruction and rehabilitation including storm water and wastewater sewers)
- Bike Paths/Sidewalks
- Playground Equipment
- Building Maintenance
- Parking Lots

Anticipated budget savings resulting from lower-than-anticipated expenditures in one capital project (as defined above) may not be used to expand the scope of another project or fund a project not authorized by the City Council without the approval as follows:

- Less than \$5,000: City Administrator
- \$5,000 to Less than \$25,000: Public Works Committee
- \$25,000 or more: City Council

If the bid for a capital project that was included in the current year's Adopted Budget exceeds the amount budgeted for that project, a budget amendment in accordance with Section D. or E. of this policy shall be approved.

C. Fleet In-Service Fund

Anticipated budget savings resulting from lower-than-anticipated expenditures from the purchase of one vehicle or piece of equipment may not be used to increase the budget or upgrade of the purchase of another vehicle or piece of equipment not authorized by the City Council without the approval as follows

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

D. Department Level Expenditures: Budget transfers between Departments shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

E. Fund Level Expenditures: Any increase in the total expenditure budget of a Fund shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

F. Contingency Fund/Fund Balance: Any transfer to or from the contingency fund or other fund balance designations shall be considered an amendment to the Adopted Budget and must be approved by the City Council. The following exceptions apply:

- i. No approval is necessary for the annual lapse of the year-end operating surplus or deficit to fund balance.
- ii. Transfers from fund balance designations for the Library shall be approved by the Library Board. They do not require City Council approval.
- iii. Transfer from fund balance designations for the Business Improvement District shall be approved by the Business Improvement District Board. They do not require City Council approval.
- iv. Transfer from fund balance designations for the Tourism Commission shall be approved by the Tourism Commission. They do not require City Council approval.

5. PROCEDURES

Salary and Fringe Benefit Transfers

Department Manager shall submit a signed Budget Transfer Form to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.

Capital Outlay Transfers

Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.

Capital Projects Fund Transfers

Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts less than \$5,000 will be presented to the City Administrator for approval. Amounts of \$5,000 to \$25,000 will be

submitted to the Public Works Committee for approval. Amounts of \$25,000 or more will be presented to the City Council for approval. The City Council may approve such a transfer by a majority vote.

Budget Amendments

All budget amendments shall be presented to the City Council for approval. Amendments must be approved by a two-thirds vote of the entire membership of the City Council. Upon approval of a budget amendment, the City Clerk shall publish a Class 1 notice within 15 days of the approval.

*The Budget Transfer Form shall be posted on the Finance Department's intranet site.

APPENDIX D: CAPITAL IMPROVEMENT PLAN

Transmittal Letter 281

Resolution Approving the 2020-2024 City of Sun Prairie Five-Year CIP 283

Summary of 2020-2024 Capital Project Plans.....284

Detailed Summary of 2020-2024 Capital Project Plans 285

TRANSMITTAL LETTER

June 11, 2019

Honorable Mayor, Members of the City Council, and Citizens of Sun Prairie:

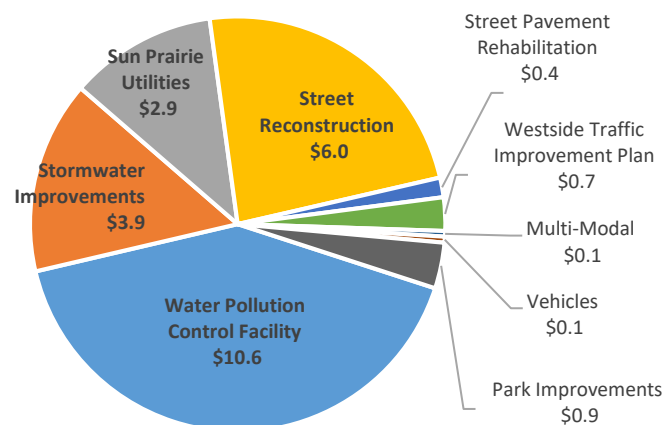
We are pleased to present to you the City of Sun Prairie's Five-Year Capital Improvement Plan for fiscal years 2020-2024 (CIP). This document identifies the strategic investments necessary to meet the City's goals. It is also intended to stimulate discussion to determine how the City can best allocate its limited resources to fund capital projects that will meet residents' needs and city standards.

Capital investments are critical in preserving our City's physical infrastructure, as well as deliver to our citizens the facilities and services they need. Capital investments provide safe neighborhoods, acceptable transportation corridors, sufficient wastewater treatment capacity, adequate parks, and quality recreation facilities.

Throughout the planning process, a focus on financial integrity was maintained, as well as the preservation, maintenance, and improvements of the community's investment in buildings, vehicles, roads, utilities, parks, and equipment. Project priorities were assigned based upon need and funding sources. For example:

- Roadway initiatives for existing city streets comprise a significant portion of this plan. These initiatives range from total street reconstruction involving stormwater, waste water, and water main updates, to pavement rehabilitation projects involving new surface overlay to extend the life of the street.
- Parks and recreation initiatives that build, expand, and renovate existing community parks. Proposed initiatives will provide quality park lands and facilities for residents to enjoy their favorite sports and outdoor activities here in Sun Prairie.
- Building maintenance initiatives to update city facilities and make them more energy efficient. The plan includes initiatives to convert the Westside Community Building light fixtures to LED as well as install energy efficient equipment and fixtures when updating the City Hall bathrooms and constructing the Library Expansion.

2020 CIP Projects
(in millions)

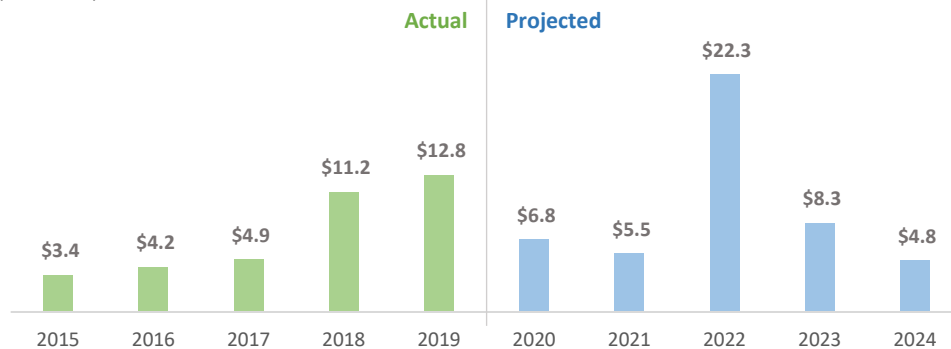


This document reflects the continuation of an ongoing effort to align the CIP process with best practices and includes refinements in the CIP policy, procedures, and format. These efforts aim to ensure consistency and fairness in the planning process, and reaffirm the city's commitment to long-term sustainability of our current assets as well as new improvements that accommodate growth.

The plan meets the city's debt management policy (excluding the Library Expansion project). The metrics of the debt policy limits the total annual levy borrowing to \$5.5 million to not "exceed the total tax levy used for payment of abated general obligation debt above the 2017 budgeted debt service levy", which is \$6.6 million.

General Capital Projects Borrowing

(in millions)



The City coordinates the development of the annual CIP with the development of the operating budget. The inclusion of a project within the first year of the CIP (2019) shows a strong intent to include that project in the annual budget for that year. Inclusion of projects in the remaining four years also shows intent, but these projects are subject to annual review and modification in subsequent years.

This document was developed by the Finance Department with the assistance of all city departments. We want to thank all those involved in the development of the Capital Improvement Plan for their hard work and dedication.

Sincerely,

Aaron Oppenheimer, ICMA-CM
City Administrator

Kristin Vander Kooi
Finance Director

RESOLUTION

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2020-2024 CITY OF
SUN PRAIRIE FIVE YEAR
CAPITAL IMPROVEMENT PLAN**

Presented: October 1, 2019

Adopted: October 1, 2019

Resolution No.: 19/182

RESOLUTION

WHEREAS, on Tuesday, September 17, 2019 the Committee of the Whole met to consider the 2020-2024 City of Sun Prairie Five Year Capital Improvement Plan; and

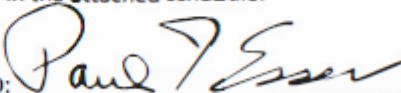
WHEREAS, the Committee has carefully examined the same and various items therein and found them to be true and correct and to properly represent the 2020-2024 capital improvement projects anticipated; and

WHEREAS, the City of Sun Prairie Capital Improvement Policy indicates that the adoption of the plan constitutes the primary basis upon which the annual capital budget is formulated. Adoption of the annual budget will authorize appropriation of the capital improvement projects; and

WHEREAS, after careful review and discussion, on September 17, 2019, the Committee of the Whole moved to recommend that the City Council adopt a resolution approving the City of Sun Prairie Five Year Capital Improvement Plan for the years 2020-2024 as set forth in the attached schedule.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the City of Sun Prairie, Dane County, Wisconsin Five Year Capital Improvement Plan for the years 2020-2024 as set forth in the attached schedule.

APPROVED: _____

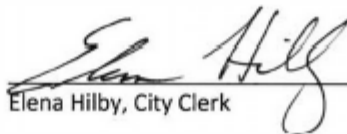


Paul T. Esser, Mayor

Date Approved: October 1, 2019

Date Signed: October 4, 2019

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 1st day of October 2019, and submitted for signatures on the 3rd day of October, 2019.



Elena Hilby, City Clerk

SUMMARY OF 2020-2024 CAPITAL PROJECT PLANS

	2020	2021	2022	2023	2024	Total
Funding Sources						
General Obligation Debt						
City ¹	\$ 7,163,380	\$ 5,059,499	\$ 15,729,320	\$ 2,256,914	\$ 4,835,192	\$ 35,044,305
TIF District	1,104,700	1,130,892	112,900	-	-	2,348,492
Fleet In-Service Fund	65,600	622,200	1,225,000	816,000	102,000	2,830,800
Water Pollution Control Facility	181,800	1,233,200	-	1,542,200	-	2,957,200
Stormwater	-	628,300	-	693,600	-	1,321,900
Sun Prairie Utility	765,000	2,035,900	484,500	742,600	-	4,028,000
State Trust Fund Loan	-	-	-	3,000,000	-	3,000,000
Clean Water Fund Loan(Revenue)	9,087,584	4,712,838	22,458	-	-	13,822,880
Grants & Donations	207,907	-	-	-	-	207,907
Traffic Impact Fee	110,093	63,049	802,980	150,286	239,902	1,366,310
Park Fund Fees	765,000	404,900	405,000	295,000	75,000	1,944,900
Retained Earnings ²	10,792,750	5,816,216	5,324,638	2,462,868	5,547,856	29,944,328
Debt Proceeds Available	-	-	-	-	-	-
Total Funding Sources	\$ 30,243,814	\$ 21,706,994	\$ 24,106,796	\$ 11,959,468	\$ 10,799,950	\$ 98,817,022
Approved Capital Projects						
Public Works						
Street Reconstruction	\$ 6,250,000	\$ 3,696,000	\$ 6,234,000	\$ 3,995,000	\$ 5,199,000	\$ 25,374,000
Street Pavement Rehabilitation	392,000	1,685,000	876,000	2,535,000	804,000	6,292,000
Westside Traffic Improvement Plan	668,000	106,000	1,350,000	328,350	372,114	2,824,464
Multi-Modal	382,000	197,640	-	250,000	306,980	1,136,620
Vehicles	119,500	610,000	1,303,650	800,000	-	2,833,150
Park Improvements	916,250	491,700	603,500	222,750	181,200	2,415,400
Facilities	3,139,730	610,600	10,260,000	200,000	100,000	14,310,330
Water Pollution Control Facility	10,685,584	9,526,838	1,342,458	1,284,000	1,785,000	24,623,880
Stormwater Improvements	4,580,000	1,300,000	200,000	200,000	415,000	6,695,000
Sun Prairie Utilities	2,750,550	3,273,216	1,592,988	1,966,868	1,539,856	11,123,478
Debt Issuance Costs	360,200	210,000	344,200	177,500	96,800	1,188,700
Total Capital Projects	\$ 30,243,814	\$ 21,706,994	\$ 24,106,796	\$ 11,959,468	\$ 10,799,950	\$ 98,817,022

¹Includes State Trust Fund Loan

²Includes Clean Water Fund Loan in Years 2021 and 2022

SUMMARY OF 2020-2024 CAPITAL PROJECT PLANS

PROJECT #	PROJECT NAME	YEAR	ESTIMATED PROJECT	2020	2021	2022	2023	2024
			ESTIMATE					
2020	Street Reconstruction Projects	2020	6,250,000	6,250,000	-	-	-	-
2021	Street Reconstruction Projects	2021	3,696,000	-	3,696,000	-	-	-
2022	Street Reconstruction Projects	2022	6,234,000	-	-	6,234,000	-	-
2023	Street Reconstruction Projects	2023	3,995,000	-	-	-	3,995,000	-
2024	Street Reconstruction Projects	2024	5,199,000	-	-	-	-	5,199,000
Sub-Total Street Reconstruction			\$ 25,374,000	6,250,000	\$3,696,000	\$6,234,000	\$3,995,000	\$5,199,000
2020	Street Pavement Rehab Projects	2020	392,000	392,000	-	-	-	-
2021	Street Pavement Rehab Projects	2021	1,685,000	-	1,685,000	-	-	-
2022	Street Pavement Rehab Projects	2022	876,000	-	-	876,000	-	-
2023	Street Pavement Rehab Projects	2023	2,535,000	-	-	-	2,535,000	-
2024	Street Pavement Rehab Projects	2024	804,000	-	-	-	-	804,000
Sub-Total Pavement Rehab			\$6,292,000	392,000	\$1,685,000	\$ 876,000	\$2,535,000	\$ 804,000
206061	S. Thompson Road Reconstruction	2020	668,000	668,000	-	-	-	-
206070	Grand-Hoepker Intersection Expansion	2021	1,456,000	-	106,000	1,350,000	-	-
236020	Rattman-Main Traffic Signals	2023	328,350	-	-	-	328,350	-
246020	O'Keeffe-Leopold Traffic Signals	2024	372,114	-	-	-	-	372,114
Sub-Total Westside Traffic Improvement Plan			\$2,824,464	668,000	\$ 106,000	\$1,350,000	\$ 328,350	\$ 372,114
206052	N. Bristol Street Multi-use Path Replacement	2020	100,000	100,000	-	-	-	-
204008	Trail Connection Design	2020	42,000	42,000	-	-	-	-
206060	HAWK Pedestrian Crossing	2020	240,000	240,000	-	-	-	-
216051	Commercial Avenue Multi-use Path Replacement	2021	110,640	-	110,640	-	-	-
214009	Uplands-Carriage Hill Estates Park Trail Link	2021	87,000	-	87,000	-	-	-
234003	Sheehan Park - Scenic Point Trail Link	2023	250,000	-	-	-	250,000	-
216052	Grove Street Multi-Use Path Replacement	2022	190,980	-	-	-	-	190,980
224013	Willowbrook Park Trail Link	2022	86,000	-	-	-	-	86,000
226053	Sunny Valley Park Multi-Use Path Replacement	2022	30,000	-	-	-	-	30,000
Sub-Total Sidewalks/Bike Paths			\$1,136,620	382,000	\$ 197,640	\$ -	\$ 250,000	\$ 306,980
207101	Minivan	2020	-	-	-	-	-	-
207302	Hot Box Trailer	2020	35,000	35,000	-	-	-	-
207512	Assistant Chief of Police Vehicle	2020	49,500	49,500	-	-	-	-
207610	Fire SUV	2020	-	-	-	-	-	-
207403	Lawn Sweeper	2020	35,000	35,000	-	-	-	-
217301	Motor Grader	2021	300,000	-	300,000	-	-	-
217302	Wheeled End Loader	2021	255,000	-	255,000	-	-	-
217303	Flatbed Dump Truck with Plow	2021	55,000	-	55,000	-	-	-
227301	Wheeled End Loader with plow and wing	2022	262,650	-	-	262,650	-	-
227302	Patrol Truck	2022	241,000	-	-	241,000	-	-
227606	Ladder Truck Replacement	2022	1,600,000	-	-	800,000	800,000	-
Sub-Total Vehicles			\$2,833,150	119,500	\$ 610,000	\$1,303,650	\$ 800,000	\$ -

SUMMARY OF 2020-2024 CAPITAL PROJECT PLANS

PROJECT #	PROJECT NAME	ESTIMATED YEAR	PROJECT ESTIMATE	2020	2021	2022	2023	2024
202009	Vandenburg Heights Park Playground Repl.	2020	56,750	56,750	-	-	-	-
204007	Sunny Valley Park Playground Replacement	2020	31,000	31,000	-	-	-	-
204012	Sheehan East Park upper parking lot replacement	2020	63,500	63,500	-	-	-	-
204003	Reserve Plat Park Parking Lot	2022	120,000	-	-	120,000	-	-
214005	Grandview Park Playground Replacement	2021	32,000	-	32,000	-	-	-
214013	Birkinbine Playground Replacement	2021	28,000	-	28,000	-	-	-
224005	Pheasant Run Park Playground Replacement	2021	26,700	-	26,700	-	-	-
214006	Royal Oaks Park Playground Replacement	2022	40,000	-	-	40,000	-	-
224016	Stonehaven Park Playground Replacement	2022	38,500	-	-	38,500	-	-
224006	Cardinal Crest Park Playground Replacement	2023	33,500	-	-	-	33,500	-
232001	Memorial Park Playground Replacement	2023	31,750	-	-	-	31,750	-
232002	Glacier Crossing Playground Replacement	2023	25,000	-	-	-	25,000	-
234005	Sheehan East Park lower parking lot rehabilitation	2023	87,500	-	-	-	87,500	-
242003	Evergreen Park Playground Replacement	2024	43,500	-	-	-	-	43,500
242004	Misty Meadow Park Playground Replacement	2024	25,000	-	-	-	-	25,000
244005	Carriage Hills Park Parking lot rehabilitation	2024	37,700	-	-	-	-	37,700
164001	Skate Park Additions	2020	205,000	205,000	-	-	-	-
191707	Splash Pad & Restrooms	2023	525,000	525,000	-	-	-	-
204011	West Prairie Village Playground	2020	35,000	35,000	-	-	-	-
214003	Reserve Plat Dog Park Fencing	2021	40,000	-	40,000	-	-	-
214008	Reserve Subdivision Playground	2021	35,000	-	35,000	-	-	-
214011	Wetmore Park Shelter	2021	250,000	-	250,000	-	-	-
214012	West Prairie Village Shelter	2021	45,000	-	45,000	-	-	-
214015	Smith's Crossing (McCoy Addition) Playground	2021	35,000	-	35,000	-	-	-
224015	Smith's Crossing (McCoy Addition) Shelter	2022	45,000	-	-	45,000	-	-
224001	Reserve Plat Park Shelter	2022	325,000	-	-	325,000	-	-
224014	Habitat for Humanity Playground	2022	35,000	-	-	35,000	-	-
234004	Habitat for Humanity Shelter	2023	45,000	-	-	-	45,000	-
224008	Fox Point Multi-Use Court	2024	75,000	-	-	-	-	75,000
Sub-Total Park Improvements			\$2,415,400	\$ 916,250	\$ 491,700	\$ 603,500	\$ 222,750	\$ 181,200
171102	City Hall Bathroom Updates	2020	110,000	110,000	-	-	-	-
201012	Municipal Parking Lot Construction	2020	1,083,000	1,083,000	-	-	-	-
201104	Network Cabling Replacement Project	2020	200,000	200,000	-	-	-	-
201114	City Hall Breakroom Renovation	2020	37,000	37,000	-	-	-	-
202001	Record Management System	2020	82,000	82,000	-	-	-	-
211104	City Hall Elevator Modernization	2021	80,000	-	80,000	-	-	-
211106	2nd Floor Cubical Reconfiguration	2021	172,000	-	172,000	-	-	-
212002	EnerGov Software	2021	181,000	-	101,000	80,000	-	-
211203	WSCS Building LED Conversion	2021	150,000	-	150,000	-	-	-
231202	WSCS Building Flooring Replacement	2023	40,000	-	-	-	40,000	-
221602	Fire/EMS East Roof Replacement	2022	180,000	-	-	180,000	-	-
232003	Cardiac Monitors	2023	160,000	-	-	-	160,000	-
242001	Power Load Systems	2024	100,000	-	-	-	-	100,000
191305	Public Works Campus	2020	585,000	585,000	-	-	-	-
201508	Library Expansion	2020	10,992,000	992,000	-	10,000,000	-	-
201509	Teen Space Update	2020	50,730	50,730	-	-	-	-
212001	Automated Sorter Replacement	2021	107,600	-	107,600	-	-	-
Sub-Total Facilities			\$ 14,310,330	\$ 3,139,730	\$ 610,600	\$ 10,260,000	\$ 200,000	\$ 100,000

SUMMARY OF 2020-2024 CAPITAL PROJECT PLANS

PROJECT #	PROJECT NAME	ESTIMATED PROJECT		2020	2021	2022	2023	2024
		YEAR	ESTIMATE					
168101	Clearwater Reduction From Sewer System	2020	1,000,000	200,000	200,000	200,000	200,000	200,000
208104	Koshkonong Creek Dredging	2020	75,000	75,000	-	-	-	-
168102	Phosphorous Treatment and Plant Capacity Upgrades	2020	16,522,880	9,087,584	7,412,838	22,458	-	-
208101	Sewer TV Inspection Equipment & Software	2020	300,000	300,000	-	-	-	-
208102	Sewer Lateral Lining	2020	672,000	672,000	-	-	-	-
218136	Sewer Lateral Lining	2021	618,000	-	618,000	-	-	-
228107	Sewer Lateral Lining	2022	630,000	-	-	630,000	-	-
238104	Sewer Lateral Lining	2023	624,000	-	-	-	624,000	-
248104	Sewer Lateral Lining	2024	650,000	-	-	-	-	650,000
208103	Sewer Main Lining	2020	1,951,000	351,000	400,000	400,000	400,000	400,000
217704	Replace Flat Bed Truck and Hoist	2021	38,000	-	38,000	-	-	-
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	-	-	-
218135	Upgrade Shonas Lift Station	2021	90,000	-	90,000	-	-	-
228106	Replace Filter Building Heat/Venting System	2021	50,000	-	50,000	-	-	-
238102	Replace Heating/Venting System w/ Controls	2021	80,000	-	80,000	-	-	-
218101	Upgrade Hickory Grove Lift Station	2022	90,000	-	-	90,000	-	-
238101	Upgrade Business Park Lift Station	2023	60,000	-	-	-	60,000	-
218129	Replace Aeration Channel Blowers(3)	2024	75,000	-	-	-	-	75,000
218134	Replace 80 Kw Portable Generator	2024	35,000	-	-	-	-	35,000
248101	Upgrade Meadows Lift Station	2024	90,000	-	-	-	-	90,000
248102	Replacement of Sewer Jet/Vac Machine	2024	310,000	-	-	-	-	310,000
248103	Replacement of Truck w/ Topper	2024	25,000	-	-	-	-	25,000
Sub-Total WPCF			\$ 24,623,880	\$ 10,685,584	\$9,526,838	\$1,342,458	\$1,284,000	\$1,785,000
168530	NW Koshkonong Facility	2020	3,100,000	3,100,000	-	-	-	-
208530	S Koshkonong Facility	2020	500,000	500,000	-	-	-	-
208104	Koshkonong Creek Dredging	2020	425,000	425,000	-	-	-	-
198533	TID 12 Regional Stormwater Facility	2021	1,100,000	-	1,100,000	-	-	-
208534	Smith's Crossing - Pond Construction	2020	300,000	300,000	-	-	-	-
208533	TMDL - Water Quality Projects	2020	1,000,000	200,000	200,000	200,000	200,000	200,000
208531	Skid Steer Loader	2020	55,000	55,000	-	-	-	-
248501	Tractor	2024	215,000	-	-	-	-	215,000
Sub-Total Stormwater Utility			\$6,695,000	\$ 4,580,000	\$1,300,000	\$ 200,000	\$ 200,000	\$ 415,000

APPENDIX E: FORECAST OF REVENUE & EXPENDITURES

APPENDIX E: FORECAST OF REVENUE & EXPENDITURES

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%.

	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.

APPENDIX E: FORECAST OF REVENUE & EXPENDITURES

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%

APPENDIX E: FORECAST OF REVENUE & EXPENDITURES

DEBT SERVICE FUND

A review of the Five-Year Capital Improvement Plan (CIP), debt associated with the CIP, and projected city growth indicates the city is likely to maintain its bond rating of Aa2 for the next five years.

Wisconsin State Statutes require that the city's total general obligation debt may not exceed 5% of the equalized value of taxable property. The 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

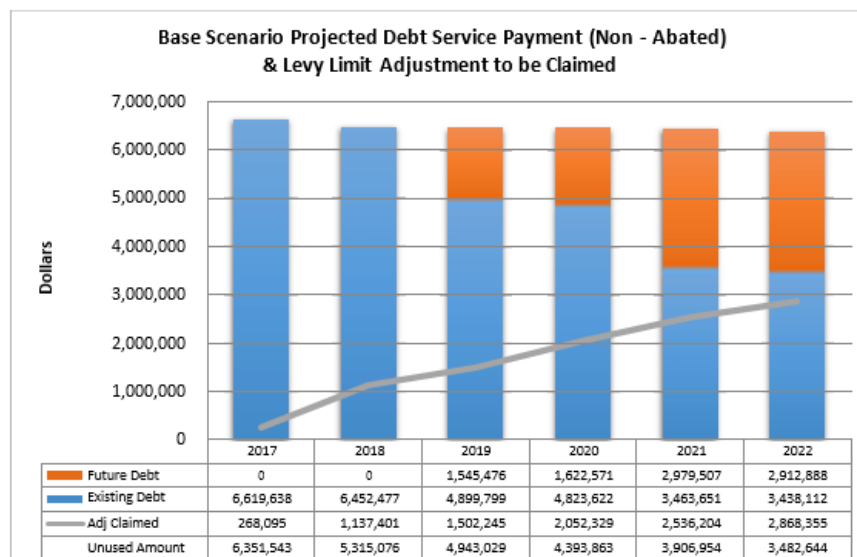
YEAR	COMB EXIST & NEW PRINCIPLE	% OF LIMIT	RESIDUAL CAPACITY
2017*	58,836,919	38.32%	90,398,466
2018	72,393,567	47.07%	81,403,711
2019	73,847,767	46.59%	84,650,854
2020	75,437,246	46.18%	87,906,430
2021	73,835,001	43.86%	94,501,836
2022	73,136,034	42.16%	100,346,598

* 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.



APPENDIX F: THREE-YEAR WORK PLAN

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APPENDIX F: THREE-YEAR WORK PLAN

Source Document: <https://cityofsunprairie.com/DocumentCenter/View/9846/2019-2022-Council-and-Mayor-Strategic-Plan?bidId>

WORK PLAN BACKGROUND AND PURPOSE

In May of 2019, the Sun Prairie City Council and Mayor outlined eight focus areas to achieve their community vision. These eight areas provide policy direction across a broad array of issues and a pathway to meet the Council's short and long-term objectives through targeted strategies, key projects and initiatives.

Strategic plans are living documents, ever evolving with stakeholder input, emerging community and organizational needs, and changing policy direction.

MAYOR AND COUNCIL VISION FOR 2035

In 2035, Sun Prairie is a warm, vibrant community with residents who call it a great place to live. We are noted for many strong attributes and a willingness to invest in our community to ensure it remains a desirable place to live, raise a family, work, and do business for many years to come.

Sun Prairie is noted for its high quality public education. A broad array of schools across the city with passionate, committed teachers and staff that develop youth who are confident and ready for the next chapter in their lives, whether that be postsecondary education or joining the workforce.

Everyone has a place to live and prosper in the City of Sun Prairie. Neighborhoods are supported by libraries, schools, parks, public spaces, and retail services. Community groups within our neighborhoods encourage people to participate so they feel they are living in a neighborhood of two thousand, not a city of forty thousand, resulting in a warm and welcome feeling.

Our city promotes inclusion by bringing all residents together. As a result, people know they are welcome here and feel they have a place in our community. All people in our community feel a sense of belonging and know that they are safe wherever they go.

Sun Prairie draws strength from its youth and families. We are known in our region as a leader in the coordination of support for families and youth so that they can grow in our community.

Sun Prairie provides a foundation for healthy, happy lives for its residents by offering a broad array of social, cultural, community, and recreational opportunities. The city has a strong commitment to high quality amenities and there will be new and exciting innovations in the years ahead.

The economy in Sun Prairie evolves as technology and the markets change. It is resilient and diversified, responding positively to disruptive technologies and business cycle downturns. Innovative technology creates new products and employment opportunities located in the City.

Sun Prairie is known as a "green" community. We put great effort into minimizing our impact on our environment for both the long and short term and take many steps to make this possible. We reduce the use of fossil fuels and have a public utility focused on renewable energy. Our community is committed to recycling and embraces the opportunity to limit disposables. In our planning efforts, we avoid urban sprawl by encouraging density and responsibly managing our finite resources.

People move throughout the city with ease on foot and bikes, and in cars, taxis, and public transportation. Residents move beyond Sun Prairie using an integrated regional bus and train system. Transportation options are available and affordable for individuals of all incomes and abilities.

In Sun Prairie, public streets, sidewalks, buildings, park spaces, utilities, and community center are supported to maintain high quality services to residents. Existing assets are well maintained and new infrastructure is continually developed to meet the needs of a growing and changing community. Talented, responsive City employees provide high quality services to our community.

We, the City Council, lead the planning for the future. We are committed to engaging and inspiring our community to support this vision and working collaboratively to achieve our goals.

FOCUS AREAS

To achieve our vision, we will use these focus areas to guide our day-to-day work and in our long-term planning:

Housing and Neighborhoods

Sun Prairie is a place of vibrant and robust neighborhoods made up of housing with options for all with options at all price ranges for those that desire to rent or own.

Downtown and Central Corridor Vibrancy

Our Downtown and Central Corridor is a bustling place with entertainment, dining, housing, and cultural opportunities. This area has restaurants, breweries, and music venues that host active entertainment day and night. Downtown is easy to get to by bike, car, foot, bus, ride-sharing, taxi, or train.

Dynamic Economy

Sun Prairie is the home of many cutting-edge businesses applying innovative practices and technology to bring new and exciting products to the market every day. These businesses employ many highly skilled, highly paid Sun Prairie residents.

Complete Transportation Network

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. The City has multiple alternatives for travel including pedestrian walkways, biking lanes, and mass transit.

Human Services

The community offers a wide range of human services to assist residents to live to their full potential.

Sustainable Sun Prairie

Sustainability is a community aspiration. It includes City government, which demonstrates leadership in sustainable practices through promotion, education, and incentives to move our community toward locally produced solar, wind, and geothermal energy.

Quality City Services

City services are efficient, friendly, and competent. In addition to maintaining roads, water, sanitary sewer, storm sewer, electric infrastructure, sidewalks, bike paths, we anticipate future needs.

Employer of Choice

In Sun Prairie, our City employees are essential to our success. We have excellent public services which can only be provided by dedicated and talented staff. City leadership is committed to providing an excellent salary and benefit package

HOUSING AND NEIGHBORHOODS

Sun Prairie is a place of vibrant and robust neighborhoods made up of housing with options for all. There are options in all price ranges for those that desire to rent or own. If you work in Sun Prairie, there is housing affordable for you. Public resources are invested to produce housing for people of limited resources. We have housing options for all phases of life. Housing is designed to accommodate all abilities. People who come into our city have the opportunity to put down roots and grow with our community. The neighborhood association network is strong, affording new residents opportunities to connect with neighbors and the greater city.

Priority 1: Implement the housing recommendations from the Comprehensive Plan, specifically those related to affordable housing.

Like the Dane County region as a whole, housing prices in Sun Prairie have been rising rapidly in recent years, and they continue to rise faster than household incomes. As noted in the City's Comprehensive Plan, there is a particular shortage of affordable housing units. Employers are concerned that the lack of affordable housing is limiting local workforce availability. The need to understand the nature of the housing market and existing conditions is critical to developing a strategy to address housing needs. A detailed housing needs assessment will provide the framework and baseline data for the development of an effective affordable housing strategy.

Action Items:

- Work toward completing goals, policies and actions as identified in the Housing Chapter of the Comprehensive Plan. Consider new data as it becomes available
- Amend City ordinance to designate the Community Development Authority (CDA) as the Sun Prairie Housing Authority. Membership on the CDA may need adjustments to ensure adequate housing expertise. The creation of a housing subcommittee working under the CDA should be considered

- Hire a consultant to conduct a Housing Needs Assessment [Housing Study] (e.g. collect and review data on: housing stock supply, age, type, lifestyle/special needs, costs and neighborhood desirability, current and projected market conditions, identify underserved populations/socioeconomic groups, etc.)
- Work with WHEDA, Dane County CDBG, and other housing programs to leverage funding resources for qualified projects as determined in the Plan
- Engage the Chamber's Workforce Housing group as a partner to implement the Strategic Housing Plan and engage the business community in the conversation about housing
- Solicit and encourage qualified developers to rehab and construct new appropriate housing options consistent with the Strategic Housing goals
- Update and evaluate market data on a regular basis to ensure housing goals and priorities remain relevant and address the needs of the community
- Based upon results of Housing Needs Assessment, develop scope of work/priorities for the preparation of a Strategic Housing Plan. Such a plan might include:
 - Establish an Affordable Housing Fund
 - Identify potential sites/districts that would be appropriate for workforce housing (e.g. near employment centers, public transportation corridors, etc.)
- Implement strategies recommended in the Comprehensive Plan for increased density and diversity of housing types within typical residential neighborhoods, including the allowance of accessory dwelling units
- Develop and implement a community information strategy to educate and inform residents of housing needs and market conditions in the community, specifically aimed at addressing misconceptions and misinformation within the community about housing issues

Priority 2: Create a platform on the City's website for neighborhood associations to increase communication between residents, neighborhood associations and the City.

Several neighborhoods within the City have active neighborhood associations that perform various functions and provide benefits to neighborhood residents. Activities range from enforcing neighborhood covenants to organizing block parties and hosting social media sites. However, there is currently no organized effort in Sun Prairie to recognize or support such associations or to utilize these groups to disseminate information to residents.

Strong and active neighborhood associations provide many benefits to both neighborhood residents and City officials. In addition to encouraging more interaction between neighbors and creating stronger ties within neighborhoods, an organized effort to identify and formalize neighborhood associations within the City can increase communication and engagement with citizens. This effort could begin as a simple process to give an opportunity for neighborhood associations to provide contact information on the City website. Over time, it has the potential to grow into a more robust program that could help increase citizen participation in city activities such as planning processes and development/infrastructure decisions, or increase awareness of social services that are available to neighborhood residents.

Action Items:

- Develop a page on the City's website that includes a map of the City and boundaries of known neighborhoods where active associations exist, and that can be used to list contact information for such associations. Neighborhoods could also post links to social media pages or websites that they may host on behalf of their neighborhoods
- Assign a staff member (and designate a back-up staff member) to be the liaison for neighborhood associations. Said staff member would be responsible for updating the web page as new associations are created or updates to contact information are reported by existing associations
- Reach out to known associations to build the initial web page. Prepare a press release and social media posts when the page goes live to notify others that either already have such an association and want to participate, or that may be interested in creating one
- Maintain and update the website as new information is available. Reach out to neighborhood contacts annually to ensure that information remains up to date and accurate
- Disseminate information regularly to neighborhood contacts, such as the Clock Tower News, newsflashes, press releases, notices of upcoming meetings or hearings, new POLCO questions, and general information to be distributed to the public or to targeted neighborhoods
- Create FAQ or links to other City web pages from the neighborhood association page to serve as a portal for neighborhood residents to find information they may be seeking. Examples include links to refuse/recycling collection schedules, yard waste and brush collections, the City meeting calendar, elected official contact information, permit requirements for fences or other common improvements, etc. Links to other agencies that provide key social services could also be provided
- Over time, consider a creating dedicated staff position to support neighborhood association activities, such as organizing meetings, preparing neighborhood newsletters, organizing volunteer efforts within neighborhoods, assisting with efforts to provide neighborhood identification signage or other neighborhood improvements, etc.

Priority 3: Amend the zoning and subdivision chapters of the Municipal Code to implement the housing chapter and sustainability goals within the Comprehensive Plan.

The City's current zoning ordinance is over thirty years old, having been adopted in 1989. The City is in the process of updating its Comprehensive Plan, with an expected completion date of August 2019.

The updated Comprehensive Plan includes policies related to housing and sustainable practices that are not addressed in the City's current zoning ordinance. In addition, several state legislative changes have been implemented in the last few years, along with significant case law outcomes that require amending several sections of the subdivision and zoning codes for the purpose of compliance with new state laws. In order to implement the policies of the updated Comprehensive Plan and state legislative changes, an ordinance re-write will be required.

Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will most likely need to be retained in order to accomplish the ordinance updates within the three year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan recommendations regarding updating the City's
- zoning and subdivision ordinances
- Create scope of services statement in order to get an accurate estimate of cost of services
- Create a budget initiative to hire a consultant to draft a new zoning and subdivision ordinance
- Create and issue RFP
- Review RFP submissions
- Accept a contract for service, determine public engage sessions, and adoption schedule
- Work with consultant to draft new zoning and subdivision ordinances; review potential outcome of housing study and its impact on the need to further amend the zoning and subdivision code
- Review at Planning Commission
- Approval at City Council

DOWNTOWN AND CENTRAL CORRIDOR VIBRANCY

Our Downtown and Central Corridor is a bustling place with entertainment, dining, housing, and cultural opportunities. This area has restaurants, breweries, and music venues that host active entertainment day and night. Downtown is easy to get to by bike, car, foot, bus, ride-sharing, taxi, or train.

There are many people living in downtown and throughout the central corridor. The historic character of downtown remains, while offering modern amenities. The breadth of retail and personal services offer great options for folks visiting and living in Sun Prairie. Residents are young and old and reflect many cultures and ethnicities. Some folks live and work right in the area. It's great to listen to music in outdoor public spaces. Downtown, including Ashley Field, are destinations, hosting a wide variety of community, cultural, sports, and entertainment events.

Priority 1: Complete and implement redevelopment of Main and Bristol Plan to attract businesses and people Downtown.

The City is currently in the process of developing a vision and implementation strategy for the Main and Bristol area. That strategy will include action steps to guide redevelopment of the area, including businesses of interest for city residents.

Action Items:

- Issue RFQ and select consultant/establish project steering committee
- Negotiate scope of work and organize process
- Begin community engagement plan
- Consultant prepares a 'State of the Area' report, as well as concept plans for consideration by community
- Evaluation of concepts in a public forum – receive input
- Consultant refines concepts to develop recommended plan and prepares implementation strategy
- Conduct public evaluation and comments on plan and strategy
- Planning Commission and Council consider/adopt plan

- Main and Bristol Plan implementation is likely to extend beyond a 3-year implementation and will require development of an updated action plan
- Implementation of recommended plan; tasks likely to include:
 - Create or amend TIF district
 - Consideration of property acquisition (if recommended by plan)
 - Explore potential funding sources to assist with redevelopment
 - Consider SPU relocation — costs, timing, etc. (see Downtown and Central
 - Corridor Vibrancy Priority #3a)
 - Coordinate with SPASD on Ashley Field plaza plans
 - Consider Lane Street-Ashley Field-Commercial Avenue bike connection

Priority 2a: Identify and plan for redevelopment of the Public Works site. Plan for new campus on the Southside.

The existing Public Works site is undersized, land-locked, and does not provide adequate facilities for staff. The existing lot has potential for downtown redevelopment. The city owns land on Bailey Road that could be developed for a Public Services campus to house all departments in one cohesive location (e.g. Public Works, Engineering, GIS, Wastewater, and Fleet).

This move would create efficiencies by sharing staff and resources, as well as address the space needs in City Hall and the current Public Works facility. The parcel on Bailey Road also has space for a bus storage facility for Madison Metro. Building a bus facility in Sun Prairie could allow Metro to begin additional bus routes in the City at an earlier date. This would help to achieve Transportation Priority #2 at an earlier date.

Action Items:

- PW, ENG, GIS have completed a needs assessment, SPU has initiated a needs assessment, and Transportation Planner is working on a Metro needs assessment
- PW, ENG, GIS, SPU, WWTP and Madison Metro work on coordination of layout, efficiencies, and shared resources to provide guidance for overall conceptual design.
 - Include proposal for master plan cost in 2020 budget
 - If approved, prepare RFP for Master Plan
- Staff to review Consultant options and provide a recommendation on option and cost estimate
- Seek Council action to review and approve bid to create Master Plan including overall site plan options and cost estimates
- Seek Council action to review and approve:
 - Site Plan Options (SPU? Bus barn? Other city departments?)
 - Allocation of funding to exceed debt policy
 - Timeline of construction
- Seek Council action to review and approve:
 - Solicit bids for final design consultant
 - Solicit bids for construction contract
 - Inclusion in 2021 budget at the earliest

Priority 2b: Identify and plan for redevelopment of the Public Works site. Develop a plan for re-use of the site.

The City's Public Works facility is currently located in aging facilities in the downtown. Land has been purchased on Bailey Road to consolidate all public service uses to one campus.

When the consolidation of these facilities occurs, the downtown site will be available for redevelopment. It is unlikely that a high-end user will be attracted to this site as long as the factory is located on the adjacent parcel. Consider an interim use (e.g. potential business incubator, indoor market, recreation facility) for the site until a high-end user can be attracted.

Action Items:

- Confirm feasibility of relocation of facility
- Engage Washington Mills regarding their short-term and long-term plans for their facility/site
- Consider interim use of Public Works buildings until Washington Mills leaves downtown. Ideas include:
 - Business incubator/makerspace facility
 - Temporary bus garage
 - Sports/community space
 - Public market space
- Ensure that this property is included in new TIF (see Main-Bristol Plan)
- If a new Downtown Plan or amendments to the existing plan are considered, update future land use plan for this parcel.
- When ready for redevelopment:
- Issue RFQ and review RFQ Applications
- Hire Consultant
- Create scope of work with Consultant
- Complete phase 1 and any necessary environmental investigation
- Public Works facility implementation is likely to extend beyond the 3-year implementation window, and will require development of an updated action plan

Priority 3a: Partner with Sun Prairie Utilities for the planning and upgrading of facilities, which may include a change in location.

The existing Sun Prairie Utilities site is undersized and land-locked. The existing lot is attractive for new businesses and the City owns land south of the existing site for transition to a Public Services campus to house all departments in one cohesive location. This move could create efficiencies by sharing staff and other resources, as well as address the space needs at SPU.

Action Items:

- Public Works, Engineering and GIS has completed a needs assessment, SPU has
- initiated a needs assessment, and Transportation Planner is working on Metro needs assessment
- Public Works, Engineering, GIS, SPU, WWTP and Madison Metro coordination on layout, efficiencies, shared resources to provide guidance for overall conceptual design
 - Inclusion of proposal for master plan cost in 2020 budget
 - If approved, prepare RFP for Master Plan
- Staff to review Consultant options and provide a recommendation on option and cost estimate
- Seek Council action to review and approve approval of bid to create Master Plan including overall site plan options and cost estimates

- Seek Council action to review and approve:
 - Site Plan Options (SPU? Bus barn? Other city departments?)
 - Allocation of funding to exceed debt policy
 - Timeline of construction
- Seek Council action to review and approve:
 - Solicit bids for final design consultant
 - Solicit bids for construction contract
 - Inclusion in 2021 budget at the earliest

Priority 3b: Identify and plan for the redevelopment of Sun Prairie Utilities. Develop a plan for potential re-use of the site.

The current Sun Prairie Utilities facility is located adjacent to the Main and Bristol planning area. Sun Prairie Utilities is nearing capacity and may need to expand in the near future. Strategies for the redevelopment of this site will likely be included in the Main and Bristol plan. Implement that plan upon adoption

Action Items:

- Engage Downtown Steering Committee to guide re-use/redevelopment process
- Review SPU facilities study and Downtown Redevelopment Plan
- Engage SPU regarding their short-term and long-term plans for their facility/site
- Ensure that this property is included in new TIF (see Main-Bristol plan)
- Determine whether to consolidate and purchase/sell adjacent properties
- Complete site due diligence
- Evaluate Main-Bristol Plan when completed for implementation strategies

Priority 4: Conduct a downtown parking study to determine the nature of the parking problem and strategies for improvement.

We have received feedback that the commercial and residential growth downtown has placed a strain on availability of parking. This issue needs to be studied to determine whether additional downtown parking is needed, parking management strategies need to be implemented, or other potential solutions need to be explored.

Action Items:

- Update downtown parking utilization study to determine if there is a parking
- inventory problem or an identification/management problem
- Analyze results of study and present results to Plan Commission and Council
 - Present results to PC and COW and get direction (staff feels that a combined approach will be needed)
- Conduct analysis of existing conditions
 - Walkability study
 - Survey business owners and patrons of businesses
 - Land use information
 - Business operation (hours, website)
 - Assess parking regulations
- Identify a Parking Management strategy, which may include:

- Identify solutions so customers can better find available parking at peak times and navigate around downtown (wayfinding)
- Investigate demand management/ITS solutions, which could involve paid parking and enhanced enforcement
- Prepare budget initiative(s) to implement above strategies
- Communication strategies to educate on parking availability between the City, businesses and Chamber
- Implement the Parking Inventory strategy:
 - Review outcome of Main-Bristol Visioning and Redevelopment
 - Complete purchase of 117 Columbus and implement 2020 CIP project to expand parking behind 200 block of Main
 - Continue to monitor opportunities for land acquisition to expand parking
 - inventory over time
 - Update the Downtown Revitalization Plan as recommended in the Comprehensive Plan
 - Account for BID initiatives to include sidewalk café/restaurant seating, including bump outs
 - Possible ordinance amendments to refine and update parking regulations

Priority 5: Partner with the Sun Prairie School District to convert Ashley Field to a community entertainment and recreation destination.

A spring 2019 approved referendum included renovation of Ashley Field/Prairie Phoenix Academy area, which could support community events and entertainment for both residents and visitors. Since the area is in close proximity to the Downtown, coordination with the Main-Bristol Redevelopment plan is important. While this is a SPASD project, the City can provide assistance with planning, programming, and funding the plaza portion of the Ashley Field complex.

Action Items:

- Study progress of downtown redevelopment plan begun by Lakota Group
- Meet with SPASD to determine goals and needs for entertainment complex and determine rationale for referendum
- Based on outcome of meeting and Main-Bristol Plan recommendations, determine next steps and feasibility and liability of partnering on this project
- Establish vision and desired function for the plaza space. Discuss connections with downtown and synergies with Main-Bristol plan
- Prepare concept plans for consideration by City and SPASD. Discuss potential funding sources and partnerships. Investigate grant funding sources
- If TIF is intended funding source, review feasibility with Finance and Ehlers
- Conduct public review of concepts to gather feedback. Receive direction from City and SPASD on desired outcome and funding
- Develop design and cost estimates (Planning/Engineering collaboration or hire consultant for design?)
- Publicly bid project and award construction contract

Priority 6: Update the Downtown Revitalization Plan, with an eye toward identifying properties for future redevelopment.

While there have been ongoing redevelopment opportunities identified in the downtown area, several properties remain under private ownership that may create barriers to redevelopment. Control of properties by the City or SPASD should be considered to eliminate barriers to redevelopment.

Action Items:

- Clarify the area to be identified as “Downtown” for this effort (to include Ashley Field)
- Establish a joint planning team of City and School District staff to evaluate potential linkages and connections between Ashley Field and Downtown. Joint planning team define roles and responsibilities of each entity
- Consider including this area in the TIF overlay

DYNAMIC ECONOMY

Sun Prairie is the home of many cutting-edge businesses applying innovative practices and technology to bring new and exciting products to the market every day. These businesses employ many highly skilled, highly paid Sun Prairie residents. In addition, Sun Prairie is home to people who work for companies that are physically located all across the country and world. These employees work from their homes and are supported by local state of the art communication technology. There are maker and incubator spaces which support entrepreneurs whose businesses grow into employers in our community that provide career opportunities for residents. The robust nature of the Sun Prairie business community allows our local economy to thrive, even as new technologies disrupt markets and the business environment changes.

Priority 1: Revise/Refresh our economic development strategy to ensure that we have a diverse economy.

The City’s economic development strategy was formally adopted in 2008, but is being considered again as part of the Comprehensive Plan update. The identification of target sectors allows the city to prioritize and focus economic development efforts. As the City actively markets industrial and commercial areas of the City, identification of target sectors allows the City to pursue compatible projects and relevant supporting infrastructure. Evaluation of target sectors needs to be done in the context of other City and regional priorities, such as housing, transportation, utilities, land use, etc.

Action Items:

- Define and formalize partnerships and roles with other economic development organizations including but not limited to: Chamber, Higher Education Institutes, MadREP, DWD, and WEDC
- Update list of target sectors based upon quality of job opportunities, wage rates, consistencies with other uses within the City, ability to serve the property with infrastructure, cost benefit analysis types of businesses and location of projects
- Develop business retention and recruitment strategies by sector. Plan to complete business retention surveys for top 25 employers
- Update the directory of technical and financial resources on the city website

- Evaluate and inventory the current entrepreneurial support ecosystem and identify gaps in service in the City. Find partnerships to create and support entrepreneurial activities through the City while enacting best practices from other organizations.
- Conduct feasibility study for a potential business incubator project
- Define and formalize a joint plan that defines the City and school district’s role in economic and workforce development including identifying areas for collaboration.

Priority 2: Improve the marketability on the City’s development opportunities with an emphasis on the City’s Business Park expansion area.

The City has purchased land to provide an opportunity for business park expansion. City staff should determine to what extent planning, site investigation, and/or public infrastructure needs to occur to attract potential developers. This may include some level of site certification to increase the marketability of this land, gain tax base, and increase jobs within the city.

Action Items:

- Develop a formal marketing strategy for the Business Park expansion area
- Contract with a qualified Industrial Real Estate Broker to formally list and market properties
- Develop Master Plan for expansion area to include land division, lot size, major infrastructure capacities and locations, arterial and major collector road location, storm water design and location, current and future sanitary capacity study, and electric utility service (including possible relocation of ATC poles) to accelerate development readiness. To include a possible Phase I Plan with flexible lot size development options. Work with the Community Development Authority to vet options and evaluate feasibility
- Pursue Gold Shovel certification through MadREP
- Recommend similar procedures for other City owned properties and in other key development areas

Priority 3: Develop and maintain a positive and recognizable brand for the City of Sun Prairie, including but not limited to updating signage in the Business Park and elsewhere in the community.

Rather than addressing this as a stand-alone priority, any update of Business Park signage should be considered as part of a larger branding effort for the City. Both staff and Council have identified several needs that could be directly impacted by or tied to the City’s overall vision and economic development strategy. This could include but is not limited to environmental sustainability, cultural diversity, and economic stability. Up until this point, a clear vision has not been previously defined. A community brand is more about communicating this vision than simply creating a new logo. If done well, the community brand can help unify, coordinate, prioritize the City’s objectives, and foster a greater sense of civic pride.

In a time when there are plenty of factors that can be used to divide the City, a branding effort (and the vision it is based on) has the potential to unify the City. The City has the opportunity to make the community brand and messaging more consistent and effective. There are multiple examples of signage and infrastructure that have not evolved with the

City's expansion. Staff has noticed inconsistencies of branding within the City itself.

Once defined, the community brand can be used to convey the vision through signage, logos, and other identifiers. Employ marketing strategies that communicate and increase awareness of what the City of Sun Prairie has to offer residents and visitors, encourages community engagement, and promotes visits and overnight stays.

Action Items:

- Staff to establish scope of branding effort based on Council's adopted vision; Council to approve (e.g. evaluate current brand, establish branding scope: business park signage only, City only, Community-wide, etc.)
- Hire a marketing, branding, and design consultant to assist with establishing a work plan with process to include working with:
 - All City department managers
 - A Steering Committee of Community Stakeholders
 - Focus groups as needed
- Community Stakeholders may include but are not limited to the following: BID, Tourism, the Chamber, SPASD, Prairie Lakes, etc. Define various audiences that would make up Focus Groups, which would serve as a public engagement strategy to regularly get feedback and ideas throughout. Focus Group including but not limited to: residents, visitors, neighborhood associations, and business recruitment and retention, etc.
- Coordinate all efforts with the communication priorities of the Strategic Plan; deploy messaging as a coordinated effort with Communications Coordinator activities
- Establish budgets and schedule for roll out of the new community brand
- Encourage the consistent use of the City of Sun Prairie's brand throughout the community
- Work with a consultant to conduct a branding process that will:
- Further refine and incorporate key City values and targeted message into the future branding effort (e.g. sustainability, diversity, etc.)
- Identify and incorporate other known brand efforts into a coordinated plan, including the Comprehensive Plan, neighborhood associations, Central
- Main Street Corridor plan, and Regional efforts. An example of Regional
- efforts includes the integration of requirements that Dane County imposes for Bicycle Trail signs, which impacts the eligibility of receiving grant funds
- Identify the most effective means to deploy the brand (examples: logos, signage, colors, vehicles, clothing, other partners, etc.) especially those areas that are older and need to be updated
- Strategies include, but are not limited to the creation of a style guide including logo creation and usage, and messaging; advertising and promotion, a signage plan standards and recognizable signage campaign, and a social media campaign. Website, targeted print, community events, and media events
- Signage plan should include: community entry point signs, wayfinding, business park entry point signs, etc.
- Revisit the need for a registered trademark for the City's logo

COMPLETE TRANSPORTATION NETWORK

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

Priority 1: Connect all neighborhoods to fixed- route transit service.

The City currently has a demand-responsive shared-ride taxi system that provides high-quality door-through-door service, ideal for elderly and disabled residents. However, this type of service is less desirable for moving large numbers of residents, since it does not operate on fixed routes and, at times of peak demand, can be unreliable.

Further, the service provides only limited regional connectivity and it is more expensive than fixed-route alternatives. In 2019, the City is implementing its first fixed route bus service – an express commuter route to downtown Madison. The initial service does not provide access to all neighborhoods, particularly those most in need of service. Providing city-wide bus service and supporting active transportation connections would ensure that all residents have access the transit system.

Action Items:

- Continue to implement Priority #3: Implement the multimodal transportation
- recommendations of the Comprehensive Plan, which fills gaps within the active transportation network. Bus stops cannot be located in areas without ADA-
- accessible boarding pads/load zones, therefore pedestrian connectivity is necessary for a full implementation of bus service within the community
- Continue to implement commuter bus service. This process includes determining
- the viability of a unified fare program that integrates the shared ride taxi with the Metro system as a short-term stopgap solution for local transit service
- Work with the Madison Area Transportation Planning Board (MATPB) to develop a scientific survey to determine local fixed-route transit needs within the City of Sun Prairie
- Apply for WisDOT planning grant to cover 80% of cost of conducting scientific survey, submit budget amendment to council to cover cost of survey
- Hire a consultant to conduct scientific survey of transit needs within community
- Collaborate with Metro and MATPB to synthesize results of scientific survey to
- develop conceptual local bus routes that interface with existing commuter bus service
- Work with Communications & Diversity Strategist to develop a scope of work for public engagement process
- Conduct intensive public engagement with Metro Transit and MATPB to ensure that conceptual routes meet the needs of residents, including:
 - Bus tours

- Multiple engagement meetings within neighborhoods
 - Creation of an online engagement strategy and tool to gather input
- Adjust conceptual routes based on feedback gathered from the public engagement process and work with Metro to determine cost of providing service
- Work with Metro to determine when buses may become available for service
- Present and gain approval of conceptual routes by appropriate bodies. Identify and request funding once buses are available

Priority 2: Explore opportunities for bus storage in Sun Prairie to expedite the provision of local bus service in the community.

Communities that are served by Metro Transit are required to pay a “local share” for transit service. As bus service is expanded in Sun Prairie, our budget will need adjustment to account for this. In addition, there will be miscellaneous operational expenses required to support this service. At the same time, limitations at its existing bus storage and maintenance facility are restricting Metro’s ability to provide buses to support expansion in Sun Prairie.

City staff has been engaging Metro Transit staff in discussions regarding the potential of storing/maintaining vehicles in Sun Prairie as a means of potentially reducing the City’s cost of expanded service. At this time, Metro has made it clear that their preferred option for addressing storage issues is pursuing a Metro-owned facility at the former Oscar Mayer site. As a result, large-scale storage of buses in Sun Prairie unlikely to come to fruition until such a time in which the Oscar Mayer site is eliminated as an alternative. However, Metro has indicated that it may be possible to store buses serving Sun Prairie local routes within the City, regardless of the outcome at the Oscar Mayer site. This would reduce the “dead-head” time of each route by approximately 30 minutes, saving the community time and money on each route.

Action Items:

- Develop an interagency staff team consisting of Metro Transit, City of Madison, and City of Sun Prairie
- Determine the types of services Sun Prairie can provide to Metro Transit (i.e. bus storage, maintenance facility, fueling station) to determine synergies and efficiencies with other business needs
- Gain approval from Sun Prairie City Council and Madison City Council to pursue a co-located bus storage/maintenance facility
- Work with City staff and Metro Transit to ensure bus storage area is well integrated into City facilities and Metro’s needs are met

Priority 3: Implement key multimodal transportation recommendations outlined in the Comprehensive Plan.

The City’s Comprehensive Plan prioritizes the need to fill gaps in the bike and pedestrian network. Some key multimodal transportation recommendations outlined in the Comprehensive Plan include:

1. Adopt sidewalk policy as ordinance
2. Adopt on-street bicycle facility policy as ordinance
3. Develop an Active Transportation Plan that identifies and prioritizes gaps in the bicycle and pedestrian transportation networks and provides guidance on wayfinding signage and support infrastructure. This plan would address the recommendation for complete streets.

The City does not currently have an active transportation plan to aid in the prioritization and implementation of these needs. Recommendations #1-3 should be undertaken as quickly as possible following the adoption of the Comprehensive Plan to act as a stop-gap until the adoption of an Active Transportation Plan.

Action Items:

- Immediately following adoption of the comprehensive plan:
 - Adopt sidewalk policy as ordinance
 - Adopt on-street bicycle facility policy as ordinance
- Evaluate and restructure transportation-related commission, committees, and subcommittees to better support the inclusion and implementation of multimodal transportation recommendations into decision-making processes regarding capital improvements, new development, and redevelopment
- Apply for grant for the development of an active transportation plan
- Prepare budget initiative to fund the local share of the plan
- Prepare and issue RFP for active transportation plan. Select consultant
- Establish steering committee to guide planning process if transportation-related committees are not restructured
- Work with consultant to conduct planning process including:
 - Identify gaps in the existing bicycle and pedestrian network
 - Identify the locations and types of infrastructure and equipment necessary to support cycling in the community
 - Identify best practices for facility design and key pedestrian enhancements
 - Identify preferred routes through community
 - Develop wayfinding signage preferences
 - Conduct a public engagement process and develop implementation strategy and prioritize improvements
 - Establish performance measures
 - Creates a complete streets policy for the city
- Present and gain approval of the final plan from appropriate Commissions, Committees, and the City Council
- Implement the active transportation plan, including:
 - Adopting recommended ordinance changes
 - Modifying development review practices as identified
 - Restructuring committees and commissions as recommended (if step #3 is not implemented)
 - Applying for grants to aid in implementation
 - Revising budgeting practices/criteria to aid in plan implementation

Priority 4: Adopt and implement a complete streets program as outlined in the Comprehensive Plan.

As the City’s focus all modes of transportation, we need to design city infrastructure to include access to all modes of traffic. This design is important to complete now as streets are built to last up to 50 years. During this design, staff should research and try to implement “green” technologies for sustainability. Official mapping and policies of sidewalks, bike paths, bus routes, etc. will be vital in the implementation of the complete streets program.

Action Items:

- Hire consultant, develop criteria and design standards, work towards creating Official Maps
- Acquire consultant to conduct research
 - Review what has been done in other municipalities on ordinance/policy language and maps
 - Provide recommendations on how to adopt a comprehensive complete streets program
- Establish a committee of stakeholders within bike/pedestrian, transit, streets, maintenance, planning, engineering to:
 - Evaluate the research and work towards creation of draft ordinance/policy and map needs for all modes of transportation
 - Committee shall review work of the Consultant and provide oversight and guidance to the process
- Consider impacts of Parking, traffic calming, connectivity, on-street bike lanes, and create matrix of issues to consider to include safety, traffic calming and multimodal transportation
- Provide a mechanism for Citizen input to include:
 - Present official map and draft cross sections for public input and comment
 - Provide for flexibility in the process

Priority 5: Determine and implement a strategy to investigate other options in technology to provide transit services.

The pending Comprehensive Plan instructs staff to monitor upcoming transportation technologies as they become available. It is recommended that the staff manage the Council's Interest in this as part of the plan as opposed to making it a priority that requires a separate action plan.

HUMAN SERVICES

The community offers a wide range of human services to assist residents to live to their full potential. There are programs that assure people not only survive but thrive.

Among our many service providers and organizations are our libraries, Boys and Girls Club, YMCA, Sunshine Place, Community Schools, Colonial Club, as well as medical clinics, hospitals and other services that help people form relationships, address problems, and get their needs met. The city is a center for regional coordination of these services which support youth and families throughout the area.

Priority 1: Implement the Library Strategic Plan.

The Library Board completed a five year strategic plan (2017-2022) with five initiatives: facility and spaces, funding and staffing, access, partnerships and collaborations, and marketing and communications. The architectural analysis was completed in 2018 and an additional evaluation to study branch options was completed in 2019.

Based on the results of the analysis, the Library Board has recommended an expansion of the current library. The expansion would double the size of the current facility and the total cost of the expansion is estimated to cost \$19.5 million.

The Library Board recommends a more in-depth study of location and service models for branch options after the expansion of the current library is complete. The current Library is 20 years old and has significant facility needs that must be addressed. Library services also need to grow to keep pace with population growth. Most notably insufficient space to grow the library's physical collection puts the library at risk of not meeting Dane County standards.

An expansion allows for these concerns to be addressed while simultaneously implementing new and innovative services and spaces, such as maker spaces, museum quality early childhood discovery zones, a local history room, state of the art teen spaces, business and workforce development resource spaces, and an enhanced performance space for special events. The enhanced space would increase potential partnerships and collaborative efforts with other city departments and community organizations. In addition to addressing space concerns, the library board and staff are reviewing ways to increase access to library services and in particular, expanding Sunday services year-round in 2020. Data from the 2019 Dane County Dreambus stops will help determine the need.

Action Items:

- Review architectural analysis, title search and review
- Address immediate facility needs. Roof repair and ADA compliant public restrooms
- Work with library foundation on development, specifically for an anticipated capital campaign
- Library Board recommendation for expansion presented to elected officials for endorsement
- Conduct fundraising feasibility study in anticipation of capital campaign. Proposals have been requested and will be evaluated
- Create budget initiative to support year-round Sunday hours
- Establish public funding for library expansion during budget process
- Select firm for architectural design service
- Contract with fundraiser for capital campaign
- Begin quiet phase of capital campaign
- Complete design of library expansion
- Begin public phase of capital campaign
- Begin and complete construction of library expansion
- Assessment and planning of future needs including study of branch services

Priority 2: Create a network of resources to expand communication efforts and strengthen youth, family and adult services in collaboration with service providers.

Sun Prairie prides itself in being a great place to live, work and play. It is the mission of the City to provide valuable, responsive and cost-effective government services that enable its residents to enjoy a high quality of life. As the city grows, there is greater need for information and access to government and community services that is accessible for all residents.

It is important that the City engage with other service providers to help coordinate a network that assists in connecting residents to government services and community services based on their needs. This network would serve to address the needs of the community by providing

information and connecting community members to program offerings and/or services.

This priority would work in tandem with Housing and Neighborhoods Priority #2 to ensure that that information reaches all residents to increase awareness of these services.

Action Items:

- Meet with current leadership of Youth and Families Commission to determine
- needs and potential for strengthening services and communication of services
- Explore expanding Commission to include needs of adults
- Work with existing agencies to create network and establish points of contact
- In tandem with Housing and Neighborhoods Priority #2, create neighborhood associations to engage and communicate with residents
- Host second annual Multicultural Fair as a method of expanding and strengthening youth, family and adult connections and services
- Host a resource fair to create an opportunity to connect residents to government and community services
- Over time, consider creating a dedicated staff position to support neighborhood association activities, such as organizing meetings, preparing neighborhood newsletters, organizing volunteer efforts within neighborhoods, assisting with efforts to provide neighborhood identification signage or other neighborhood improvements, etc. (see Housing and Neighborhoods Priority #2)

Priority 3: Establish a Community Foundation.

We are in the process of establishing a board to oversee the Community Foundation that will be run through the Madison Community Foundation. As the City grows, the establishment of the foundation enables the community and city resources to grow to meet our goals. It is an opportunity to provide grants to small businesses and entrepreneurs to come to Sun Prairie. We have the opportunity to donate funds to community organizations. The City may want to consider paying for a professional services provider that works directly with the foundation to fiscally manage and oversee it.

Action Items:

- Seek approval of establishment of Community Foundation by City Council
- Appoint residents to serve on board
- Create bylaws for board to include purpose and goals of foundation
- Hire professional services provider to manage and oversee activities of foundation including identifying potential fundraising sources/donors
- Establish application procedures for grants/monies to be awarded and awarding timeline for funds by foundation

Priority 4: Develop and implement a strategy to make voting accessible and convenient for all residents

The City of Sun Prairie is greatly interested in providing the best experience possible to each voter and thereby encouraging and facilitating individuals to exercise this important constitutional right.

During the 2018 mid-term elections, the City experienced difficulty in providing the highest and best voter experience. The City currently has 4 polling locations serving over 4,000 voters each. It is in the best interest of the community to expand to 8 polling locations serving half those voters each to achieve this priority.

Action Items:

- Assess the current state of polling places and need for additional sites
- Identify possible additional locations for polling places
- Develop metrics for polling place expansion
- Get feedback from the Council on potential polling place expansion, and develop a list of sites to approach
- Select sites and contract with sites as needed
- Assess equipment needs and purchasing
- Assess personnel needs and incorporate costs in budget
- Hold February 2020 elections: track wait times and site performance; evaluate complaints
- Evaluate election performance, make changes as needed (continuing activity)

SUSTAINABLE SUN PRAIRIE

Sustainability is a community aspiration. It includes City government, which demonstrates leadership in sustainable practices through promotion, education, and incentives to move our community toward locally produced solar, wind, and geothermal energy.

We are committed to reducing our carbon footprint through the use of renewable energy city fleet vehicles, buses, and taxis. As our City grows, sustainable land use development, storm water reduction, reduced light pollution, and non-green consumer practices such as the use of poisonous lawn chemicals, remain a top priority. Our residents are part of ensuring a high quality ecosystem for the future.

Priority 1: Initiate a citywide Sustainability Task Force to raise awareness of sustainability and identify proactive sustainable strategies.

Establish a citywide Sustainability Task Force focused on raising awareness of sustainability throughout the community and guiding the public towards sustainability goals in the Comprehensive Plan. Members of the task force will be educated in sustainability and recommend achievable short-term and long-term community-wide strategies to create a sustainable environment. The task force can serve many purposes such as serve as an advisory group to Council, create ways for community outreach, education, and involvement, and relay information on grants and other funding sources.

Action Items:

- Establish a task force with an interest and knowledge in all tiers of sustainability (environment, social, economic). Appoint elected officials to serve on the task force and assign city staff liaison
- Conduct research on municipalities that have developed a community sustainability task force/plan to navigate methods and criteria for sustainable communities (i.e. possible measurable

metrics, how to do it, immediate vs. long term goals, education, pros/cons, pathways, pitfalls, key learning, costs, etc.)

- Define goals and objectives for future of Sun Prairie Sustainability. Establish local measurable metrics, parameters, guidelines, etc. specific to the City. Prepare a vision statement to guide the Council toward a successful initiative
- Prepare a sustainability study/Master Plan (may include hiring a consultant/facilitator)
- Identify strategies to implement sustainability policies and programs that promote sustainable living. Audit code of ordinances for barriers to implementation (if applicable)
- Gain Planning Commission and/or Council support
- Work with public and private sector partners and collaborate with the County for public outreach and resources informing residents and businesses of “green” initiatives

Priority 2: Evaluate cost effective and efficient opportunities to implement sustainable City operations.

Sustainability is a growing concept having a significant role on planning and policy at the local level. A common misconception is that the term “sustainability” can be interchangeable with the phrase “going green” that attempts to only capture the physical aspect of conserving resources. However, it is important to understand and appreciate that sustainability is achieved through a broader perspective. In order for Sun Prairie to become more sustainable, the city needs to focus on decision-making processes focused on the natural environment, social equity, and economic stability. Municipal sustainable decision-making provides an opportunity for Sun Prairie to reflect on what they want for their community and to move proactively towards achieving a sustainable community. Sustainable outcomes include a reasonable tax rate, a diverse economy, a high quality of life for residents, safe neighborhoods, and conservation of natural resources.

To achieve such a vision, sustainable decision-making must be assessed and built upon through several steps, beginning with municipal employee involvement.

Action Items:

- Establish a standing Green Team with individuals from all municipal departments and expand on existing knowledgebase
- Assess outcome of Energy Innovation grant study for implementation strategies and opportunities
- Green Team meet and survey each City department to identify all possible options for sustainable practices, both short and long term
 - Analyze and document sustainable policies, programs, and activities currently being practiced by the City
 - Audit code of ordinances for barriers to implementation
- Develop a strategy to group/classify ideas from survey. Categorize strategies by sustainability type and department and:
 - Evaluate cost and staff time estimates for each item
 - Evaluate the potential benefits for item to be able to prioritize solutions by cost effectiveness and payback schedules
- Green team coordinate and share information/resources with the public sustainability task force regularly/quarterly
- Create a guiding plan for sustainability actions using feedback and information generated in the study

- Seek Council action by recommending options for implementation into CIP 2021- 2026 or operating budget, as needed. Other non-monetary initiatives may be presented/approved policy
- Provide ongoing coordination with facility managers, all department heads and Executive Leadership Team to gain insights on implementation strategies

Priority 3: Amend the zoning and subdivision chapters of the municipal code to implement the land use chapter of the updated Comprehensive Plan.

The City's current zoning ordinance is over thirty years old, having been adopted in 1989. Today, the City is in the process of updating its Comprehensive Plan, with an expected completion date of August 2019. The updated Comprehensive Plan will include policies that are not addressed in the City's current zoning ordinance.

In order to implement the policies of the updated Comprehensive Plan, a zoning ordinance re-write will be required. Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will need to be retained in order to accomplish this zoning ordinance update within the 3-year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan recommendations regarding updating the City's zoning and subdivision ordinances specific to sustainability
- Create a budget initiative for the 2020 budget that includes funds for an RFP to hire a consultant to draft a new zoning and subdivision ordinance
- Create and issue RFP
- Review RFP submissions
- Accept a contract for service, determine public engage sessions, and adoption schedule
- Work with consultant to draft new zoning and subdivision ordinances
- Review at Planning Commission
- Approval at City Council

Priority 4: Amend TIF policy to include provision of additional support to developers who include green features in their developments.

Existing TIF guidelines are adhered to inconsistently, and there is a notable lack of accountability to variances. Additionally, the TIF guidelines exclude any mention of sustainability initiatives. Considerations for enacting this priority item include recognitions that incentivizing sustainability initiatives may add additional costs to TIF projects, and that a more concerted effort may be required in order to demonstrate that sustainability is a priority of high value.

Action Items:

- Define ‘green features.’ Create a list of sustainability policy and action items from
- the Comprehensive Plan and as identified by the City's Green Team
- Analyze existing TIF policy and how the defined green features can be incorporated.
- Determine value/ROI of each “green features” and research case studies in order to create report regarding TIF policy

- Research and evaluate green building standards and certification for LEED and other credible programs (both national and local). Determine if suitable and realistic for new TIF policy
- Bring report to the Community Development Authority for review and potential recommendation regarding changes to TIF Policy
- Bring recommendation from the Community Development Authority to Committee the Whole for potential TIF policy amendment

QUALITY CITY SERVICES

City services are efficient, friendly, and competent. In addition to maintaining roads, water, sanitary sewer, storm sewer, electric infrastructure, sidewalks, bike paths, we anticipate future needs.

An ambitious public building program ensures that we can continue to provide high quality services to residents as we grow. Residents are safe and well-served through appropriate police and fire/EMS stations. City staff ensure effective communication with residents so that they understand our services and can be both informed and participative.

Priority 1a: Complete the expansion of the Westside Community Services Building.

The existing Westside Community Building is not designed to facilitate 24/7 fire operations, due to lack of dormitories and other design implements. Consideration of addressing this priority item include the observation that achievement of national standards for fire response guidelines (15 firefighters on the scene in 8 minutes) is a strategic objective of the Fire Department. Further, optimal safety and operational objectives require 4 personnel to be staffed on each fire engine. Updating the Westside Community Building and providing 10 firefighters to staff the station 24/7 will satisfactorily address Fire and EMS needs for the foreseeable future.

Action Items:

- Two studies were completed regarding the staffing and operations for the
- Emergency services at the Westside Community Building in the last 15 years. A specific facilities study was completed in 2017. The facilities study recommended a comingling of the two department into one occupational area
- Four different design options were presented to the Council and one was selected as the appropriate facility design. The design was sent out for bid and a contractor was selected in 2018
- Construction has started and will be completed by end of 2019

Priority 1b: Staff the Westside Community Services Building accordingly.

The existing Westside Community Building is not designed to facilitate 24/7 fire operations, due to lack of dormitories and other design implements. Consideration of addressing this priority item include the observation that achievement of national standards for fire response guidelines (15 firefighters on the scene in 8 minutes) is a strategic

objective of the Fire Department. Further, optimal safety and operational objectives require 4 personnel to be staffed on each fire engine. Updating the Westside Community Building and adding additional fire personnel will allow for 24/7 fire protection.

Action Items:

- Create job positions and determine hiring list
- Make employment offers
- Staff to initiate employment

Priority 2: Upgrade the Wastewater Treatment Plant.

Mandated by the City's growth and the DNR's requirements to remove phosphorus from the sanitary sewer system, the city has been designing and planning for a plant upgrade. This upgrade is scheduled to begin the spring of 2020 and is estimated to be completed by 2022. The phosphorus limit mandated by the DNR goes into effect in October 2022. Funding is being provided through the Clean Water Loan Program and the City's replacement fund.

Action Items:

- Adaptive Management Plan has been completed which evaluates the current
- Performance of the treatment plant in regard to phosphorous. The plan identified operational changes to reduce phosphorous
- Council has approved a contract for Master Design that is currently 60% complete. Final design scheduled for December 2019 with construction bid to immediately follow
- Coordinate final site plan with Public Services campus design

Priority 3: Develop a strategy to enhance communication with our residents.

There is a need for all members of the public to receive information from and about the City of Sun Prairie. As the city grows, there is an increasing demand for this information to be distributed on a timely, proactive and consistent basis.

In the past, some city departments did not have vehicles for getting information out to the public. With the city website, social media platforms, a Communications & Diversity Strategist and the Media Center, there are more opportunities than before to engage with the public. These resources are currently underutilized and as a result, information does not reach the public, which results in frustration.

This strategy needs to enhance communications for both internal (departments, employees) and external stakeholders (residents, businesses, media and community organizations). It would also address barriers to communication and create a proactive approach to increase public engagement in a timely manner.

This strategy involves establishing a "brand identity" (see Dynamic Economy Priority #3) and engaging with neighborhoods to share information (see Housing and Neighborhoods Priority #2). It is important that this strategy remain fluid, involve staff leadership and be revisited at least annually as communication efforts change.

Action Items:

- Complete redesign of city website and subsequent trainings with staff members
- Disseminate information regularly to neighborhood contacts, such as the Clock Tower News, newsflashes, press releases, notices of upcoming meetings or hearings, new POLCO questions, and general information to be distributed to the public or to targeted neighborhoods (see Housing and Neighborhoods Priority #2)
- Create a master schedule of important department and communication dates for all employees
- Complete an analysis of current department communication/public engagement efforts
- Implement an internal campaign to share resources with departments on the available communication resources to increase public engagement
- Create strategies using the available resources to promote communication efforts
- Hire a marketing, branding, and design consultant to assist with establishing a work plan and subsequent branding process to include a new community brand (see Dynamic Economy Priority #3)

Priority 4: Anticipate and plan for a third Fire and EMS station.

The current state of Fire and EMS demands for service is such that a consistent increase in demand has been documented for more than a decade. All evidence suggests this trend will continue for the foreseeable future. Additionally, geographic location of fire stations is a significant factor in response times, and strategic location of fire stations in areas of current and future development is an industry standard. Considerations for implementation of this priority item include analysis of land availability and pricing, and the need to equip the building with personnel and apparatus. Enactment of this priority item also positions the City well to leverage partnerships with other Fire/EMS partners in pursuit of a regionalized emergency services partnership.

Action Items:

- Create budget initiative to fund needs study
- Conduct a needs study to determine location, time frame for future use, and staffing and equipment needs (staff recommends developing a separate schedule to acquire capital and personnel that will intersect with building construction/completion date)
- Determine most desired locations
- Identify alternative funding sources for infrastructure costs to include partnerships and grants
- Identify site and purchase land (staff recommends to purchase land well in advance of construction in order to leverage cost savings)

Priority 5: Complete a strategic plan for Parks, Recreation and Forestry to evaluate programs and facilities such as the aquatic center and develop an action plan to accomplish the goals.

With the growth in our city and the development of organizations such as the YMCA, Boys and Girls Club, Community Schools, we need to seek a better understanding of how Parks, Recreation and Forestry should serve the City.

The Parks and Open Space Plan (2017-2022) establishes standards for 10 acres per 1000 residents. With population growth, there needs to be a strategy for providing parkland, programs, and services. Another priority is the possible relocation of the Parks and Recreation Department, which

includes the operations of the Historical Library and Museum, as there is discussion regarding the use of the Westside Building and its use as a public safety building only.

A possible linkage would be whether to consider a building that would be closer to the Aquatic Center, Library, Sheehan Park, and the Media Center in order to facilitate more collaborative efforts and programming and to create a cultural/civic campus. Incorporated into this linkage would be a dedicated space for museum services. The library expansion plans are being enacted now and could serve as the anchor for a civic and cultural campus.

Action Items:

- Adoption of 2017-2022 Parks and Open Space Plan (completed)
- Initiate Sheehan Park Master Plan to include Family Aquatic Center
- Initiate conversation with Parks, Recreation and Forestry Commission regarding strategic planning process
- Develop budget initiative to include professional services for developing a strategic plan for 2020 budget cycle
- Develop RFP for strategic planning services and initiate strategic plan as approved by PRFC and Council
- Adoption of strategic plan by Council

Priority 6: Evaluate and do a needs assessment on a possible second community park.

There is a regional plan established for a park in a neighborhood which has voiced a need for greenspace or a neighborhood park. The original parcel has been delineated as a wetland and there is another parcel which has now become available for purchase. The Parks and Open Space Plan recommends a community park on the west side. This community park could meet that need. Although Sun Prairie is expanding, there is no other large land that could be acquired and designated as parkland for a community park. This community park could address the needs of the nearby community but also may be designated as a “central community park” for some events like a farmers’ market.

Action Items:

- Identify potential land acquisition for west side community park with consideration of activities and amenities to be supported
- Secure support from PRFC for capital improvement plan
- Identify alternative funding sources such as sponsorships and selling portion of property to private interests
- Develop potential options for the acquisition of the property and its development
- Determine feasibility of land acquisition considering costs of property and costs to develop
- Create five-to ten-year plan for park development as outlined by Parks and Open Space Plan needs assessment if acquisition deemed feasible

EMPLOYER OF CHOICE

In Sun Prairie, our City employees are essential to our success. We have excellent public services which can only be provided by a dedicated and

talented staff. City leadership is committed to providing an excellent salary and benefit package.

We routinely solicit input from our employees and implement changes that enhance the work experience. The community benefits from City employees who have an amazing workplace culture where people work together toward common goals. We have a diverse workforce where all are respected and included.

Priority 1: Develop and implement a plan to provide industry leading employee benefits including the maintenance of the current level of health insurance and creation of an employee health clinic.

Although the cost of health care and other benefits is increasing, we acknowledge that health insurance is a significant factor in whether the employee chooses to work for the City, therefore we are committed to maintaining the current level of health insurance coverage. We are committed to providing meaningful and competitive benefits to our employees.

Action Items:

- Task employee benefits committee with a review and analysis of current benefit
- structure, building off of the work of the '18 committee
- Develop strategies to get input from employees
- Review industry best practices and gather market data utilizing our existing benefits
- Decide on a prioritized list of benefits to address
- Prepare and present report for Council addressing projected costs of healthcare and any benefit modifications or additions
- Continue to work with the school district on the creation of an employee health clinic (see Employer of Choice Priority #4), including long term financial commitment
- Establish a schedule for implementation of benefits modifications and changes
- Build costs of benefits into future budgets

Priority 2: Research and develop an analytical tool to assist in projecting growth of City staffing levels over a five-year term.

As a growing community, the City will be adding staff members to provide the services needed by our residents. To be able to accomplish this in a fiscally responsible manner, we need to project these costs and plan accordingly

Action Items:

- Bring a group together to define and lead the process, consisting of members of finance and HR
- Determine whether or not a consultant is needed to assist in this process
- Define the scope of work
- Assess current staffing levels and identify gaps and weaknesses via a SWOT analysis for each group
- Create a series of analytical tools to determine appropriate staffing levels
- Produce recommended staffing levels for each department over the five year window, accounting for City growth and utilizing appropriate technologies
- Incorporate these analytical tools into future budget processes

- Align additional analytical models with future budget process

Priority 3: Evaluate and adopt workplace policies and family supportive policies that make the City more competitive.

The City of Sun Prairie should endeavor to be an employer of choice. To that end, the City should offer benefits and develop policies that are attractive to employees and ensure an environment that includes progressive health options and flexibility in the workplace.

Action Items:

- Form a committee that will be tasked with the job of reviewing and revamping policy
- Determine the scope of work interfacing with the personnel committee and outline and clear a charter for this work
- Consider whether or not we need to hire a consultant and proceed with the steps required to do so
- Conduct an assessment of existing policies to see what needs to be addressed
- Develop structure to get input from employees
- Perform a market/best practices study of other employers
- Decide on prioritized list of policies to address
- Establish schedule to review/revise the policies
- Develop a schedule and implement policy changes

Priority 4: Address limited office space in City Hall and provide a modern office environment.

Employees spend a large part of their lives at work. The area where they spend their time should be professional and conducive to work, whether individually or collaboratively. The workspace should inspire creativity. Currently, the space is inadequate to address our growing workforce and is outdated. Different fixtures would allow for a flexible workspace such as standing desks and other modern amenities.

Action Items:

- Assess existing building and relocation plans
- Form a committee to determine space needs and available office amenities
- Hire architect/consultant in accordance with standard engagement procedures
- Architect/consultant will be charged with assessment of current space, redesign of space, assist in determining appropriate standardizations, and develop plan to address future staffing needs
- Strategize how to get input from employees
- Research current best practices for space utilization
- Design spaces for lactation room, universal rest rooms, and other family-friendly and diversity initiatives.
- Address customer needs by evaluating spaces for reception and other public-facing environments, implementing technology for efficient and modern customer service
- Decide on a prioritized list of projects
- Present report and cost analysis to City Council including phased approach
- Establish a schedule for implementation and implement

Priority 5: Enhance the diversity of the City's workforce at all levels of the organization and include training to create and maintain a welcoming and inclusive environment.

The City of Sun Prairie is committed to being an employer of choice with a diverse workforce that is representative of the community it serves. We strive to create an inclusive environment where individual differences and diverse experiences are celebrated and valued.

We recognize that individuals bring their own background, experience and abilities to the table. Together, these differences allow for diverse perspectives which challenge us to see new perspectives. We must build strong relationships and engage with civic groups, schools and outside organizations to raise awareness about the different career opportunities available within local government.

Our diversity and inclusion efforts should go beyond the hiring/recruiting process and include training and programs to create networks of support and a culture of inclusivity

Action Items:

- Assess current diversity status and practices within organization
- Determine the scope of work and interface with HR and the personnel committee and outline a clear charter for this initiative
- Survey the market for best practices for diversity and inclusion in the work place
- Decide on a list of priorities to promote diversity and inclusion internally and externally
- This includes creating internships and providing training opportunities for employees and prospective employees

- Establish a schedule and metrics to evaluate success, revise process as needed

Priority 6: Develop and implement a compensation plan that attracts and retains talented and high performing employees and ensures we are at market rate.

The City understands that it operates in a competitive market place. It is necessary for the City to attract and retain the most talented employees to efficiently accomplish the City Council's goals. The compensation offered must reflect the performance level and expertise of the employee. Higher retention rates of high performing employees ensures efficient and effective service delivery to our residents.

Action Items:

- Bring a group together to define our goals in relation to this priority and develop a scope of services
- Develop an RFP to hire a compensation consultant
- Proceed with selection process/hire consultant
- Consultant generates report and recommendation including employee input, determining market status, and discussing phased approach
- Generate recommendation and budgetary impact for Council
- Present recommendation to City Council
- Implement plan and budget for it for next 3-5 years

APPENDIX G: GLOSSARY OF TERMS

APPENDIX G: GLOSSARY OF TERMS

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Adopted Budget - The financial plan of revenue and expenditures for a fiscal year as approved by the governing entity.

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.

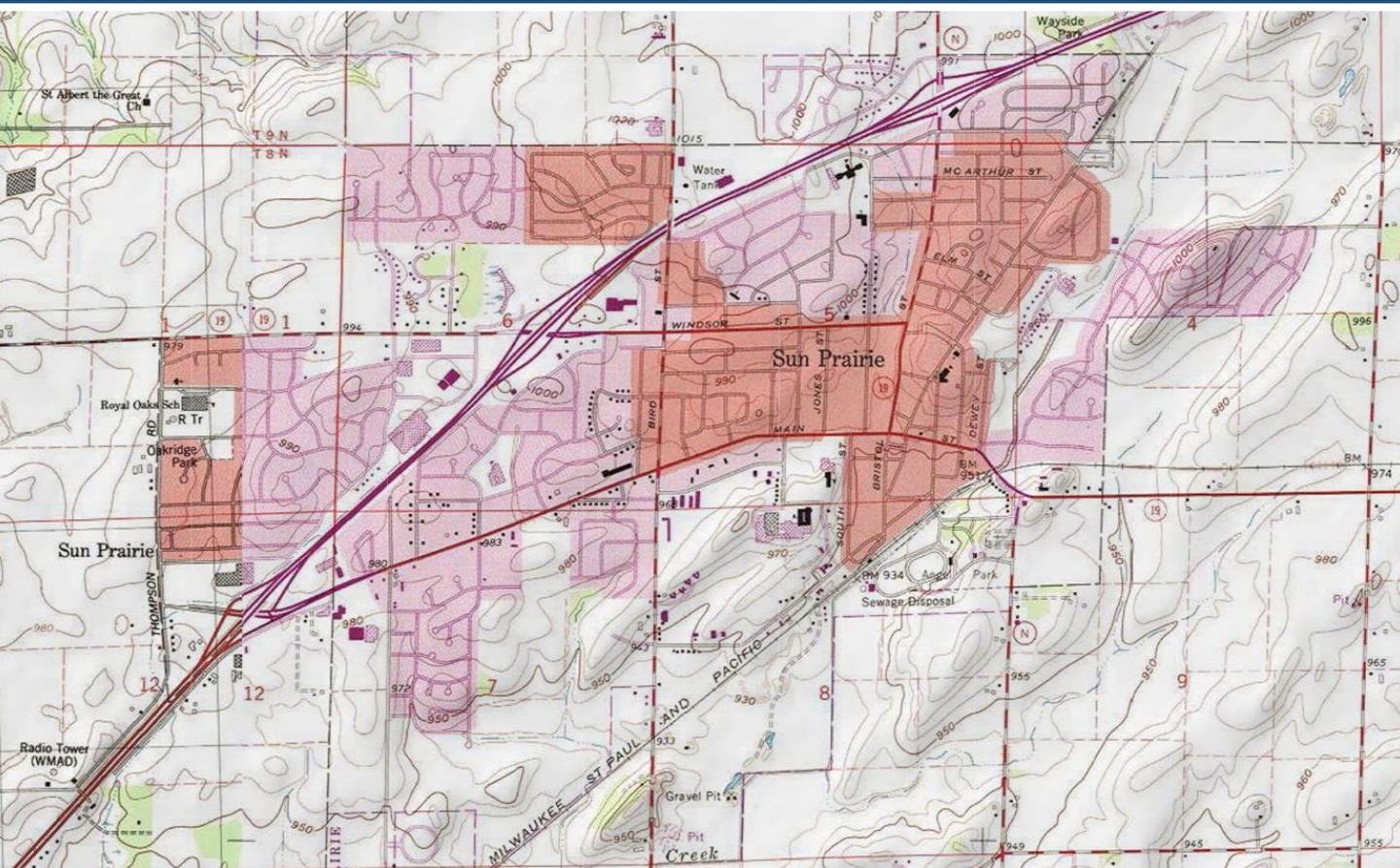
User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.



APPENDIX H: ACRONYMS

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AG -Agriculture	FMP -Financial Management Plan	PSC -Public Service Commission	VSPA -Video Service Provider Aid
AM -Adaptive Management	FT -Full-Time Employee	PSCW -Public Service Commission of Wisconsin	WISLR -Wisconsin Information System for Local Roads
BID -Business Improvement District	FTE -Full-Time Equivalent	PT -Part-Time Employee	WPDES -Wisconsin Pollutant Discharge Elimination System
CAAS -Commission on Accreditation of Ambulance Services	GAAP -Generally Accepted Accounting Principles	Rec -Recreation	WWTP -Wastewater Treatment Plant
CAFR -Comprehensive Annual Financial Report	GASB -Governmental Accounting Standards Board	RFP -Request for Proposal	WRS -Wisconsin Retirement System
CAIDI -Customer Average Interruption Duration Index	GFOA -Government Finance Officers Association	RJ -Restorative Justice Program	YoY -Year-over-Year
CDA -Community Development Authority	GIS -Geographical Information System	RLF -Revolving Loan Fund	YS -Youth Services
CIP -Capital Improvement Plan	GMA -Greater Madison Area	RMS -Records Management System	
CP -Capital Project	GMCVB -Greater Madison Convention Visitors Bureau	SAIDI -System Average Interruption Duration Index	
CPI -Consumer Price Index	HVAC -Heating, Ventilation, and Air Conditioning	SAIFI -System Average Interruption Frequency Index	
DOR -Department of Revenue	ICMA -International City Managers' Association	SPFD -Sun Prairie Fire Department	
EAB -Emerald Ash Borer	IT -Information Technology	SCLS -South Central Library System	
ECD -Electronic Control Device	LED -Light-Emitting Diode	SPASD -Sun Prairie Area School District	
EMR -Emergency Medical Responder	LEED -Leadership in Energy and Environmental Design	SPMC -Sun Prairie Media Center	
EMS -Emergency Medical Services	LTE -Limited Term Employment	SPU -Sun Prairie Utilities	
EMT -Emergency Medical Technician	mgd -million gallons per day	SRO -School Resource Officer	
EOC -Emergency Operations Center	mg/l -milligrams per liter	SWU -Stormwater Utility	
EPA -US Environmental Protection Agency	MMSD -Madison Metropolitan Sewerage District	THC -Tetrahydrocannabinol, the main psychoactive compound in marijuana	
ERU -Equivalent Run-Off Units	MPSISC -Multijurisdictional Public Safety Information System	TID -Tax Increment District	
ETF -Exchange-Traded Fund	MS4s -Municipal Separate Storm Sewer Systems	TIF -Tax Increment Financing District	
EV -Equalized Value	MSA -Metropolitan Statistical Area	TMDL -Total Maximum Daily Load	
Exp. -Expenditure	N/A -Not Applicable	TP -Total Phosphorus	
FAC -Family Aquatic Center	OWI -Operating While Intoxicated	TSS -Total Suspended Solids	
FLMA -Family and Medical Leave Act of 1993		UV -Ultraviolet Light	



SOURCE: <https://sunprairie.maps.arcgis.com/apps/webappviewer/index.html?id=3bdaed46271e475f8f9bbe64aea7f5d5>



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