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CITY OF SUN PRAIRIE
DIRECTORY OF OFFICIALS
2017-2018

MAYOR

Paul Esser



Steve Stocker
Aldermanic District 1



Emily Lindsey
Aldermanic District 1



Bill Connors
Aldermanic District 2



Jon Freund
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



Maureen Crombie
Aldermanic District 3



Mary Polenske
Aldermanic District 4



Al Guyant
Aldermanic District 4



Aaron Oppenheimer

City Administrator

Connie DeKemper

Director of Administrative Services

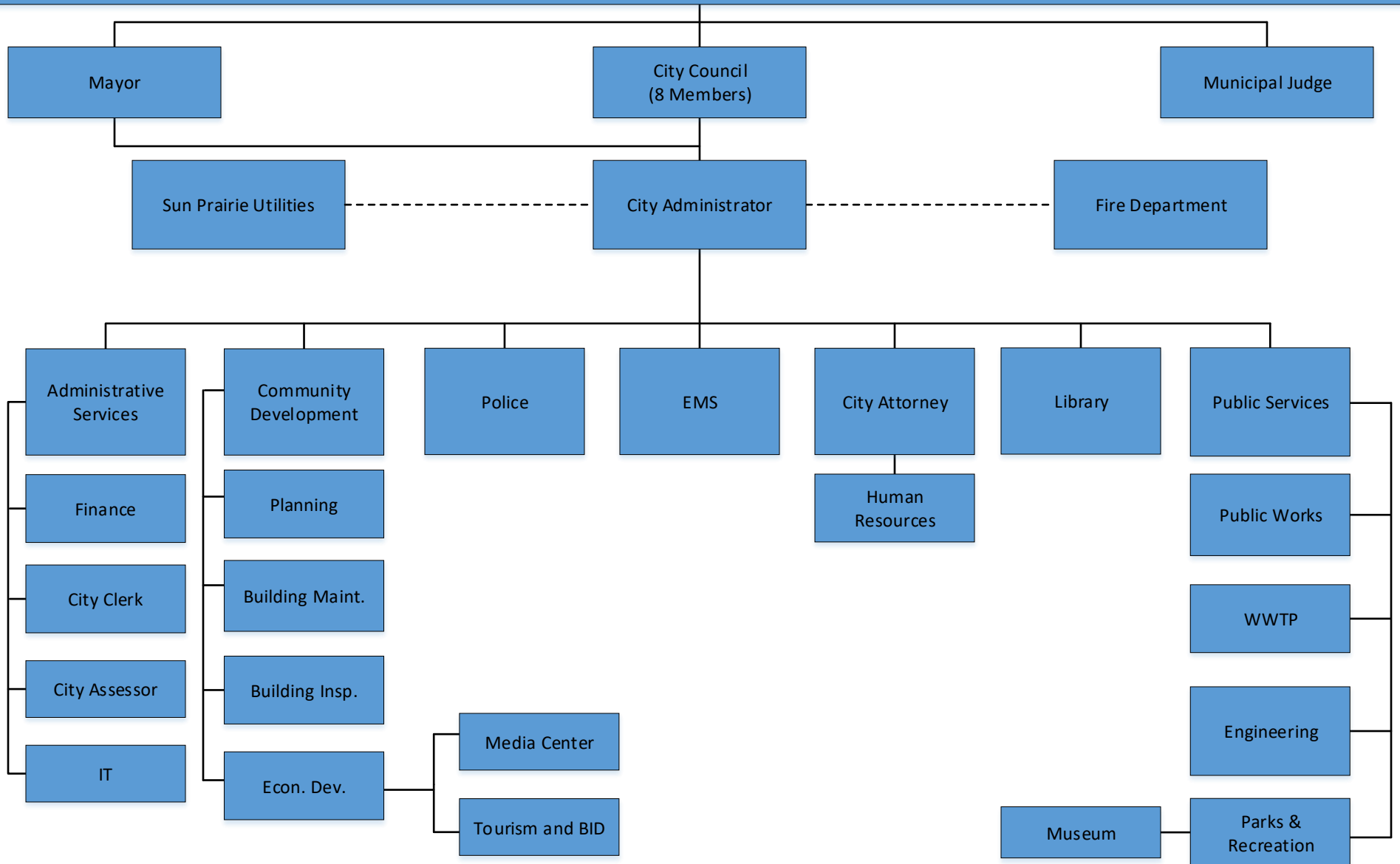
ADMINISTRATION

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

Kristin Vander Kooi
Debbie Mason
Elena Hilby
Adam Schleicher
Mark Leonard
Scott Kugler
Jeffrey Robbins
Brian Flannery
Lee Igl
Neil Stechschulte
Brian Goff
Brenda Sukenik
Paul Watkins
Svetha Hetzler
Kristin Serpe
Pat Anhalt
Christopher Garrison
John Krug
Rick Wicklund



Citizens of Sun Prairie
Population: 32,933



CITY OF SUN PRAIRIE

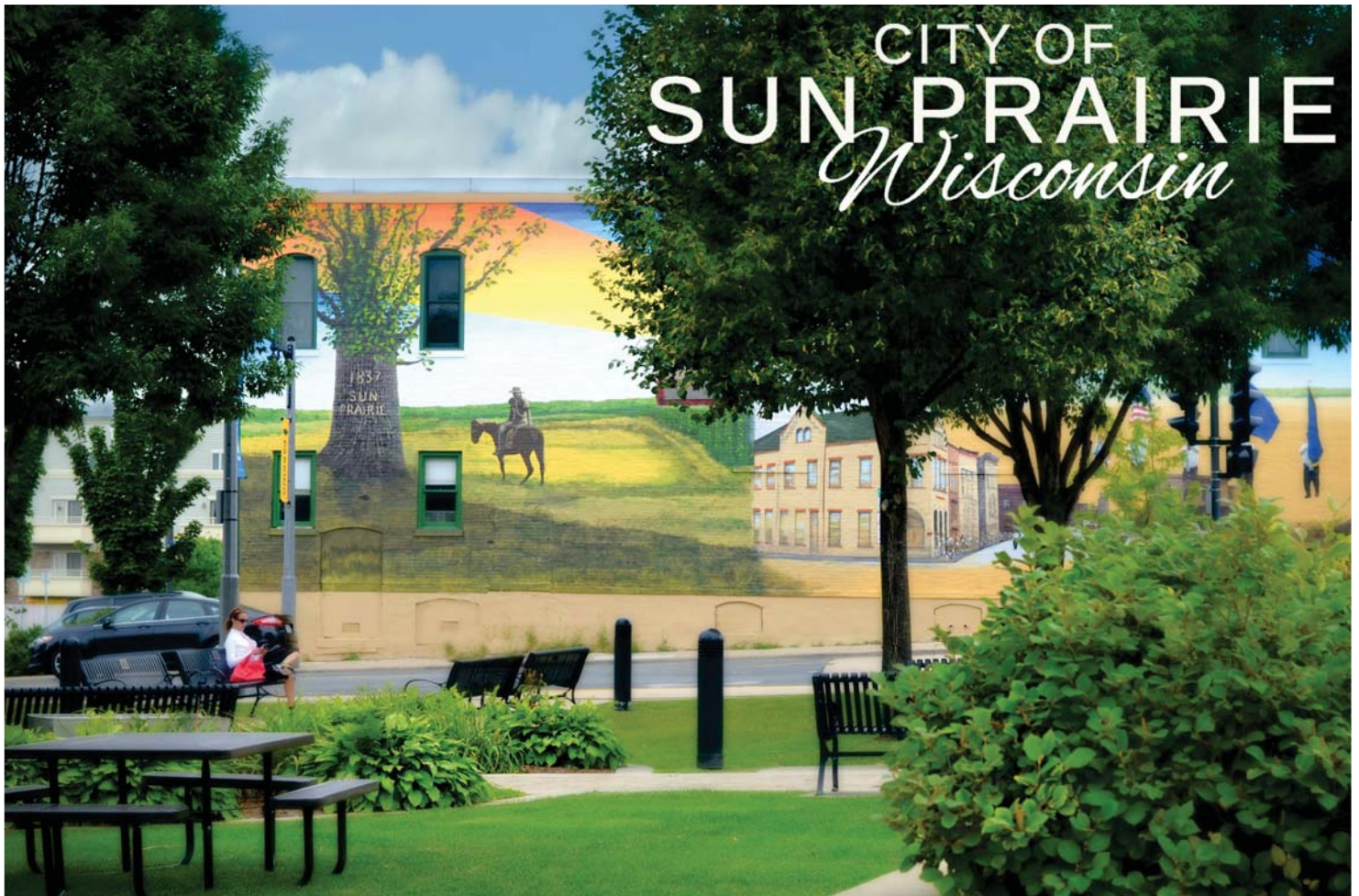
2018 BUDGET

Personnel Summary

	2016 FTE	2017 FTE	2018 FTE	Change
MAYOR & COUNCIL	*	*	*	*
MUNICIPAL COURT	1.00	1.00	1.00	0.00
CITY ATTORNEY	2.00	2.00	2.00	0.00
CITY CLERK & ELECTIONS	3.25	4.00	4.00	0.00
ADMINISTRATION	2.00	2.00	2.00	0.00
HUMAN RESOURCES	2.50	3.60	3.60	0.00
FINANCE	4.50	4.60	4.60	0.00
ASSESSING	4.75	4.75	4.75	0.00
INFORMATION TECHNOLOGY	4.63	5.63	6.25	0.62
BUILDING MAINTENANCE	2.00	2.00	2.00	0.00
POLICE DEPARTMENT	72.90	77.40	79.00	1.60
EMERGENCY MEDICAL SERVICE	14.50	13.00	13.00	0.00
BUILDING INSPECTION	4.00	5.25	5.25	0.00
PUBLIC WORKS	9.70	9.70	9.70	0.00
PARKS MAINTENANCE	6.00	6.50	6.50	0.00
FORESTRY	1.00	1.00	1.00	0.00
ENGINEERING	6.25	6.25	7.25	1.00
ECONOMIC DEVELOPMENT	2.00	3.00	3.00	0.00
MUSEUM	stipend	stipend	stipend	0.00
YOUTH AND FAMILIES	0.00	0.00	0.00	0.00
RECREATION PROGRAMS	3.00	3.00	3.00	0.00
FAMILY AQUATIC CENTER	seasonal	seasonal	seasonal	0.00
PLANNING	3.75	3.75	4.75	1.00
SUN PRAIRIE MEDIA CENTER	4.70	4.38	4.38	0.00
REFUSE & RECYCLE FUND	0.70	0.00	0.00	0.00
LIBRARY	22.64	23.84	24.16	0.32
SUN PRAIRIE UTILITIES	30.50	30.50	32.50	2.00
WASTEWATER UTILITY	10.00	10.00	10.00	0.00
STORMWATER UTILITY	4.30	5.30	5.30	0.00
FLEET INSERVICE FUND	4.00	4.00	4.00	0.00
TOTAL ALL FUNDS	226.57	236.45	242.99	6.54

* Elected positions

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



Mission Statement

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

Vision Statement

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

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

SUN PRAIRIE COMMUNITY PROFILE

HISTORY AND DESCRIPTION

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



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

GOVERNMENT AND ORGANIZATION

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

EDUCATION

The majority of Sun Prairie residents are in the Sun Prairie School District, with a small percentage of residents in the DeForest School District. The Sun Prairie School District currently has a total of 11 schools. A 2017 referendum approved construction of two new elementary schools to open in September 2018.

COMMUNITY COMPARISONS

	2013	2014	2015	2016	2017
SUN PRAIRIE					
Population	30,395	31,213	31,810	32,613	32,933
Square Miles	12.06	12.06	12.06	12.22	12.46
General Fund Operating Budget	\$21,325,467	\$21,970,676	\$21,436,217	\$22,176,805	\$22,798,311
Property Tax Rate	8.22	8.42	8.49	8.34	8.48
MADISON					
Population	238,000	240,153	242,216	247,207	250,073
Square Miles	77.80	77.80	77.80	77.80	77.80
General Fund Operating Budget	\$253,284,428	\$261,812,487	\$283,653,827	\$290,057,433	\$300,304,110
Property Tax Rate	9.31	9.51	9.49	9.49	9.50
FITCHBURG					
Population	25,465	26,090	26,321	27,635	27,936
Square Miles	35.20	35.20	35.20	35.20	35.20
General Fund Operating Budget	\$16,760,166	\$17,116,609	\$17,697,346	\$19,684,246	\$19,143,458
Property Tax Rate	7.57	7.88	7.85	8.12	8.54
MIDDLETON					
Population	18,146	18,323	18,810	19,317	20,151
Square Miles	9.30	9.30	9.30	9.30	9.30
General Fund Operating Budget	\$21,107,597	\$22,120,929	\$23,130,485	\$23,716,640	\$20,680,335
Property Tax Rate	5.87	6.54	6.59	6.61	6.59
STOUGHTON					
Population	12,646	12,641	12,698	12,819	12,834
Square Miles	6.10	6.10	6.10	6.10	6.10
General Fund Operating Budget	\$11,042,164	\$11,725,862	\$12,188,004	\$12,588,698	\$12,881,246
Property Tax Rate	8.02	8.47	8.54	8.57	8.42
VERONA					
Population	11,162	11,343	11,871	12,100	12,303
Square Miles	6.80	6.80	6.80	6.80	6.80
General Fund Operating Budget	\$6,703,000	\$6,942,000	\$7,184,000	\$7,348,000	\$8,124,377
Property Tax Rate	6.53	6.73	6.65	6.57	6.03
MONONA					
Population	7,532	7,573	7,833	7,864	7,827
Square Miles	3.30	3.30	3.30	3.30	3.30
General Fund Operating Budget	\$5,634,028	\$5,663,554	\$5,852,755	\$6,184,685	\$6,519,175
Property Tax Rate	6.10	6.12	6.12	6.22	6.31
EDGERTON					
Population	5,494	5,512	5,521	5,545	5,549
Square Miles	4.14	4.14	4.14	4.14	4.14
General Fund Operating Budget	\$3,301,730	\$3,329,887	\$3,377,695	\$3,394,772	\$3,456,228
Property Tax Rate	7.74	7.74	7.82	7.56	8.24

Notes

Wisconsin Department of Revenue population estimates.

Edgerton is in both Rock and Dane Counties.



About Sun Prairie

DEMOGRAPHICS

Population: 32,933

Source: WI Dept of Administration est. for 2017

Elevation: 955 feet

Median Household Income: \$66,177

Source: Census Bureau ACS 2011-2018

Unemployment Rate: 3.00%

Wisconsin Department of Workforce Development

Median Age: 34.5

Source: Census Bureau ACS 2011-2015

Age Breakdown:

Source: Census Bureau ACS 2011-2015

- 35% Under 24
- 31% Age 25-44
- 24% Age 45-64
- 11% Over 65

Ethnicity:

- White (85.4%)
- Black/African American (6.1%)
- Hispanic (3.8%)
- Asian (3.7%)
- American Indian/Alaska Native (.3%)
- Two or more races (3.0%)
- Other (1.4%)

Source: American FactFinder (2010) Hispanics may be of any race, so also are included in applicable race categories.

Housing:

Source: Census Bureau ACS 2011-2015

- 57% Owner Occupied
- 43% Renter Occupied

Serious Crimes per Thousand Population: 3.19

Source: Police Department 2016 Annual Report

LAND USE

Area in Square Miles: 12.5

Street Lane Miles: 285 Miles

Parkland Acres: 425

Miles of Trails: 34.7 Paved Off-Street



ECONOMICS

City Property Tax Rate:

7.7170 mills (2017 mill rate levied for taxes payable in 2018)

Sales Tax Rate:

State (5.0%); County (0.5%)

Median Home Sale Price: \$275,896

Source: MadCity Dream Homes (www.madcitydreamhomes.com)

Property Taxes Paid on a house with market value of \$275,896 in Sun Prairie School District:

\$6,012 total, City share is \$2,129 (for taxes payable in 2018)

Top Employers:

- Sun Prairie Schools
- QBE
- Colony Brands
- Prairie Athletic Club
- Royle Printing
- Continental ConteTech
- Frontier
- Walmart
- Wisconsin Distributors
- Woodman's Food Market



November 2017

Dear Mayor, Members of City Council and Residents of Sun Prairie,

I am pleased to present the 2018 adopted budget for the City of Sun Prairie for your review. It was developed in accordance with state law and city ordinance. This budget reflects City Council priorities and aligns with the City's Financial Management Plan, Capital Improvement Plan (CIP), and the Debt Management Policy.

The budget addresses the core service needs of a growing community. Additionally the budget addresses the priorities set by the Council. The priorities of the Council include financial stability, public safety, transportation, diversity and planning. The 2018 budget funds the addition of employees in the planning department and the police department. It also includes funding for increased share-ride taxi service. An update of the City's comprehensive plan is a key component of the 2018 budget. This process will define the goals and development of the City of Sun Prairie, setting the direction for future years. The budget continues to fund the maintenance of the City's infrastructure and assets in a fiscally responsible manner. This includes the maintenance of the City's streets and buildings and the replacement of vehicles. The budget provides funding for additional staff including a police officer, engineer and planner. Finally, it addresses the care and needs of vulnerable and underrepresented populations by increasing funding to the Sun Prairie Library, Colonial Club (senior center), share-ride taxi program and the Youth and Families Commission.

BUDGET OVERVIEW

The 2018 annual budget of \$113.5 million (excluding transfers) across all funds and areas represents a 10.8 percent increase in spending over 2017. The primary contributor to this budget increase is an increase in capital spending, noted in Capital Projects and within the Enterprise Funds in the table below. Capital spending ebbs and flows, based on cyclical facility maintenance and upgrade needs, as well as timing of new projects. These spending variances also impact the total city budget variance in any given year. For these reasons, the operating budget is often a better way to evaluate year-to-year trends.

	2017 Revised Budget	2018 Budget
General Fund	21,144,280	22,597,273
Special Revenue Funds	6,402,367	5,214,543
Debt Service Funds	6,824,929	6,633,701
Capital Projects	18,864,378	23,071,501
Enterprise Funds	45,149,843	53,333,393
Internal Service Funds	2,383,116	2,357,698
Permanent Funds	5,002	5,002
Component Units	414,468	279,228
	101,188,383	113,492,339

The proposed operating budget of \$65.9 million represents 14.6 percent increase compared to 2017. It includes a net staffing increase of 6.96 full time equivalent positions (FTE) with start dates staggered throughout the year. Additionally, Sun Prairie Utilities operating budget is just under half of the growth in the operating budgets primarily due to increased service for a growing community.

ECONOMY AND REVENUES

Valuation

The proposed budget balances community needs and priorities with the current economic outlook of modest growth. The City of Sun Prairie's unemployment level of 2.6 percent as of June 2017 is down 0.4 percent from the previous year. Additionally, the City's personal income has increased 1.5 percent.

The City of Sun Prairie continues to see an increase in net new construction realizing 2.3 percent growth. The City's equalized value (market value) increased by \$212 million for a total value of \$2.984 billion from 2016 to 2017. In 2017, the city realized increases in residential, commercial and manufacturing property values due to an increase in construction and appreciation of values for existing properties.

PROPERTY TAX LEVY			
	2017		2018
General Fund	\$	12,873,211	\$ 14,036,546
Library Fund		1,422,740	1,561,134
Sanitation Fund		14,933	17,668
Debt Service Fund		6,619,638	6,460,924
Capital Projects		-	100,000
	\$	20,930,522	\$ 22,176,272

Property Taxes

The budget includes an increase in the tax levy of 9.8 percent. This equates to a \$57 increase on the average home in the City Sun Prairie.

State Shared Revenues and Expenditure Restraint Program

State shared revenues in total declined by \$67,845 or 4.3 percent in 2018 with the greatest reduction in Exempt Computer Aids. The 2017-2019 State budget changed the funding structure for Exempt Computer Aid. Previously the value of all computer equipment in the City was the basis for determining the funding amount, which is significant for a growing community. The 2018 result is a fixed payment based on the 2017 values. Future payments will be adjusted based on inflation.

The general fund budgetary increase of 5.7 percent exceeds the allowable increase for the expenditure restraint program. During the Financial Management plan process, the City created a plan to exceed expenditure restraint limits if necessary on a periodic basis due to the growth that the City is experiencing. The City will be ineligible to receive this aid in 2019. The City will receive \$582,872 expenditure restraint program aid in 2018.

Transportation Aids

The 2017 Transportation aids remain steady with a \$15,300 increase for 2018.

Sanitation Fund

The sanitation fund charges annual fees for recycling and refuse collection to residential properties. The fees were increased in 2017 to \$48 for recycling and \$75 for refuse collection. The fees are intended to cover the cost of the contract for the collection of waste and recycling to residential properties. No fee increase is included in 2018.

Water Pollution Control Fund

The water pollution control facility is in the process of designing a facility expansion to meet the statutorily required reduction of phosphorous. A plan for the expansion will be presented to the City Council in the first quarter of 2018. A 4.1 percent rate increase was approved and included in the 2018 budget. The additional revenue will assist in the cost of the facility upgrade. Construction is planned to begin in 2019.

Storm Water Fund

The storm water utility is in the process of constructing a regional storm water facility on the west side of the City. The land was acquired in 2017 and construction will begin in 2018. A rate case was completed in 2016 and a rate increase of 20 percent was approved by the City Council beginning July 1, 2017. No rate increase is included in the 2018 budget.

COMPENSATION, BENEFITS AND STAFFING

Compensation and Benefits

The city has two bargaining units; one represents police officers and the other paramedics. All other employees are non-represented. The City provides retirement benefits for sworn police officers through the Wisconsin Retirement System. On January 1, 2017, the City began providing retirement benefits for all other qualifying personnel. The Wisconsin Retirement System requires employees to share in the required pension contribution. Employees hired on or before January 1, 2017, could choose to convert to WRS or remain with the City's 401a plan. By resolution, the City mandated that the 401a plan mirror the WRS contributions. All non-represented employees will pay 6.7 percent in 2018 down from 6.8 percent in 2017, with the city contributing an equal amount. The city contribution for public safety employees (police and paramedics) will increase to 10.93 percent in 2018 from 10.8 percent in 2017.

The City currently contracts with Physicians Plus for medical insurance, which renews annually. The City has experienced a 10 percent increase in health insurance premiums due to unfavorable claims experience in the 2016-2017 fiscal year. The city began offering a high deductible health insurance plan beginning January 1, 2016, with the city contributing two-thirds of the deductible in a health savings account or health retirement account. The proposed budget includes a reduction of the City contribution to half of the high deductible amount. Additionally, the City has eliminated the HMO plan for 2018.

Dental insurance premiums will remain the same in 2018.

The city completed a compensation market study in 2017. The market study recommended pay adjustments for positions that have fallen below minimum pay grade or have been market adjusted due to scarcity of qualified applicants. All other positions will receive a 1 percent cost of living increase. Employees will continue receiving pay adjustments based on annual performance reviews, with adjustments ranging from 0 percent to 4 percent based on the employee placement on the wage scale.

Staffing

The 2018 budget includes changes to staffing to strengthen service to the community as described below:

Description	Budgetary Cost w/ Benefits	FTE	Funding Source
IT Support Specialist	\$ 30,326	0.37	General Fund
District Liaison Officer	\$ 92,607	1.00	General Fund
Records Admin Asst	\$ 19,729	0.60	General Fund
Planner - Comp Plan/Transp	\$ 65,633	1.00	General Fund
Detective	\$ 4,648	Reclass	General Fund
Engineer	\$ 106,083	1.00	Gen Fund/Storm water
Circulation Manager	\$ 12,168	0.20	Library Spec Revenue
Library Assistant	\$ 32,321	0.12	Library Spec Revenue
Admin/Project Librarian	\$ 19,677	Reclass	Library Spec Revenue
Accountant	\$ 65,933	1.00	Sun Prairie Utilities
IT Support Specialist	\$ 85,852	1.00	Sun Prairie Utilities

USE OF FUND BALANCE RESERVES

The 2018 Budget utilizes existing cash on hand when appropriate. The General fund includes the use of \$411,529 cash on hand: \$267,155 of undesignated general fund balance, \$110,000 of designated general fund balance (Building Maintenance Fund) and \$34,374 of restricted general fund balance for the amortization of the Wisconsin Municipal Insurance Company investment.

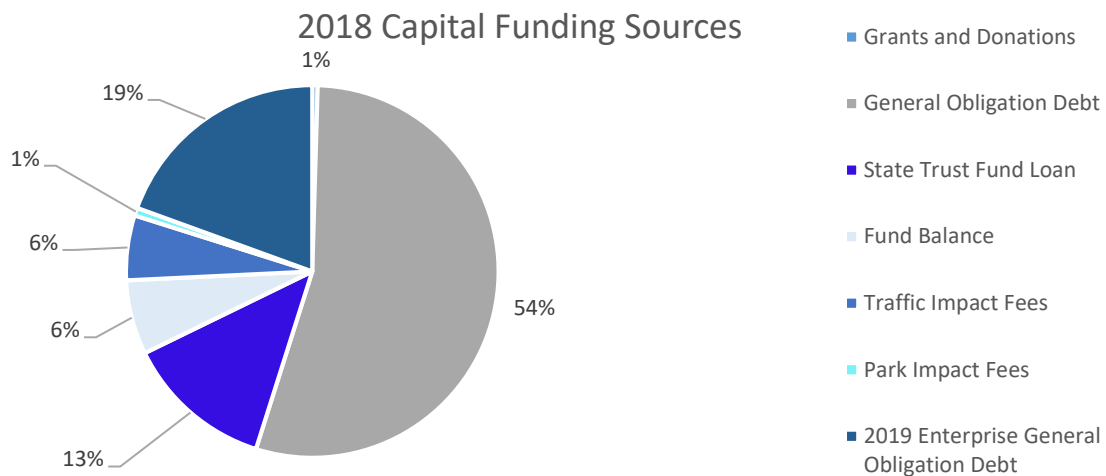
CAPITAL IMPROVEMENT PLAN

The City Council approved a five-year capital improvement plan (CIP) for 2018-2022. The 2018 CIP projects have been included in the 2018 budget. Please see the CIP for a list of these projects. The CIP includes projects for infrastructure, equipment and vehicles.

Funding Sources

Various funding sources are used for capital projects. The primary funding source is debt. During the 2016 financial management plan process the City Council approved borrowing for capital projects in enterprise funds every two years. This allows the City to take advantage of lower (bank qualification) interest rates every other year. The 2018 budget includes borrowing for 2018 and 2019 water pollution control, storm water, electric and water capital projects as well as all other 2018 capital projects. This borrowing will exceed the \$10 million limit for the lower bank qualification interest rates.

The city has other funding sources such as general obligation debt (54 percent), general obligation debt abated by enterprise funds (19 percent), state trust fund loans (13 percent), grants and donations (1 percent), traffic impact fees (6 percent), park impact fees (1 percent), fund balance or retained earnings (6 percent).



ALLOCATIONS, TRANSFERS, AND REPAYMENTS TO GENERAL FUND FROM OTHER FUNDS

Cost Allocations

Administration, Human Resources, Finance, City Attorney, Information Technology, Engineering and Public Works Administration provide services to other departments. Therefore, a portion of staff time is allocated to other funds based on the work performed. Allocations are based on factors such as number of employees, fund revenues, and/or number of computers and telephones.

Replacement Funds/Designated Fund Balance

The City levies for the Building Maintenance Fund (designated general fund balance) each year to assist in the repairs and maintenance of the City's buildings. The 2018 budget includes \$45,000 for this purpose. This is unchanged from the 2017 budget.

TAX INCREMENT DISTRICTS (TIDS)

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

The City currently has six active tax increment districts. The City approved TID #13 in 2017. Infrastructure improvements will begin in 2017 with completion in 2018. The 2018 budget includes borrowing for construction projects. The borrowing will be abated with TID #13 tax increment.

CONCLUSION

The Council approved the budget resolution at a public hearing and final disposition on November 14, 2017. Council is pleased to present a budget that considers economic climate, maintains investment in existing infrastructure, provides a similar level of municipal service as in previous years, and emphasizes improved maintenance of current assets. As a result, the proposed budget supports the high level of service that City has provided in the past.

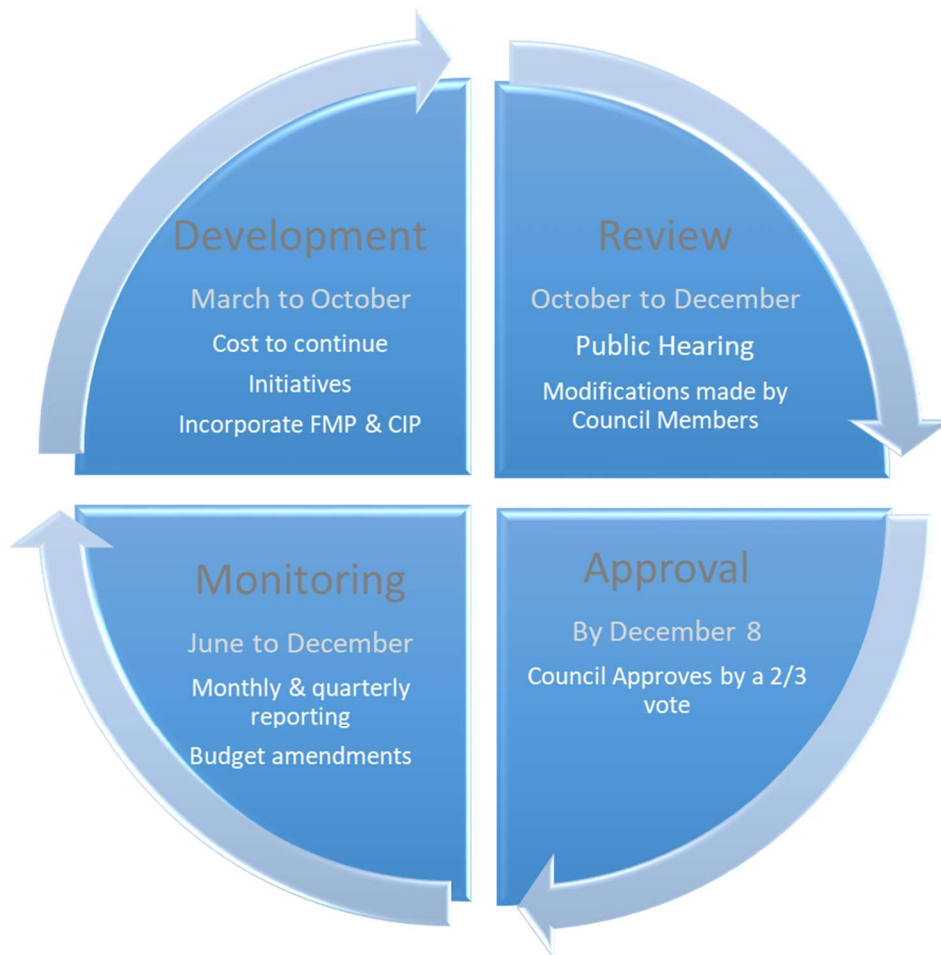
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BUDGET PROCESS

BUDGETING TOOLS AND DEVELOPMENT

BUDGET DEVELOPMENT

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



Five-Year Capital Improvement Plan

The budget cycle begins in March with the development of the five-year capital improvement plan (CIP). The CIP focuses on city assets with value greater than \$25,000 and expected life of more than 10 years. It includes road projects, facility improvements, equipment needs, and other capital asset maintenance and needs. Departments propose projects based on the direction of the City's development, the Westside Traffic Impact Fee Report, the Parks and Open Space Plan, the Long-Range Electric System plan and the Long-Range Water System Plan.

The CIP also incorporates various replacement policies for City infrastructure and equipment. The Capital Improvement Policy and the Debt Management Policy¹ outline the structure to which the Five-Year Capital Improvement Plan must adhere.

The CIP committee reviews all projects and ranks them according to priorities established by the City Council and defined in the Capital Improvement Policy. The draft CIP is submitted to the Committee of the Whole in June and is published on the web and in hard copy for public review. The Committee of the Whole holds several work sessions and a public hearing for citizens to provide input on the proposed projects. The Committee of the Whole votes for its approval of the CIP and forwards the document to City Council for a final vote and approval. The Council approves the CIP by July. The first year of the CIP is incorporated into the annual budget that is presented to Council in October.

Five-Year Financial Management Plan

The second phase of budget development is the creation of the Five Year Financial Management Plan (FMP). City Departments articulate significant operational needs that may not be included in a traditional forecast of revenues and expenditures. Examples include:

- a change in service or service delivery
- a need for additional personnel or equipment due to growth of the City
- costs as a result of regulatory changes

The Finance department forecasts revenues and expenditures in July with an update in August following the release of the State of Wisconsin's Equalized Property Values on August 15th. The City Council holds several work sessions to provide staff with guidelines for developing the annual City budget.

Annual City Budget

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

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

¹ See Appendix B for financial policies.

The Finance department and other City Departments work in conjunction to produce a projection of anticipated revenues in the coming fiscal year.

The Mayor and City Administrator review Departmental budget requests and determine which goals and initiatives will be included in the Executive Budget. The final recommended budget and the budget approved by Council must be in balance; projected general fund revenues must be equal to or less than budgeted general fund expenditures.

BUDGET REVIEW

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

The City Council reviews the proposed budget and makes desired modifications. A public hearing provides residents with the opportunity to present input concerning the budget. The City Council must approve the final budget by a two-thirds vote on or before December 8, per state statute. Once the budget is finalized, the tax levy rate is calculated and property tax bill distribution begins. The budget takes effect January 1 of each year.

BUDGET MONITORING

The budget is monitored throughout the year to ensure City Departments remain within budget and complete planned activities. City Council receives monthly updates and a full financial report each quarter. If unanticipated expenses occur, the budget can be amended during the last six months of the year in accordance with the City's Budget Management and Amendment Policy.²

BUDGET AMENDMENTS

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

² See Appendix B for financial policies.

BUDGET CALENDAR	
March - April	Departments update the 5-year capital improvement plan
May	Finance Department prepares 5-year capital improvement plan document
June	Presentation of the 5-Year Capital Improvement Plan to Committee of the Whole
June	Finance Department begins working on the revenue and expenditure forecast and 5 year request for service changes.
July	Council approves the 5-year Capital Improvement Plan. The first year of the plan is incorporated into the budget
July	Finance Department updates personnel budgets.
August	Committee of the Whole reviews the financial management plan and sets priorities.
September	Finance Department completes draft budget document.
September	City Administrator meets with department directors to review budget change requests (Initiatives).
October	City Administrator and the Mayor review the budget document. The Mayor selects the initiatives that will be funded in the budget.
October	2018 Budget presentation to the Council and work sessions.
November 14, 2017	Public Hearing regarding Budget document.
November 14, 2017	Council adopted the budget and set the 2017 Property Tax Levy.

BUDGET POLICIES

The City of Sun Prairie has adopted financial policies that align with State Statute and provide City-directed guidelines to manage City finances.

Below are highlights of the financial policies of the City of Sun Prairie:

Operating Budget Policies

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

Fund Balance Policy

- The City will establish a contingency expenditure appropriation in the annual General fund-operating revenue budget to provide for unanticipated expenditures of a non-recurring nature. This contingency will be a minimum of .75% of the general fund revenue budget.
- The City will maintain a working capital reserve of 12% - 18% of the General Fund operating revenue budget to provide a 6% - 9% reserve for emergencies. These are unforeseen one-time events. Additionally the City will provide for a 6% - 9% reserve for stabilization to aid the City in responding to temporary reductions in revenue.

Debt Management Policy

- Long-term debt will not be issued to finance current operations.
- Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the asset/project.

- The total direct debt principal outstanding at the end of each budget year will not exceed 1.75% of the City's total equalized value for that year.
- The portion of the City's total tax levy used for payment of General Obligation debt will not exceed 30% of the total levy amount. Recognizing that the City is currently at 32.92% and it may not achieve this target until 2019.
- Increases in the total tax levy will be allocated almost exclusively to providing increased resources for operations; to the extent feasible, the amount of the total tax levy used for payment of General Obligation debt will not increase above the 2017 budgeted debt service levy.

Capital Improvement Policy

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

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

BUDGET BASIS

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

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

The major differences for Enterprise funds are:

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

COUNCIL PRIORITIES

The City Council has communicated several goals for the City of Sun Prairie throughout the last two years. They are financial stability, public safety, transportation, planning and diversity.

Financial Stability: It is the Council's goal to provide a superior level of service that is affordable to the citizens of Sun Prairie. The City recently implemented a Five-Year Capital Improvement Plan and a debt management policy. These tools provide guidelines for prioritizing capital projects while maintaining or reducing the City's debt burden. This budget meets the debt management policy's guidelines.

In 2017, the City developed its first Five-Year Financial Management Plan (FMP), which is reviewed and updated annually. The City of Sun Prairie requires additional staffing due to changing service needs and growth. The FMP attempts to forecast future staffing needs as well as future years' revenues and expenditures. The FMP provides an opportunity for the Council and citizens to prioritize the City's needs and subsequent spending prior to the development of the operating budget. This budget adheres to the parameters set during financial management plan discussions.

Public Safety: The City is in the process of transitioning from a volunteer fire department to a full-time fire department. The 2018-2022 Capital Improvement Plan (CIP) includes the design and remodel of Station 2 (located in the Westside Community Services Building) to incorporate living quarters. This will allow for 24-hour service from station 2 in the future. The remodel design is funded in this budget.

The Council has funded the implementation of body cameras in the police department. A part-time records clerk is included in the initiative to respond to open records requests and catalog videos in accordance with records retention policy.

The police department has four district liaison officers. These are sergeant-level positions that lead the patrol team in their respective districts in problem-solving strategies. The City's canine office is currently assigned to one of the district lead positions. In this budget, the Council approved an additional District Liaison Officer so the canine officer can be devoted to citywide canine duties full time.

Last, the City will monitor Police Department staffing levels in order to develop a police department staffing plan for future staffing needs.

Transportation: As the City of Sun Prairie grows, the need for transportation services increases. The City Council created an Ad hoc Steering Committee on Transportation to examine transportation needs. While the City is unable to fund all of the Committee's recommended transportation improvements,¹ the current budget increases the share-ride taxi program's hours of operation, allows for the purchase of two additional handicap accessible vehicles, and funds a shuttle to connect to the Madison Metro Transportation system.

Planning: State statutes require the City to create a Comprehensive Plan and update the plan every ten years. The Council has funded the update to the Comprehensive Plan in this budget. The intent is to provide perspective on complex issues that affect the city's future, including affordable housing and transportation needs. The Comprehensive plan update will include citizen input to assist in setting

¹ The Committee's Final Report is available online: <http://cityofsunprairie.com/DocumentCenter/View/6038>

priorities for the City. Additionally, the Council funded a full-time planner to assist in the Comprehensive Plan update, to implement transportation initiatives, and provide planning support necessitated by City growth.

Diversity: The City Council has made it a priority to promote diversity, as evidenced by the creation of the Ad hoc Steering Committee on Diversity. The Committee has made several recommendations for creating and promoting Diversity. The Council funded the Committee's staff recruitment recommendations in the 2017 budget and continued the funding in the current budget.

FINANCIAL STRUCTURE AND 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.

GOVERNMENTAL FUNDS

General Fund

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

Special Revenue Funds

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

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

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

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

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

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

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

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

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

Capital Project Funds

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

Capital Projects Fund - General The capital projects fund is a major fund that accounts for the acquisition, construction and rehabilitation of city-owned assets that are funded by the General Fund.

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

Tax Increment Financing District Funds The City currently has five active tax increment financing districts (TIF) currently classified as capital project funds. All of these funds have not reached the end of their expenditure period as defined by Wisconsin State Statutes. TIF 8 is the only TIF fund classified as a major fund.

Debt Service Funds

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

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

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

PROPRIETARY FUNDS

Enterprise Funds

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

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

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

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

Internal Service Funds

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

FIDUCIARY FUNDS

The City of Sun Prairie is the fiscal agent for:

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

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

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

COMPONENT UNITS

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

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

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

CITY OF SUN PRAIRIE

2018 Budget

Funds by Type

GENERAL FUND

GENERAL GOVERNMENT

<u>DEPT #</u>	<u>DEPARTMENT</u>
110	MAYOR
115	COUNCIL
120	MUNICIPAL COURT
130	CITY ATTORNEY
140	CITY CLERK
150	ADMINISTRATION
155	HUMAN RESOURCES
160	FINANCE
165	RISK MANAGEMENT
170	ASSESSING
180	INFORMATION TECHNOLOGY
185	BUILDING MAINTENANCE

PUBLIC SAFETY

<u>DEPT #</u>	<u>DEPARTMENT</u>
210	POLICE DEPARTMENT
220	FIRE DEPARTMENT
230	EMERGENCY MEDICAL SERVICE
240	BUILDING INSPECTION
250	EMERGENCY MANAGEMENT

PUBLIC WORKS

<u>DEPT #</u>	<u>DEPARTMENT</u>
310	PUBLIC WORKS
330	ENGINEERING

CULTURE, RECREATION, CONSV, DEVELOPMENT

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

SPECIAL REVENUE FUNDS

<u>FUND #</u>	<u>FUND</u>
200	GRANTS AND DONATIONS
210	TRANSPORTATION IMPACT FEE FUND
220	SUN PRAIRIE MEDIA CENTER FUND
230	REFUSE & RECYCLE FUND
240	REVOLVING LOAN FUND
250	PARK FUND
251	STREET TREE FUND
260	LIBRARY FUND

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

ENTERPRISE FUNDS

<u>FUND #</u>	<u>FUND</u>
610	WASTEWATER UTILITY
650	STORMWATER UTILITY
699	SUN PRAIRIE UTILITIES
700	FLEET INSERVICE FUND

PERMANENT FUNDS

<u>FUND #</u>	<u>FUND</u>
697	ASHLEY TRUST FUND
698	LIBRARY TRUST FUND

AGENCY FUND

900	MPSISC
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COMPONENT UNITS

<u>FUND #</u>	<u>FUND</u>
810	BUSINESS IMPROVEMENT DISTRICT
850	COMMUNITY DEVELOPMENT AUTHORITY



CITY OF SUN PRAIRIE

2018 Budget

Functional Areas

State statutes require City governments to provide a budget summary of general fund expenditures into the following functional areas:

- general government
- public safety
- public works
- health and human services
- culture, recreation and education
- conservation and development
- capital outlay
- debt service
- other financing uses.

The use of functional areas facilitates spending comparisons across municipalities within the state.

The City's Departments do not align precisely with state defined functional categories. For example, the Sun Prairie Public Works Department's budget falls within three categories, as delineated in the table below:

State Functional Categories of the Public Works Department	
Public Works Division	Functional Category
Forestry	Conservation and Development
Parks Maintenance	Culture, Recreation, and Education
Administration & other Divisions	Public Works

To meet the needs of the City and align with state statute, the header of each budget narrative identifies the applicable category, Department, and Division. Appendix C provides a chart to crosswalk the relationship between the departments and functional areas.

CITY OF SUN PRAIRIE
2018 APPROVED BUDGET
2018 BUDGET INITIATIVE SUMMARY

Dept	Description	Total	Other Revenues	Capital Borrowing	General Fund Balance	Building Maint. Fund	Total Special Revenue Funds	Total Enterprise Funds	Council Approved	Council Approved Tax Levy	
Revenue Initiatives											
1	Police False Alarm Fee Increase	(2,000)	(800)						(2,000)	(2,000)	
2	Building Inspection Fee Increase	(60,000)							(60,000)	(60,000)	
3	EMS Transport Fee Increase	(86,580)							(86,580)	(86,580)	
4	Dog Park Fees	(1,000)							(1,000)	(1,000)	
5	Soccer Field Rental Fee Increase	(2,500)							(2,500)	(2,500)	
6	Softball/Baseball Field Rental Fee Increase	(800)							(800)	-	
7	Shelter Rental Fee Increase	(2,170)							(2,170)	(2,170)	
8	Gazebo Rental Fee Increase	(200)							(200)	(200)	
9	Zoning Compliance Letter Fee (New)	(875)							(875)	(875)	
10	CATV Membership Fees (New)	(3,650)						(3,650)		(3,650)	-
11	CATV KIDS-4 Fee Increase	(4,200)						(4,200)		(4,200)	-
12	Stormwater/Erosion Control Fee Increase	(50,000)			-	-	-	-	(50,000)	(50,000)	-
TOTAL REVENUE INITIATIVES		(\$213,975)	(\$800)	\$0	\$0	\$0	(\$7,850)	(\$50,000)	(\$213,975)	(\$155,325)	
Financial Management Plan											
1	Support Specialist to FT (IT)	30,326	129,468				1,516	1,819	13,495	13,495	
2	District Liaison Officer (Police)	92,607							92,607	92,607	
3	Body Cameras (Police)	167,644							19,088	19,088	
4	Staff Engineer (Engineering)	106,083						53,042	53,042	53,042	
5	FAC Cleaning LTE (Public Works)	12,272							12,272	12,272	
6	Planner (Planning)	85,411							65,633	65,633	
7	Admin/Project Librarian (Library)	19,677							19,677	19,677	
8	Circulation Manager to FT (Library)	12,168							12,168	12,168	
9	Library Assistant I to II (Library)	32,321			-	-	-	-	-	32,321	32,321
TOTAL FINANCIAL MANAGEMENT PLAN		\$558,509	\$129,468	\$0	\$0	\$0	\$1,516	\$54,861	\$320,303	\$318,728	
Mayor and Council											
1	Annual Stipend Increase	1,895	-	-	-	-	-	-	1,895	1,895	
TOTAL MAYOR AND COUNCIL		\$1,895	\$0	\$0	\$0	\$0	\$0	\$0	\$1,895	\$1,895	
Municipal Court											
1	Annual Stipend Increase	632	-	-	-	-	-	-	632	632	
TOTAL MUNICIPAL COURT		\$632	\$0	\$0	\$0	\$0	\$0	\$0	\$632	\$632	
Clerk's Office/Elections											
1	Election Changes	13,728	-	16,255		18,100			13,728	13,728	
2	Tabulators	16,255							16,255	-	
3	First Floor Office Re-design	18,100							18,100	-	
4	Accessible Voting Machines	13,740	-	13,740					13,740	-	
5	Election Day Interpreters	7,860	-	-	-	-	-	-	2,000	2,000	
TOTAL CLERK'S OFFICE & ELECTIONS		\$69,683	\$0	\$29,995	\$0	\$18,100	\$0	\$0	\$63,823	\$15,728	

2018 BUDGET INITIATIVE SUMMARY

Dept	Description	Total	Other Revenues	Capital Borrowing	General Fund Balance	Building Maint. Fund	Total Special Revenue Funds	Total Enterprise Funds	Council Approved	Council Approved Tax Levy
Information Technology										
1	Building Access & Cameras	33,000			33,000				33,000	-
2	Records Tracking System	7,275	-	-	7,275	-	-	-	7,275	-
TOTAL INFORMATION TECHNOLOGY		\$40,275	\$0	\$0	\$40,275	\$0	\$0	\$0	\$40,275	\$0
Building Maintenance										
1	City Hall Ceiling Tile Replacement	15,000				15,000			15,000	-
2	Janitorial Services Budget Increase	24,000						2,640	24,000	21,360
3	Council Chamber Refresh	25,000				25,000			25,000	-
4	Building Maintenance AC Unit	5,500				5,500			5,500	-
5	Bollard Light Replacement	7,000				7,000			7,000	-
6	Exhaust Fan Replacement	3,000				3,000			3,000	-
7	Tablet	2,000				2,000			2,000	-
8	Pre-Heating/Cooling Pump Replacement	13,500				13,500			13,500	-
9	Building Maintenance Vehicle	17,000	-	-	17,000	-	-	-	17,000	-
TOTAL BUILDING MAINTENANCE		\$112,000	\$0	\$0	\$17,000	\$71,000	\$0	\$2,640	\$112,000	\$21,360
Police Department										
1	Detective Reclassification	4,648							4,648	4,648
2	2 Crossing Guards	9,820	-	-	-		-	-	9,820	9,820
TOTAL POLICE DEPARTMENT		\$14,468	\$0	\$0	\$0	\$0	\$0	\$0	\$14,468	\$14,468
Emergency Medical Service										
1	Stryker Equipment Upgrades	5,550						5,550	5,550	-
2	Response Vehicle	45,000	-	25,000	-	-	-	-	25,000	-
TOTAL EMERGENCY MEDICAL SERVICE		\$50,550	\$0	\$25,000	\$0	\$0	\$0	\$5,550	\$30,550	\$0
Building Inspection										
1	Plan Review LTE- 500 hours	26,021	27,500						26,021	(1,479)
2	Inspection Tools	650	650						650	-
3	Uniforms	1,100							1,100	1,100
4	Overtime Wages	10,000	-	-	-	-	-	-	5,000	5,000
TOTAL BUILDING INSPECTION		\$37,771	\$28,150	\$0	\$0	\$0	\$0	\$0	\$32,771	\$4,621
Public Works										
1	Traffic Control Certification	2,800							2,800	2,800
2	Signal Timing- Grand/Prairie Lakes Corridor	110,000		110,000					110,000	-
3	Boot Allowance Increase- All Departments	1,200	725					475	1,200	-
4	Needs Assessment	28,000	-	28,000	-	-	-	-	28,000	-
TOTAL PUBLIC WORKS		\$142,000	\$725	\$138,000	\$0	\$0	\$0	\$475	\$142,000	\$2,800
Engineering										
1	Automatic Level and Sensor	2,500	-	-	2,500	-	-	-	2,500	-
TOTAL ENGINEERING		\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500	\$0

2018 BUDGET INITIATIVE SUMMARY

Dept	Description	Total	Other Revenues	Capital Borrowing	General Fund Balance	Building Maint. Fund	Total Special Revenue Funds	Total Enterprise Funds	Council Approved	Council Approved Tax Levy
Senior Citizens Program										
1	Increase Colonial Club Funding	10,000	-	-	-	-	-	-	10,000	10,000
TOTAL SENIOR CITIZENS PROGRAM		\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Youth & Families Commission										
1	Increase Youth & Families Contribution	10,000	-	-	-	-	-	-	5,000	5,000
TOTAL YOUTH & FAMILIES COMMISSION		\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Parks & Recreation										
1	Increase Seasonal Wages	3,848	3,359						3,848	489
2	Movie in the Park	1,300	-	-	-	-	-	-	1,300	1,300
TOTAL PARKS & RECREATION		\$5,148	\$3,359	\$0	\$0	\$0	\$0	\$0	\$5,148	\$1,789
Family Aquatic Center										
1	Cashiering Upgrade	7,080	200		6,880				7,080	-
2	Shade Cover Replacement	5,000	-		5,000				5,000	-
3	Vacuum Rental	5,000	-	-	5,000	-	-	-	5,000	-
TOTAL FAMILY AQUATIC CENTER		\$17,080	\$200	\$0	\$16,880	\$0	\$0	\$0	\$17,080	\$0
Parks Maintenance										
1	Basketball Court Relocation- Stoneridge Park	27,500		27,500					27,500	-
2	Volleyball Courts- Stoneridge Park	8,000					8,000		8,000	-
3	Park Cameras	25,400			25,400				25,400	-
4	Playground Surface Material	45,000			30,000				45,000	15,000
5	Pet Exercise Area Stone Path	12,000					12,000		12,000	-
6	Pet Exercise Area Solar Lighting	4,500	-	-	-	-	4,500	-	4,500	-
TOTAL PARKS MAINTENANCE		\$122,400	\$0	\$27,500	\$55,400	\$0	\$24,500	\$0	\$122,400	\$15,000
Forestry										
1	Tree Replacement	20,000	-	-	-	-	20,000	-	20,000	-
TOTAL FORESTRY		\$20,000	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000	\$0
Planning										
1	Comprehensive Plan	103,000	-	-	103,000	-	-	-	103,000	-
TOTAL PLANNING		\$103,000	\$0	\$0	\$103,000	\$0	\$0	\$0	\$103,000	\$0
Sun Prairie Taxi										
1	Additional Hours	63,060	63,060						63,060	-
2	3 Accessible Mini-Vans	102,000	102,000	-	-	-	-	-	102,000	-
TOTAL TAXI		\$165,060	\$165,060	\$0	\$0	\$0	\$0	\$0	\$165,060	\$0
Sun Prairie Media Center										
1	After Hours Access	5,000					5,000		5,000	-
2	Asset Management System	2,000					2,000		2,000	-
3	InfoVue	4,950					4,950		4,950	-
4	Closed Captioning	15,000	-	-	-	-	15,000	-	15,000	-
TOTAL SPMC		\$26,950	\$0	\$0	\$0	\$0	\$26,950	\$0	\$26,950	\$0

2018 BUDGET INITIATIVE SUMMARY

Dept	Description	Total	Other Revenues	Capital Borrowing	General Fund Balance	Building Maint. Fund	Total Special Revenue Funds	Total Enterprise Funds	Council Approved	Council Approved Tax Levy
Wastewater Treatment Plant										
1	Clean North Digester	50,000						50,000	50,000	-
2	Replace Lab Autoclave	7,000						7,000	7,000	-
3	Replace Lab Dishwasher	11,800						11,800	11,800	-
4	GPS Mapping of Sanitary Sewer	19,975						19,975	19,975	-
5	Replace Influent Pump Valve	36,000						36,000	36,000	-
6	Replace Grit Building Heater	20,000						20,000	20,000	-
7	Replace Screw Pump Greasers	21,000						21,000	21,000	-
8	Update Sewer Master Plan	50,000	-	-	-	-	-	50,000	50,000	-
TOTAL WASTEWATER TREATMENT		\$215,775	\$0	\$0	\$0	\$0	\$0	\$215,775	\$215,775	\$0
GRAND TOTAL - ALL INITIATIVES		\$1,511,721	\$326,162	\$220,495	\$235,055	\$89,100	\$65,116	\$229,301	\$1,286,570	\$412,021

CITY OF SUN PRAIRIE

2018 Budget

Summary of Budget Amendments

	Increase Expenditures	Revenues	Fund Balance	Tax Levy	Borrowing	Notes
10/10/2017						
Amendment 1						
Remove Communications Manager	(43,743)	(12,009)		(31,734)		
Amendment 2						
Add EMS Assistant Chief	113,392			113,392		
10/11/2017						
Amendment 3						
Add District Liasion Officer	92,607			92,607		
Amendment 4						
Remove Chair Replacement	(42,000)		(42,000)			
Amendment 3						
Increase Budget for EMS Command Vehicle (Borrowing)	25,000			(20,000)	45,000	Fund recommended vehicle and use capital borrowing for vehicle.
Amendment 4						
Add to Playground Material Costs	10,000		30,000	(20,000)		Increase to \$45,000 for full replacement. Fund 1/3 in levy and 2/3 for Fund Balance
10/17/2017						
Amendment 5						
Remove Museum Manager, Library Circ Manager and Library Page	(59,234)	(22,104)		(37,130)		
Amendment 6						
Remove Assistant EMS Chief	(113,392)			(113,392)		
Amendment 7						
Reduce EMS Vehicle to \$25,000	(20,000)				(20,000)	
Amendment 8						
Reinstate Library Circulation Manager	12,168			12,168		
Total Amendments	(\$25,202)	(\$34,113)	(\$12,000)	(\$4,089)	\$25,000	



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CITY OF SUN PRAIRIE

2018 Approved Budget Summary

All Fund Types

FUND TYPE	Projected 2018 EXECUTIVE BUDGET			Projected 2018 Ending	Property Tax Levy Contribution
	2018 Beginning Fund Balance	Revenues	Expenditures	Fund Balance	
GENERAL FUND	\$ 11,179,994	\$ 24,519,132	\$ 24,519,132	\$ 11,179,995	\$ 15,715,348
SPECIAL REVENUE FUNDS					
Park Improvement Fund	909,227	244,300	218,500	935,027	-
Street Tree Fund	163,891	51,300	95,000	120,191	-
WDF-Revolving Loan Fund	147,780	4,638	-	152,418	-
Grants and Donations Fund	316,593	1,060,816	1,010,545	366,864	-
Sun Prairie Media Fund	370,832	425,501	422,279	374,054	-
Transportation Impact Fee Fund	2,348,796	192,500	1,639,719	901,577	-
Sanitation Fund	272,127	1,319,971	1,319,971	272,127	-
Library Fund	281,497	2,138,991	2,138,991	281,497	-
Total Special Revenue Funds	4,810,743	5,438,017	6,845,005	3,403,755	-
CAPITAL PROJECTS FUNDS					
Capital Projects	73,700	15,601,360	15,630,828	44,232	-
TIF No. 8	(1,228,030)	1,850,920	1,873,873	(1,250,983)	-
TIF No. 9	(604,727)	1,045,189	1,052,053	(611,591)	-
TIF No. 11	(108,508)	117,919	21,136	(11,725)	-
TIF No. 12	(1,605)	59,772	569,616	(511,449)	-
TIF No. 13	(14,500)	3,700,000	3,713,272	(27,772)	-
Development Projects	(99,263)	300,000	300,000	(99,263)	-
Total Capital Projects Funds	(1,982,933)	22,675,160	23,160,778	(2,468,551)	-
DEBT SERVICE FUNDS					
Debt Service Fund	118,775	6,622,506	6,622,506	118,775	6,460,924
TIF No. 6	(508,359)	139,270	11,195	(380,284)	-
Total Debt Service Funds	(389,584)	6,761,776	6,633,701	(261,509)	6,460,924
PERMANENT FUNDS					
Ashley Trust Fund	1,000	2	2	1,000	
Library Trust Fund	385,244	25,000	5,000	405,244	
Total Permanent Funds	386,244	25,002	5,002	406,244	
ENTERPRISE FUNDS					
Fleet Inservice	4,279,249	2,351,813	1,551,235	5,079,827	
Water Pollution Control	43,172,203	3,980,091	7,997,239	39,155,055	-
Stormwater Utility	37,328,234	8,556,435	7,453,173	38,431,496	-
Water & Light	73,715,677	38,106,488	39,067,804	72,754,361	-
Total Enterprise Funds	154,216,114	52,994,827	56,069,451	150,340,912	-
AGENCY FUNDS					
MPSISC	314,228	587,338	587,338	314,228	
Total Agency Funds	314,228	587,338	587,338	314,228	
COMPONENT UNITS					
Business Improvement District	81,717	152,266	152,266	81,717	-
Community Development Authority	369,137	180,413	180,378	369,172	-
Total Component Units	450,854	332,679	332,644	450,889	-
Grand Total	\$168,793,547	\$112,721,591	\$117,560,711	\$163,025,775	\$22,176,272

TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION

22,176,272

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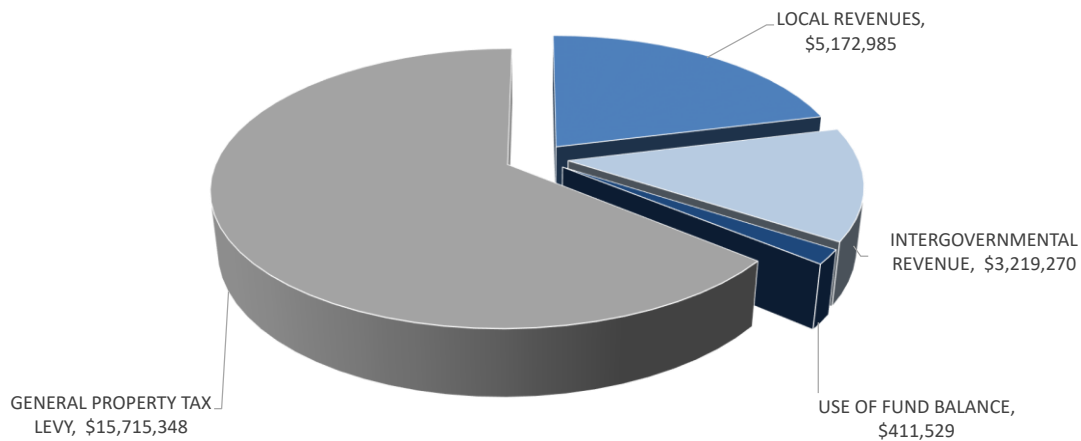
CITY OF SUN PRAIRIE

2018 APPROVED BUDGET

General Fund Revenues by Function

	2014	2015	2016	2017		2018	2018
	ACTUALS	ACTUALS	ACTUALS	PROJECTED	AMENDED BUDGET	RECOMMEND BUDGET	APPROVED BUDGET
TAXES (EXCLUDING LEVY)	115,660	128,670	128,652	140,517	128,015	144,705	144,705
SPECIAL ASSESSMENTS	14,539	39,359	19,500	-	3,500	15,500	15,500
LICENSES AND PERMITS	497,035	554,216	482,874	845,103	581,500	592,600	592,600
FINES, FORFEITS & PENALTIES	214,561	212,879	192,788	167,693	190,000	188,000	188,000
PUBLIC CHARGES FOR SERVICES	1,676,580	2,437,079	1,525,024	1,473,277	1,487,219	1,626,640	1,626,640
INVESTMENT INCOME	23,346	12,962	28,648	78,500	40,000	65,000	65,000
MISCELLANEOUS REVENUE	539,792	524,716	895,347	137,263	189,463	197,412	175,308
OTHER FINANCING SOURCES	1,771,886	1,924,204	2,255,511	2,133,774	2,365,395	2,371,536	2,365,232
LOCAL REVENUES	4,853,399	5,834,085	5,528,344	4,976,127	4,985,092	5,201,393	5,172,985
INTERGOVERNMENTAL REVENUE	3,586,067	3,744,368	3,836,072	3,208,638	3,249,363	3,219,270	3,219,270
TOTAL REVENUES	8,439,466	9,578,453	9,364,416	8,184,765	8,234,455	8,420,663	8,392,255
USE OF FUND BALANCE	-	-	-	-	293,432	423,529	411,529
TOTAL REVENUE & FUND BALANCE	8,439,466	9,578,453	9,364,416	8,184,765	8,527,887	8,844,192	8,803,784
GENERAL PROPERTY TAX LEVY	12,475,499	12,741,648	12,890,432	14,310,173	14,310,884	15,683,884	15,715,348
TOTAL SOURCES	20,914,965	22,320,101	22,254,848	22,494,938	22,838,771	24,528,076	24,519,132

2018 GENERAL FUND REVENUES



CITY OF SUN PRAIRIE

2018 APPROVED BUDGET

General Fund Revenues Detail

		2015 ACTUAL	2016 ACTUAL	8/31/2017 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PROPERTY TAXES									
GENERAL PROPERTY TAXES	10004000-401000	\$ 13,008,194	\$ 13,546,267	\$ 14,310,882	\$ 14,310,884	\$ 14,310,884	\$ 15,683,884	\$ 15,715,348	\$ 1,404,464
ILLEGAL TAXES	10004000-401500	(118,331)	(10,521)	(854)	(854)	-	-	-	-
PROPERTY TAX CHARGEBACKS	10004000-403000	569	539	143	143	-	-	-	-
	SUB-TOTAL	12,890,432	13,536,285	14,310,172	14,310,173	14,310,884	15,683,884	15,715,348	1,404,464
OTHER TAXES									
PUBLIC ACCOMMODATION TAX	10004100-414000	21,472	22,628	14,332	30,944	19,000	34,554	34,554	15,554
PAYMENTS IN LIEU OF TAXES	10004100-415000	105,058	106,794	96,528	107,393	107,515	108,151	108,151	636
INTEREST AND PENALTY ON TAXES	10004100-418000	2,122	1,341	2,068	2,180	1,500	2,000	2,000	500
	SUB-TOTAL	128,652	130,763	112,928	140,517	128,015	144,705	144,705	16,690
SPECIAL ASSESSMENTS									
SPECIAL ASSESSMENTS	10004200-421000	-	1,343	-	-	1,000	-	-	(1,000)
INTEREST SPECIAL ASSESSMENTS	10004200-428000	875	1,115	-	-	1,000	500	500	(500)
DELQ SA HELD BY COUNTY	10004200-429000	18,625	1,976	-	-	1,500	15,000	15,000	13,500
	SUB-TOTAL	19,500	4,434	-	-	3,500	15,500	15,500	12,000
INTERGOVERNMENTAL REVENUE									
FEDERAL GRANTS - POLICE	10004300-432205	2,980	-	-	-	-	-	-	-
STATE SHARED REVENUE	10004300-434100	688,629	691,403	103,274	688,496	688,496	686,424	686,424	(2,072)
STATE EXPENDITURE RESTRAINT	10004300-434200	569,947	570,852	582,873	582,873	582,872	557,329	557,329	(25,543)
STATE AID - EXEMPT COMPUTERS	10004300-434300	373,372	289,632	250,094	250,094	294,000	253,770	253,770	(40,230)
STATE FIRE INSURANCE TAX	10004300-434400	89,386	103,188	117,213	117,213	103,000	120,000	120,000	17,000
STATE GRANTS - GENERAL	10004300-435000	4,870	-	-	-	-	1,000	1,000	1,000
STATE GRANTS - POLICE	10004300-435210	9,904	25,723	586	586	10,000	-	-	(10,000)
STATE GRANTS - PUBLIC WORKS	10004300-435220	9,747	-	-	-	-	-	-	-
STATE GRANTS - EMS	10004300-435230	4,644	-	-	-	-	-	-	-
STATE AID - ROAD ALLOTMENT	10004300-435310	1,479,150	1,513,602	1,021,682	1,362,242	1,362,242	1,377,270	1,377,270	15,028
STATE AID - CONNECTING STREETS	10004300-435330	54,117	53,960	41,007	54,676	54,676	54,977	54,977	301
COUNTY AID - LIBRARY	10004300-437520	406,576	424,164	-	-	-	-	-	-
SCHOOL DISTRICT - PD LIASION	10004300-438210	139,545	148,529	81,613	152,458	152,077	161,500	161,500	9,423
MISCELLANEOUS GRANTS	10004300-438215	3,205	-	-	-	2,000	7,000	7,000	5,000
	SUB-TOTAL	3,836,072	3,821,053	2,198,342	3,208,638	3,249,363	3,219,270	3,219,270	(30,093)
LICENSES AND PERMITS									
LIQUOR & MALT BEV. LICENSES	10004400-441100	32	47,145	44,668	46,911	59,000	45,000	45,000	(14,000)
BARTENDER LICENSES	10004400-441150	12,805	18,192	14,325	16,613	20,000	15,000	15,000	(5,000)
CIGARETTE LICENSES	10004400-441200	1,060	2,750	2,600	2,682	3,000	2,600	2,600	(400)
OTHER BUSINESS LICENSES	10004400-441900	7,083	10,503	11,567	12,853	8,500	12,000	12,000	3,500
DOG LICENSES	10004400-442200	8,371	11,006	16,204	10,796	9,500	10,000	10,000	500
BUILDING PERMITS	10004400-443100	123,770	118,098	149,894	225,000	142,000	145,000	145,000	3,000
OCCUPANCY PERMITS	10004400-443150	11,700	8,925	9,125	18,000	10,000	15,000	15,000	5,000
PLUMBING PERMITS	10004400-443200	57,327	57,082	78,814	125,000	67,000	74,500	74,500	7,500
ELECTRICAL PERMITS	10004400-443300	67,466	64,572	80,087	125,000	70,000	84,000	84,000	14,000
HVAC PERMITS	10004400-443400	63,653	64,433	76,133	125,000	70,000	78,500	78,500	8,500
STREET OPENING PERMITS	10004400-443500	23,400	22,600	12,700	22,942	20,000	20,000	20,000	-
STORMWATER EROSION CONT FEE	10004400-443852	36,950	38,005	24,768	40,998	38,000	30,000	30,000	(8,000)
ZONING AND PLAT APPROVAL FEES	10004400-444100	41,935	43,110	28,265	37,260	32,000	35,000	35,000	3,000
OTHER PERMITS AND FEES	10004400-449300	21,761	20,428	19,084	30,048	26,500	20,000	20,000	(6,500)
WEIGHTS & MEASURES	10004400-449400	5,561	6,426	-	6,000	6,000	6,000	6,000	-
	SUB-TOTAL	482,874	533,275	568,235	845,103	581,500	592,600	592,600	11,100
FINES, FOREFEITS, AND PENALTIES									
COURT PENALTIES AND COSTS	10004500-451100	140,066	142,454	99,410	120,273	140,000	140,000	140,000	-
PARKING VIOLATIONS	10004500-451300	52,722	48,560	37,605	47,420	50,000	48,000	48,000	(2,000)
	SUB-TOTAL	192,788	191,014	137,015	167,693	190,000	188,000	188,000	(2,000)
PUBLIC CHARGES FOR SERVICES									
CLERK FEES	10004600-461400	43,279	41,168	28,777	40,429	39,500	40,000	40,000	500
INFORMATION TECHNOLOGY FEES	10004600-461800	120	38	38	55	50	-	-	(50)
POLICE DEPARTMENT FEES	10004600-462100	20,664	17,239	6,734	12,124	17,000	17,500	17,500	500
POLICE ANIMAL POUND FEES	10004600-462105	150	120	150	200	150	100	100	(50)
AMBULANCE FEES	10004600-462300	923,347	845,357	535,888	882,000	880,000	966,580	966,580	86,580
EMS TOWNSHIPS CHARGES	10004600-462305	53,900	58,020	63,377	63,377	62,913	62,256	62,256	(657)
BUILDING INSPECTION CHARGES	10004600-462400	4,635	5,690	308	500	6,000	5,000	5,000	(1,000)
SEWER INSPECTION CHARGES	10004600-462405	4,855	5,700	3,630	4,768	4,500	4,700	4,700	200
HVAC PLAN REVIEW	10004600-462410	-	-	-	1,000	-	7,500	7,500	7,500
BUILDING PLAN REVIEW	10004600-462420	-	-	-	5,000	-	47,500	47,500	47,500
FIRE ALARM PLAN REVIEW	10004600-462430	-	-	-	-	-	3,500	3,500	3,500
FIRE SUPPLY PLAN REVIEW	10004600-462440	-	-	-	-	-	3,500	3,500	3,500
PLUMBING PLAN REVIEW	10004600-462450	-	-	-	3,000	-	10,000	10,000	10,000
PUBLIC WORKS MISC CHARGES	10004600-463100	13,270	19,545	20,856	25,500	18,000	18,000	18,000	-
REFUSE CHARGES	10004600-463205	(117)	-	-	-	-	-	-	-
ENGINEERING MISC CHARGES	10004600-463300	24	-	-	-	-	-	-	-
ENGINEERING REVIEW FEES	10004600-463305	13,455	7,610	19,539	23,000	8,000	10,600	10,600	2,600



CITY OF SUN PRAIRIE

2018 APPROVED BUDGET

General Fund Revenues Detail

		2015 ACTUAL	2016 ACTUAL	8/31/2017 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PARKS MISCELLANEOUS CHARGES	10004600-465500	14,743	16,475	12,396	23,114	24,800	29,670	29,670	4,870.0
FAMILY AQUATIC CENTER FEES	25504600-465502	253,772	221,885	-	200,010	206,762	205,000	205,000	(1,762.0)
SUMMER RECREATION FEES	10004600-465503	101,977	100,339	98,391	99,500	136,484	108,359	108,359	(28,125.0)
WINTER RECREATION FEES	10004600-465504	76,950	69,881	41,720	70,000	66,060	68,000	68,000	1,940.0
DOG PARK USE FEES	10004600-465505	-	-	18,259	19,500	17,000	18,000	18,000	1,000.0
PLANNING MISC CHARGES	10004600-466100	-	-	200	200	-	875	875	875.0
	SUB-TOTAL	1,525,024	1,409,067	850,264	1,473,277	1,487,219	1,626,640	1,626,640	139,421
INVESTMENT INCOME									
INVESTMENT INCOME	10004700-471000	28,648	57,036	53,031	78,500	40,000	65,000	65,000	25,000
	SUB-TOTAL	28,648	57,036	53,031	78,500	40,000	65,000	65,000	25,000
MISCELLANEOUS REVENUE									
MISCELLANEOUS RENTS	10004800-482100	25,115	25,724	11,881	12,500	25,000	4,485	4,485	(20,515)
POLICE AUCTION	10004800-483100	3,170	-	81	2,500	-	500	500	500
SALE OF MATERIAL AND EQUIPMENT	10004800-483200	29,464	33,080	30,212	35,700	20,000	30,000	30,000	10,000
INSURANCE DIVIDEND & RECOVERY	10004800-484000	77,276	74,441	14,913	14,913	55,163	70,023	70,023	14,860
DONATIONS - LIBRARY	10004800-485520	-	453	4,000	4,000	4,000	4,000	4,000	-
DONATIONS - MUSEUM	10004800-485530	5,000	-	-	-	-	22,104	-	-
DONATIONS - CONCERTS IN THE PA	10004800-485552	1,262	1,906	2,150	2,650	1,200	1,300	1,300	100
CAMERA REPLACEMENT	10004800-488102	4,000	3,425	-	-	4,100	-	-	(4,100)
PAYMENT FROM CATV	10004800-488510	9,054	13,789	-	-	-	-	-	-
PAYMENT FROM WWTP UTILITY	10004800-488810	75,300	80,953	-	-	-	-	-	-
PAYMENT FROM STORMWATER UTILITY	10004800-488850	142,000	153,106	-	-	-	-	-	-
MISCELLANEOUS REVENUES	10004800-489000	502,515	91,677	63,664	65,000	80,000	65,000	65,000	(15,000)
AG USE PENALTIES	10004800-489200	21,191	18,662	-	-	-	-	-	-
	SUB-TOTAL	895,347	497,216	126,901	137,263	189,463	197,412	175,308	(14,155)
OTHER FINANCING SOURCES									
HUMAN RESOURCES CHARGEBACKS	10004900-481550	5,000	5,000	-	20,000	20,000	26,304	20,000	-
FINANCE CHARGEBACKS	10004900-481600	-	-	-	-	-	2,400	2,400	2,400
ENGINEERING CHARGEBACKS	10004900-483300	334,707	261,521	(3,441)	186,000	382,525	388,640	388,640	6,115
TRANSFER IN	10004900-492100	199,534	185,332	82,199	82,200	80,844	117,061	117,061	36,217
TRANSFER IN - PARK FUND	25504900-492100	-	-	-	-	2,189	16,880	16,880	14,691
TRANSFER IN - W&L PILOT	10004900-492199	1,716,270	1,788,072	25,324	1,845,574	1,879,837	1,820,251	1,820,251	(59,586)
	SUB-TOTAL	2,255,511	2,239,925	104,081	2,133,774	2,365,395	2,371,536	2,365,232	(163)
FUND BALANCE APPLIED									
REPLACEMENT FUND		-	-	-	-	293,432	423,529	411,529	118,097
	SUB-TOTAL	-	-	-	-	293,432	423,529	411,529	118,097
GENERAL FUND REVENUES		\$ 22,254,848	\$ 22,420,068	\$ 18,460,969	\$ 22,494,938	\$ 22,838,771	\$ 24,528,076	\$ 24,519,132	\$ 1,680,361



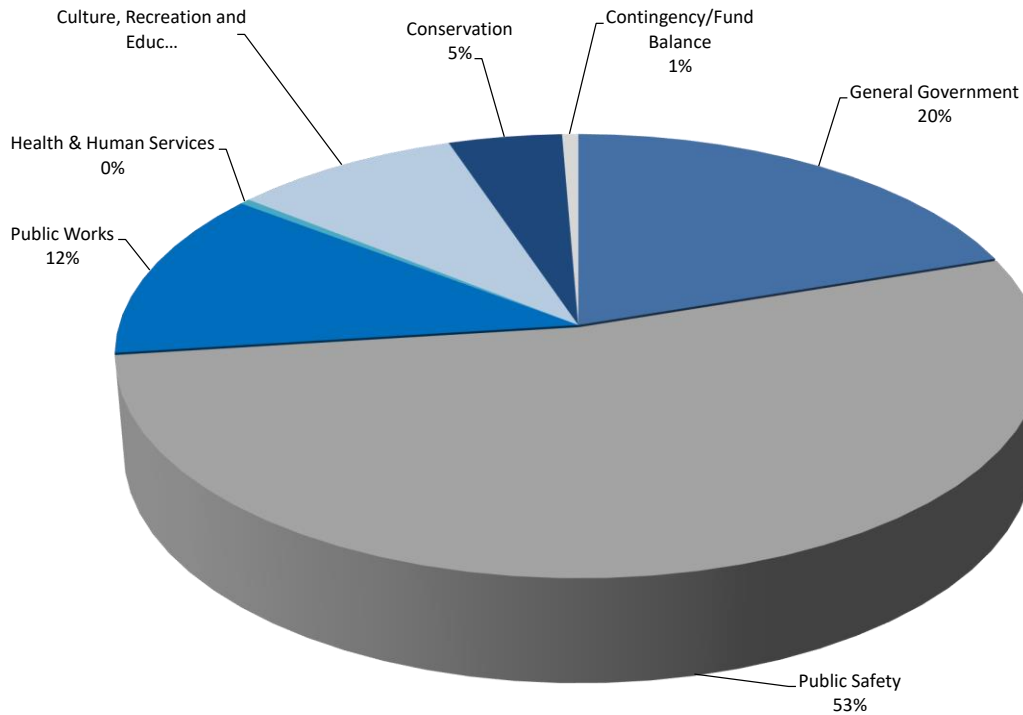
CITY OF SUN PRAIRIE

2018 APPROVED BUDGET

General Fund Expenditures

	2015 ACTUAL EXPENDITURES	2016 ACTUAL EXPENDITURES	2017 PROJECTED EXPENDITURES	2017 BUDGET	2018 RECOMMEND BUDGET	2018 APPROVED BUDGET
General Government	3,669,526	4,360,023	4,392,509	4,453,784	4,546,083	4,484,878
Public Safety	9,796,067	10,288,497	10,838,799	11,205,226	11,919,627	12,023,208
Public Works	3,025,009	2,690,441	2,946,661	3,045,157	2,792,347	2,804,312
Health & Human Services	30,254	56,749	87,460	87,327	92,332	92,332
Culture, Rec and Education	3,262,215	3,243,643	1,708,428	1,839,870	2,072,236	2,046,474
Conservation	649,118	740,297	619,837	623,287	1,014,777	1,021,072
	20,432,189	21,379,650	20,593,694	21,254,651	22,437,402	22,472,276
Contingency/Fund Balance	17	-	-	111,520	176,705	145,000
Transfers	817,158	392,539	1,703,739	1,782,839	1,913,969	1,901,856
Total General Expenses	21,249,364	21,772,189	22,297,433	23,149,010	24,528,076	24,519,132

2018 GENERAL FUND EXPENDITURES BY FUNCTION



CITY OF SUN PRAIRIE

2018 APPROVED BUDGET

General Fund Expenditures by Department

		2016 ACTUAL	8/31/17 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
GENERAL GOVERNMENT								
	DEPT							
MAYOR	110	38,070	30,722	39,102	39,130	40,739	39,672	542
COUNCIL	115	65,762	43,881	64,982	68,694	69,582	70,649	1,955
MUNICIPAL COURT	120	103,040	63,512	103,130	106,241	106,764	108,753	2,512
CITY ATTORNEY	130	270,985	141,968	213,826	207,355	219,747	220,986	13,631
CITY CLERK	140	274,622	213,562	311,078	281,573	320,551	305,020	23,447
ELECTIONS	140	120,877	27,750	31,948	49,040	100,998	100,998	51,958
ADMINISTRATION	150	251,829	170,899	280,431	279,220	316,274	284,073	4,853
HUMAN RESOURCES	155	275,770	188,369	304,020	313,636	325,439	327,544	13,908
FINANCE	160	575,025	389,766	546,515	513,663	514,382	515,813	2,150
RISK MANAGEMENT	165	500,231	342,549	418,952	428,580	177,952	177,952	(250,628)
ASSESSING	170	347,655	245,461	372,827	432,252	450,842	452,573	20,321
INFORMATION TECHNOLOGY	180	1,091,364	642,328	1,058,395	1,079,128	1,035,178	1,053,819	(25,308)
GIS	181	-	-	-	-	115,288	115,681	115,681
BUILDING MAINTENANCE	320	444,793	337,284	647,303	655,273	752,347	711,345	56,072
SUB-TOTAL		4,360,023	2,838,053	4,392,509	4,453,784	4,546,083	4,484,878	31,094
PUBLIC SAFETY								
	DEPT							
POLICE DEPARTMENT	210	7,343,438	4,773,719	7,529,853	7,903,583	8,079,190	8,168,378	264,795
FIRE DEPARTMENT	220	944,264	896,818	1,139,346	1,122,346	1,297,997	1,298,065	175,719
EMERGENCY MEDICAL SERVICE	230	1,587,256	1,035,723	1,704,702	1,709,035	1,990,701	2,001,618	245,681
EMERGENCY MANAGEMENT	250	977	3,115	4,700	7,500	7,500	7,500	-
BUILDING INSPECTION	330	412,562	287,451	460,198	462,762	544,239	547,647	84,885
SUB-TOTAL		10,288,497	6,996,825	10,838,799	11,205,226	11,919,627	12,023,208	771,080
PUBLIC WORKS								
	DEPT							
PUBLIC WORKS DEPARTMENT	310	2,059,268	1,307,773	2,386,736	2,499,195	2,176,854	2,186,340	(312,855)
ENGINEERING	330	631,173	380,569	559,925	545,962	615,493	617,972	72,010
SUB-TOTAL		2,690,441	1,688,343	2,946,661	3,045,157	2,792,347	2,804,312	(240,845)
HEALTH & HUMAN SERVICES								
	DEPT							
YOUTH PROGRAMS	545	45,000	30,000	75,000	75,000	75,000	75,000	-
YOUTH & FAMILY COMMISSION	542	2,249	913	2,960	2,827	7,832	7,832	5,005
CEMETERY	549	9,500	9,500	9,500	9,500	9,500	9,500	-
SUB-TOTAL		56,749	40,413	87,460	87,327	92,332	92,332	5,005
CULTURE, REC AND EDUCATION								
	DEPT							
LIBRARY	520	1,694,077	-	-	-	-	-	-
MUSEUM	530	35,652	23,579	38,325	43,821	91,138	46,929	3,108
SENIOR CITIZENS PROGRAM	541	170,000	120,000	180,000	180,000	190,000	190,000	10,000
PARKS AND MAINTENANCE	550	648,446	510,487	818,791	867,346	995,379	1,011,342	143,996
RECREATION PROGRAMS	550	421,558	281,637	398,427	462,495	488,118	490,602	28,107
FAMILY AQUATIC CENTER	550	273,910	243,448	272,885	286,208	307,601	307,601	21,393
SUB-TOTAL		3,243,643	1,179,151	1,708,428	1,839,870	2,072,236	2,046,474	206,604
CONSERVATION								
	DEPT							
PLANNING	610	345,698	219,491	363,352	375,664	538,194	539,681	164,017
ECONOMIC DEVELOPMENT	620	196,837	72,906	156,352	145,971	299,252	303,721	157,750
FORESTRY	650	197,762	48,846	100,133	101,652	177,331	177,670	76,018
SUB-TOTAL		740,297	341,243	619,837	623,287	1,014,777	1,021,072	397,785
TRANSFERS & CONTINGENCY								
	DEPT							
TRANSFERS	690	392,539	1,532,844	1,703,739	1,782,839	1,913,969	1,901,856	119,017
PERSONNEL CONTINGENCY	150	-	-	-	15,000	-	-	(15,000)
GENERAL CONTINGENCY	160	-	-	-	96,520	176,705	145,000	48,480
SUB-TOTAL		392,539	1,532,844	1,703,739	1,894,359	2,090,674	2,046,856	152,497
GENERAL FUND EXPENDITURES								
		21,772,189	14,616,871	22,297,433	23,149,010	24,528,076	24,519,132	1,323,220



CITY OF SUN PRAIRIE

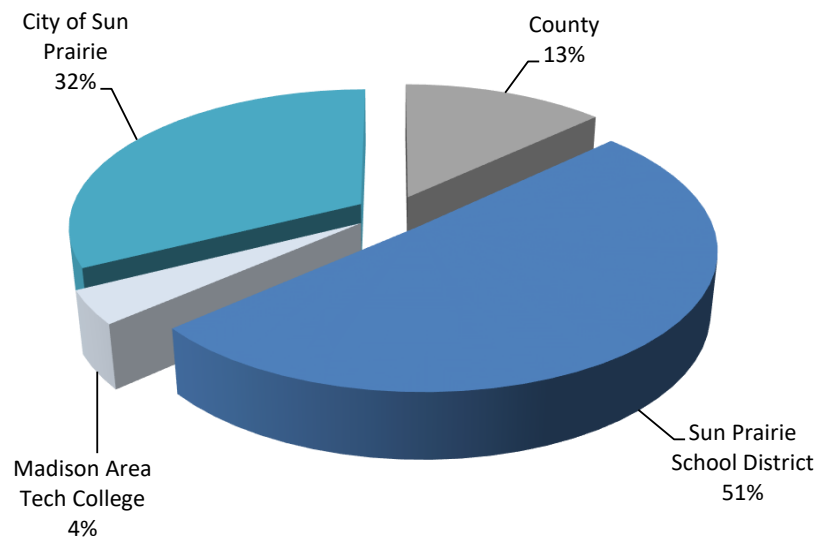
2018 APPROVED BUDGET

Mill Rate Summary

Residents of Sun Prairie School District Tax Levy/Rates

	Apportioned Levy	Rate Per Thousand	% Change From 2014
State	-	-	0.80%
County	9,380,672	3.11655	4.70%
Sun Prairie School District	36,159,109	12.02744	0.30%
Madison Area Tech College	2,810,961	0.93391	0.10%
City of Sun Prairie	21,922,409	7.71699	-1.70%
	70,273,150	23.79489	-0.20%
Less: State School Credit	6,037,026	2.00574	7.20%
Net Rate	64,236,124	21.78915	-0.80%

2017-2018 Property Tax Distribution



CITY OF SUN PRAIRIE

2018 APPROVED BUDGET

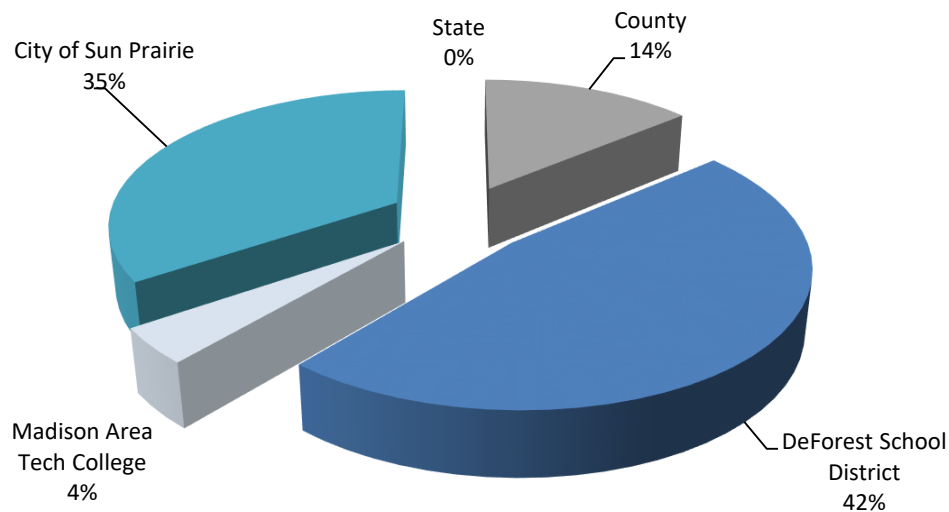
Mill Rate Summary

Residents of DeForest School District

Tax Levy/Rates

	Apportioned Levy	Rate Per Thousand	% Change From 2014
State	-	-	0.80%
County	9,380,672	3.11655	4.70%
DeForest School District	36,984	10.59339	0.30%
Madison Area Tech College	2,810,961	0.93391	0.10%
City of Sun Prairie	21,922,409	7.71699	-1.70%
	34,151,025	22.36085	-0.20%
Less: State School Credit	5,323,041	2.00574	7.20%
Net Rate	28,827,984	20.355108	-0.80%

2017-2018 Property Tax Distribution



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GENERAL GOVERNMENT

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 and serves a two-year term.

The mayor appoints members/liaisons/chairs 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.

2018 BUDGET HIGHLIGHTS

The budget for membership expenses increased commensurate with organizational fee increases.

The mayor's compensation will be increased after the next mayoral election by an amount equal to city management's 2017 cost of living and average performance increase.

STAFFING SUMMARY

2017	
FTE	
General Fund	\$21,531
FTE	elected
2018	
FTE	
General Fund	\$21,662
FTE	elected
Change	
FTE	
Dollars	\$131

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
MAYOR (110-00)						
Materials & Supplies	\$0	\$400	\$400	\$400	\$400	\$0
Contractual Services	946	1,200	1,200	1,200	1,200	0
Professional Development	15,589	15,923	16,000	16,410	16,410	410
Total	\$16,535	\$17,523	\$17,600	\$18,010	\$18,010	\$410

GENERAL GOVERNMENT

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.

2018 BUDGET HIGHLIGHTS

Alder compensation increased by an amount equal to the prior year's cost of living and average performance increase of city management. In accordance with state law, the increase is effective after an election has occurred.

STAFFING SUMMARY

2017	
FTE	
General Fund	\$59,744
FTE	elected
2018	
FTE	
General Fund	\$61,699
FTE	elected
Change	
FTE	
Dollars	\$1,955

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
COUNCIL (115-00)						
Materials & Supplies	\$215	\$750	\$750	\$750	\$750	\$0
Contractual Services	4,119	3,500	6,000	6,000	6,000	0
Professional Development	1,676	987	2,200	2,200	2,200	0
Total	\$6,010	\$5,237	\$8,950	\$8,950	\$8,950	\$0

GENERAL GOVERNMENT

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.

Judge Hebl

DESCRIPTION

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

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

2017 BUDGET HIGHLIGHTS

The municipal court participated in meetings and discussions with the City of Madison Police Chief, Sun Prairie Police Chief, the City Attorney, and Dane County representatives regarding Restorative Justice for youthful offenders. School officers will begin program implementation in the fall of 2017.

2018 BUDGET HIGHLIGHTS

The budget increases the Municipal Judge salary by two percent.

PERFORMANCE MEASUREMENT

Adjudicate city ordinance violations.

Measure	2013	2014	2015	2016	2017
Traffic Citations Processed	1,500	1,467	1,360	1701	756
Ordinance Citations	920	862	789	788	311
Court Trials	19	25	20	14	5

The 2017 data reflects information through July.

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$95,001	\$0	\$95,001
FTE*	1.00	0.00	1.00
2018			
	FTE	OT/Seasonal	Total
General Fund	\$97,513	\$0	\$97,513
FTE	1.00	0.00	1.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$2,512	\$0	\$2,512
FTE	0.00	0.00	0.00

**The Judge is an elected official and not included in the FTE count.*

FINANCIAL SUMMARY

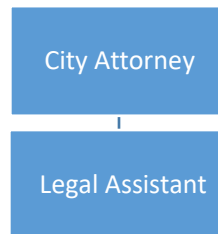
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
MUNICIPAL COURT (120-00)						
Contractual Services	\$8,998	\$7,716	\$9,100	\$9,100	\$9,100	\$0
Professional Development	1,745	1,765	2,140	2,140	2,140	0
Total	\$10,743	\$9,481	\$11,240	\$11,240	\$11,240	\$0

GENERAL GOVERNMENT

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 is called upon daily to assist with implementation of policy and to address a myriad of legal issues. The staff of two individuals provides legal services and collection support for all of the other departments, boards, City Council, and the Mayor. 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 policy most effectively promotes avoidance of City liability thereby reducing the overarching costs for legal services. The Office of the City Attorney relies by necessity on outside counsel to assist with expertise and the large volume of work as needed.

2017 BUDGET HIGHLIGHTS

The City Attorney's Office continued to provide the highest quality legal services necessary to safeguard the City of Sun Prairie and serve the public interest.

2018 BUDGET HIGHLIGHTS

The proposed budget provides modest increases in the budget for costs to continue.

An increase in funds for outside counsel reflects the increasing volume and complexity of legal services required by a growing City. The increase in economic and residential growth comes with a parallel increase in demands for service and requires the ability to acquire outside counsel.

PERFORMANCE MEASUREMENT

Goal: Provide legal analysis and advice to City Departments and Council.

Measure	2013	2014	2015	2016	2017
Development Agreements	3	9	9	8	17
Ordinance Amendments	9	9	14	18	18

*The figures above reflect work performed by the City Attorney's office. Contracted attorneys may perform additional work.
The 2017 figures represent cases through July.*

Prosecute and collect forfeitures imposed by the court.

Measure	2013	2014	2015	2016	2017
OWI	91	87	57	87	19
Retail Theft	157	220	180	137	46
THC	130	107	81	100	35
Other Municipal Citations	2,113	1,997	922	1,713	758

The 2017 figures represent cases through July.

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

Measure	2013	2014	2015	2016	2017
Pretrial Conferences	141	173	153	238	97
Forfeitures from Pretrial Stage	\$31,443	\$47,188	\$44,866	\$62,651	\$23,466
Total Forfeitures Assessed	\$339,924	\$353,770	\$305,156	\$325,478	\$128,180

The 2017 figures represent cases through July.

Collect delinquent EMS fees and Municipal Court forfeitures.

Measure	2013	2014	2015	2016	2017
EMS Fees	\$34,086	\$53,572	\$42,868	\$35,707	\$17,158
Forfeitures	\$66,349	\$130,411	\$103,197	\$97,479	\$83,044

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$175,830	\$0	\$175,830
CATV Fund	\$2,032	\$0	\$2,032
Wastewater Fund	\$10,162	\$0	\$10,162
Stormwater Fund	\$15,243	\$0	\$15,243
Total	\$203,268	\$0	\$203,268
FTE	2.00	0.00	2.00
2018			
	FTE	OT/Seasonal	Total
General Fund	\$181,511	\$0	\$181,511
CATV Fund	\$2,087	\$0	\$2,087
Wastewater Fund	\$10,406	\$0	\$10,406
Stormwater Fund	\$15,606	\$0	\$15,606
Total	\$209,610	\$0	\$209,610
FTE	2.00	0.00	2.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$6,342	\$0	\$6,342
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016	2017	2017	2018	2018	INCREASE
	ACTUAL	PROJECTED	BUDGET	RECOMMEND	APPROVED	(DECREASE)
CITY ATTORNEY (130-00)						
Materials & Supplies	\$1,163	\$1,750	\$1,500	\$2,000	\$2,000	\$500
Contractual Services	64,809	28,900	19,000	25,700	25,700	6,700
Professional Development	8,233	8,639	10,525	11,275	11,275	750
Capital Items	255	250	500	500	500	0
Total	74,460	39,539	31,525	39,475	39,475	\$7,950

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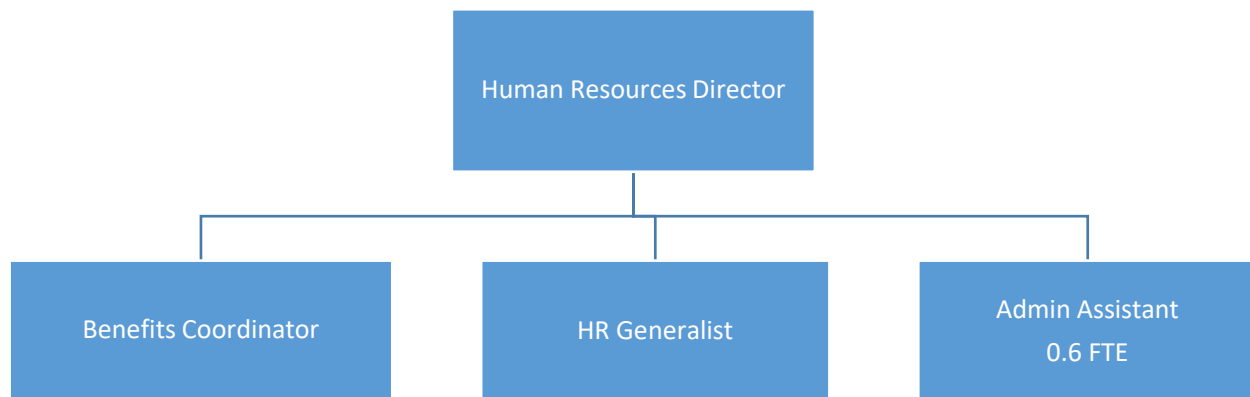
GENERAL GOVERNMENT

City Attorney

Human Resources

MISSION

Provide assistance in attracting and retaining a diverse and highly qualified workforce.



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 discrimination/equal opportunity issues, participation in labor negotiations, employee relations, evaluation of risk and improving employee safety and wellness.

Although Human Resources is a division focused on internal service delivery, the department also has significant contact with the public for general information relating to public records requests, employment inquiries, and general city service delivery issues.

2017 BUDGET HIGHLIGHTS

The Department continues to attend career fairs and expand recruitment efforts in support of diversity initiatives. The Department added an HR Generalist position, with the support of the Sun Prairie Utilities Commission, to provide additional assistance, improve policies, and increase supervisory training.

To improve efficiency and automate functions, the Department implemented the Onboard system for new hires to complete all paperwork electronically and streamline internal processes. We will be implementing online benefit enrollment for employees with the implementation of an electronic file transfer to reduce manual entries.

Completed benefit plan document reviews, including HRA compliance with IRS code changes.

2018 BUDGET HIGHLIGHTS

Additional funding to address employee safety and wellness requests.

The advertising and printing cost to continue budget is reduced by \$5,000 to reflect lower advertising costs as the Department moves to greater reliance on subscription services.

PERFORMANCE MEASUREMENT

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2013	2014	2015	2016	2017
Positions filled (PT/FT)	28	35	38	37	31
Average number of days to fill positions	44	54	40	46	42
Applications received	1,479	1,709	1,478	1,548	1,516
% minority applicants	7%	14%	15%	14%	18%

The 2017 data reflects recruitment efforts through August 18, 2017.

Promote safety and wellness in the workplace.

Measure	2013	2014	2015	2016	2017
Worker's compensation claims	25	18	20	26	9
Worker's compensation cost	\$264,605	\$79,365	\$178,441	\$218,675	\$44,373
Lost days due to Workers Compensation injuries/illnesses	225	34	185	251	22
Biometric testing participation			New	91%	85%
Percentage of employees who rate their general health as Good, Very Good, or Excellent			New measure	93%	80%

The 2017 data reflects performance through August 18, 2017.

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

Measure	2013	2014	2015	2016	2017
Annual Turnover rate non-seasonal (FT Turnover rate)	8% (5.7%)	29% (16%)	19% (13%)	14% (14%)	10% (8%)
FMLA Requests	67	47	55	47	34
Hours Used	6,602	6,250	6,797	4,094	2,631
Increase in Health Plan	3.65%	4.6%	2.5%	4%	TBD
Authorized FT positions	170	171	178	180	185
Authorized PT & LTE positions	33	33	39	37	31

The 2017 data reflects information through August 18, 2017.

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

Measure	2013	2014	2015	2016	2017
Policies or Ordinances revised/drafted	3	6	4	10	7
Job descriptions updated	8	16	20	24	39
Positions reviewed by job evaluation system	5	29	17	20	17

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

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$246,693	\$0	\$246,693
CATV Fund	\$5,622	\$0	\$5,622
Wastewater Fund	\$13,688	\$0	\$13,688
Stormwater Fund	\$8,310	\$0	\$8,310
Total	\$274,312	\$0	\$274,312
FTE	3.60	0.00	3.60
2018			
	FTE	OT/Seasonal	Total
General Fund	\$267,503	\$0	\$267,503
CATV Fund	\$6,880	\$0	\$6,880
Wastewater Fund	\$16,730	\$0	\$16,730
Stormwater Fund	\$10,162	\$0	\$10,162
Total	\$301,275	\$0	\$301,275
FTE	3.60	0.00	3.60
Change			
	FTE	OT/Seasonal	Total
Dollars	\$26,963	\$0	\$26,963
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
HUMAN RESOURCES (155-00)						
Materials & Supplies	\$951	\$1,510	\$858	\$1,121	\$1,121	\$263
Contractual Services	42,208	52,800	60,800	52,800	52,800	(8,000)
Professional Development	4,681	5,600	5,285	6,120	6,120	835
Capital Items	300	925	0	0	0	0
Total	\$48,140	\$60,835	\$66,943	\$60,041	\$60,041	(\$6,902)

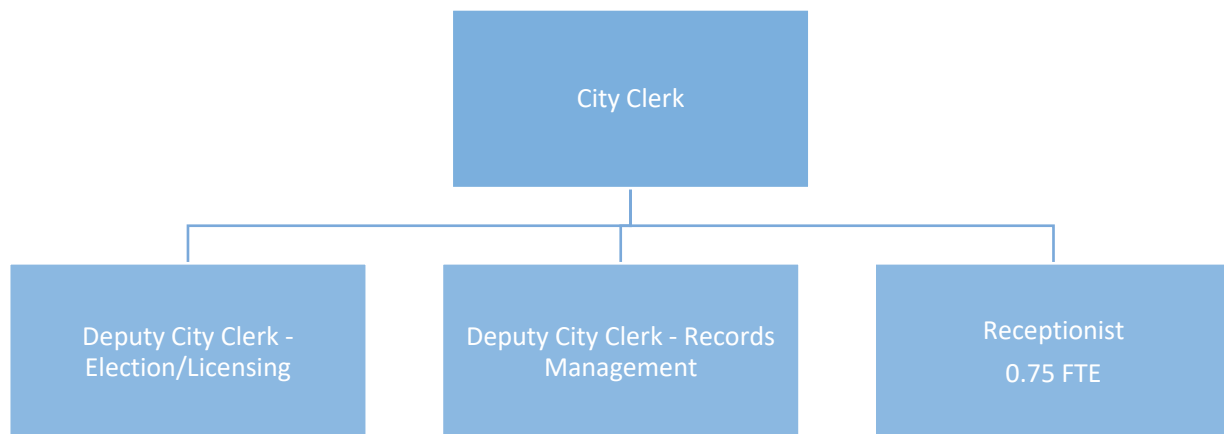
GENERAL GOVERNMENT

Administrative Services

City Clerk's Office

MISSION

Serving as the gateway to open government. Our team professionally provides Sun Prairie with equitable access to open meetings, public records, impartial license administration, and fair, secure, and transparent elections. Our ability to work as a team toward the common goal of providing exceptional customer service is based on a strong foundation of integrity, equity and transparency.



DESCRIPTION

The City Clerk's Office serves as the first point of contact for individuals seeking information about the City of Sun Prairie, Dane County, or the State of Wisconsin. The City Clerk's Office processes over 20 types of license applications for the City of Sun Prairie, issuing over 2,300 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.

2017 BUDGET HIGHLIGHTS

The 2017 budget initiative to lease a mail machine was implemented in April.

The City Clerk retired after 22 years of service; a new City Clerk was hired in mid-May. The budget initiative to add 0.75 Receptionist position will be implemented at the end of the year.

The Clerk's Office started using OnBase for the creation of the Alcohol License Review Board and Common Council agendas and packets. Minutes for these meetings as well as the Committee of the Whole meetings transitioned to OnBase. Over the past few months, significant progress implementing a new process for records retention has begun. The Clerk's Office has continued scanning documents retained in the City Clerk's Office, resolutions, ordinances, agendas, minutes, etc.

2018 BUDGET HIGHLIGHTS

Due to programming failures of the former city hosted Committees, Commissions, and Boards software, much of the historical information has been compromised. The Clerk's Office is finding a solution for this database and expects to complete the transition to new software in early 2018. The databases housing Election Official and Licensing information utilize the same type of city-hosted software and need to be replaced with a reliable solution. The Clerk's Office is working closely with IT and have found a vendor to partner with to resolve the issues.

During the next year, the Office expects to complete a full transition from the current document software to OnBase and create a new policy for maintaining city records. This will continue to break down information silos and work towards a more integrated of working with all other departments.

The Clerk's office will make changes to voting processes to improve voting operations and decrease polling site congestion on election day. The initiatives include an increase the availability of in person absentee voting options and four banners to educate citizens on absentee voting options. Second, two vote tabulators will be purchased to aid in ballot processing. Last, the State Elections Commission has approved Sun Prairie as a pilot site for e-poll books; the budget includes funding to purchase 12 e-poll books.

The City's accessible voting machines are 11 years old and malfunction frequently. To ensure the City continues to comply with accessibility requirements, the machines will be replaced. The machines will cost an estimated \$13,740 and will be financed through capital borrowing.

The budget provides for one interpreter at each polling location on election days. While the city has forms in Spanish and Hmong, poll workers are unable to answer questions or provide verbal instruction to limited English speaking residents. The interpreters will facilitate communication.

PERFORMANCE MEASUREMENT

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

Measure	2013	2014	2015	2016	2017
Council & Special Meetings	31	21	27	25	17
Committee of the Whole	55	40	49	42	23
Board of Review	7	4	2	2	7
Alcohol License Review Board	7	4	7	4	1
TOTAL	100	69	85	73	48

The 2017 data reflects postings through August 2017.

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

Measure	2013	2014	2015	2016	2017
Special Event Permit	4	6	5	2	1
Cigarette and Tobacco Retail License	26	31	28	27	26
Dog License	1,152	1,251	1,192	1,157	1,185
Dog Park Permit	547	628	517	673	984
Liquor Establishment License	54	57	56	56	51
Operator License	392	478	336	322	331
Temporary Nightclub License	1	1	1	1	0
Nightclub License	5	6	6	7	9
Secondhand Dealer License	4	4	6	8	8
Solicitor's Permit	57	29	25	26	27
Temporary Beer/Wine License	12	13	14	13	15
Street Use Permit	20	23	23	21	19
Taxi Cab Driver License	10	26	16	18	22
Amusement Device License	129	108	118	124	142
Blasting Permit	0	1	0	2	2
TOTAL	2,413	2,662	2,343	2,457	2,822

The 2017 data reflects permits issued through August 2017.

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

Measure	2013	2014	2015	2016	2017
Number of Elections	2	3	2	4	2
Average Election Officials	68	105	76	152	82
Average Registered Voters	19,207	17,929	18,507	19,245	20,543
Average Ballots Cast	2,811	5,887	3,241	8,543	3,198
Average Turnout %	14.7%	32.3%	17.5%	43.1%	15.6%

STAFFING SUMMARY

2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$249,872	\$32,990	\$2,691	\$285,553
FTE	4.00	0.00	0.00	4.00
2018				
	FTE	OT/Seasonal		Total
General Fund	\$269,677	\$64,543	\$2,691	\$336,911
FTE	4.00	0.00	0.00	4.00
Change				
	FTE	OT/Seasonal		Total
Dollars	\$19,805	\$31,553	\$0	\$51,358
FTE	0.00	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
CITY CLERK (140-14)						
Materials & Supplies	\$1,020	\$2,148	\$1,105	\$2,385	\$2,387	\$1,282
Contractual Services	37,596	22,686	23,000	24,600	24,600	1,600
Professional Development	2,837	3,701	4,905	5,665	5,665	760
Capital Items	28,000	0	0	0	0	0
	\$69,453	\$28,536	\$29,010	\$32,650	\$32,652	\$3,642

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
ELECTIONS (140-15)						
Materials & Supplies	\$20,671	\$10,117	\$8,750	\$19,955	\$19,955	\$11,205
Contractual Services	8,889	4,300	7,000	10,500	10,500	3,500
Professional Development	198	120	300	300	300	0
Capital Items	4,359	0	0	5,700	5,700	5,700
Total	\$34,117	\$14,537	\$16,050	\$36,455	\$36,455	\$20,405

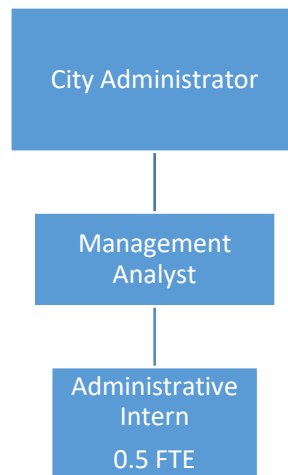
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General Government

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.

2017 BUDGET HIGHLIGHTS

The City Administrator's Office entered into a contract to provide an Administrative Intern to the department. The Administrative Intern focuses on projects relating to sustainability and diversity. The Intern facilitates communications and provides support to other departments when necessary.

The City Administrator's Office continued its efforts to send all department and division heads to LEAD, a public sector management training course. Each year the department strives to send two managers to the training.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

STAFFING SUMMARY

2017			
	FTE	Seasonal	Total
General Fund	\$242,071	\$8,074	\$250,145
CATV Fund	\$1,308	\$0	\$1,308
Wastewater Fund	\$10,934	\$0	\$10,934
Stormwater Fund	\$6,448	\$0	\$6,448
Total	\$260,762	\$8,074	\$268,836
FTE	2.00	0.00	2.00
2018			
	FTE	Seasonal	Total
General Fund	\$236,668	\$0	\$236,668
CATV Fund	\$3,991	\$0	\$3,991
Wastewater Fund	\$10,985	\$0	\$10,985
Stormwater Fund	\$10,985	\$0	\$10,985
Total	\$262,629	\$0	\$262,629
FTE	2.00	0.00	2.00
Change			
	FTE	Seasonal	Total
Dollars	\$1,867	(\$8,074)	(\$6,207)
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
CITY ADMINISTRATOR (150-00)						
Materials & Supplies	\$1,032	\$3,656	\$3,390	\$6,830	\$6,830	\$3,440
Contractual Services	6,201	5,000	5,000	19,480	19,480	14,480
Professional Development	16,199	20,185	20,185	20,325	20,325	140
Capital Items	1,251	3,200	15,500	770	770	(14,730)
Total	\$24,683	\$32,041	\$44,075	\$47,405	\$47,405	\$3,330

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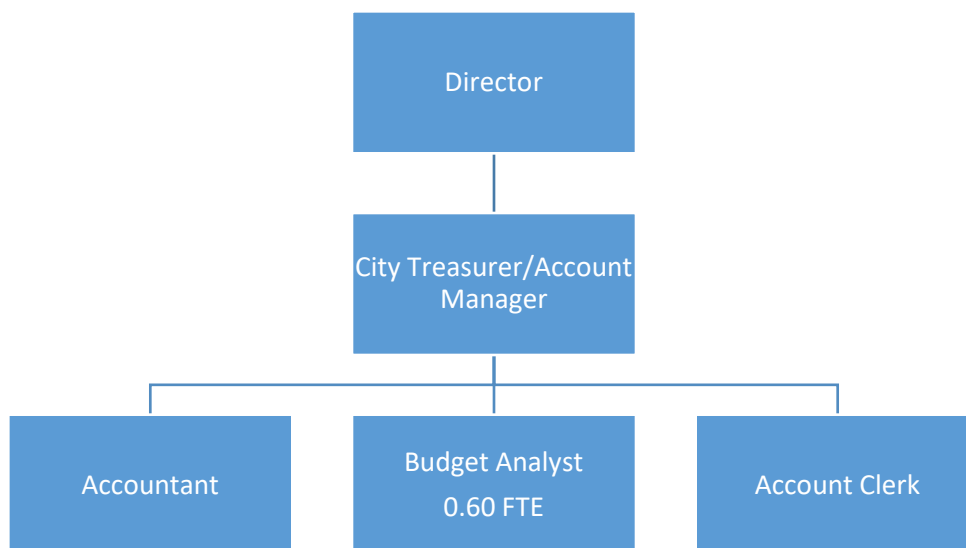
GENERAL GOVERNMENT

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/Account Manager resides with the Finance Department and is an appointed position.

2017 BUDGET HIGHLIGHTS

The Department completed the biannual cost of actuarial services for post-employment healthcare costs.

Cash Receipting, Animal License and Business License modules of the City's financial software were implemented.

The Department completed the update to the City's Financial Management Plan and the City's first Popular Annual Financial Report.

Later this year, the Department will be implementing a transparency module of the City's financial software to allow for citizen access to City financial records.

2018 BUDGET HIGHLIGHTS

The cost to continue budget includes a decrease in budgeted maintenance agreements due to the completion of the accounting software upgrade in 2017. An increase in professional services reflects a contract price increase for audit services.

PERFORMANCE MEASUREMENT

Process payment transactions more efficiently by creating electronic payment options for both stakeholders and employees of the City.

Measure	2013	2014	2015	2016	2017
Payments by ETF	-	-	\$ 862,559	\$ 9,754,889	\$5,768,842
Payments by procurement card	\$715,029	\$1,844,879	\$3,190,276	\$4,106,642	\$2,499,935
Collections by credit card/e-check	-	\$17,012	\$ 184,956	\$239,111	\$159,959
Tax collections by credit card/e-check	-	\$325,122	\$ 636,247	\$925,584	\$198,748

The 2017 figures reflect amounts through August 24, 2017.

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

Measure	2013	2014	2015	2016
Auto Physical Damage Claims	4	2	3	9
Auto Physical Damage Paid	\$8,523	\$4,579	\$9,212	\$37,045
Auto Physical Damage Collected	\$0	\$2,147	\$0	\$0
Auto Physical Damage Incurred	\$8,523	\$2,432	\$9,212	\$39,300
General Liability Claims	18	16	8	9
General Liability Reserve	\$0	\$0	\$20,320	\$30,000
General Liability Paid	\$359,735	\$16,639	\$12,616	\$4,903
General Liability Collection	\$0	\$0	\$0	\$0
General Liability Incurred	\$359,735	\$16,639	\$32,936	\$34,903

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$370,163	\$3,265	\$373,428
Turnover Savings (Gen Fund)	(\$29,000)	\$0	(\$29,000)
CATV Fund	\$4,235	\$0	\$4,235
Wastewater Fund	\$21,593	\$0	\$21,593
Stormwater Fund	\$27,518	\$0	\$27,518
Total	\$394,509	\$3,265	\$397,774
FTE	4.60	0.00	4.60
2018			
	FTE	OT/Seasonal	Total
General Fund	\$383,079	\$3,887	\$386,966
Turnover Savings (Gen Fund)	(\$29,000)	\$0	(\$29,000)
CATV Fund	\$4,372	\$0	\$4,372
Wastewater Fund	\$22,245	\$0	\$22,245
Stormwater Fund	\$28,343	\$0	\$28,343
Total	\$409,039	\$3,887	\$412,926
FTE	4.60	0.00	4.60
Change			
	FTE	OT/Seasonal	Total
Dollars	\$14,530	\$622	\$15,152
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
FINANCE DEPARTMENT (160-00)						
Materials & Supplies	\$87,735	\$92,653	\$95,101	\$85,202	\$85,202	(\$9,899)
Contractual Services	83,254	66,285	68,800	67,250	67,250	(1,550)
Professional Development	3,508	4,175	5,300	5,395	5,395	95
Transfers	3,067	2,734	0	0	0	0
Capital Items	0	0	96,520	176,705	145,000	48,480
Total	\$177,564	\$165,847	\$265,721	\$334,552	\$302,847	\$37,126

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
RISK MANAGEMENT (165-00)						
Contractual Services	\$305	\$0	\$0	\$0	\$0	\$0
Insurance	465,552	418,952	428,430	129,428	129,428	(299,002)
Professional Development	-	-	150	150	150	-
Investment Amortization	34,374	-	-	34,374	34,374	
Capital Items	0	0	0	14,000	14,000	14,000
Total	\$500,231	\$418,952	\$428,580	\$177,952	\$177,952	(\$285,002)

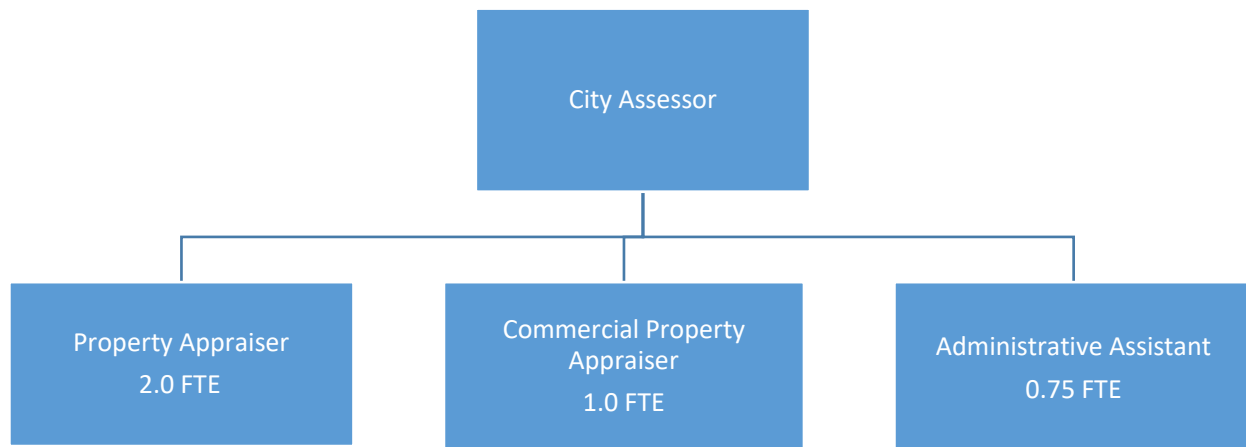
GENERAL GOVERNMENT

Administrative Services

Assessing

MISSION

To assess all taxable real and personal property fairly and accurately in accordance with Wisconsin State Statutes and the Wisconsin Property Assessment Manual. It is our duty to be ambassadors of the City by treating 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 those 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.

Reviewing permits, sales, and conducting interior and/or exterior inspections of properties to confirm or update property data accomplish the Office's discovery and listing tasks. 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, Open Book is conducted immediately following the

publishing of the initial annual Assessment Roll. A specific amount of time is dedicated to meeting 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.

2017 BUDGET HIGHLIGHTS

Assessing staff completed a revaluation of the city for the 2017 Assessment Roll. All 11,452 non-agricultural real estate parcels (except DOR assessed manufacturing parcels) were revalued to reflect the market as of January 1, 2017.

The Office conducted 19 Board of Review hearings for 2017, ten residential & nine commercial. For contrast, there were 363 Board of Review hearings for the 2006 assessment roll, another year with large valuation changes. Two Commercial property owners opted to waive their right to a Board of Review hearing to advance their case directly to circuit court.

Excessive Assessment claims are expected related to the 2017 assessments.

2018 BUDGET HIGHLIGHTS

This is a maintenance year for the assessing division. The cost to continue includes increased salary ranges for property appraiser and city assessor positions.

Due to technical and security difficulties with the former city hosted Assessor's Property Search Site, assessing has contracted with a vendor to host a website allowing access to the City of Sun Prairie's property records.

PERFORMANCE MEASUREMENT

The Level of Assessment essentially 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	2013 Reval	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval
Level of Assessment	100.08%	99.59%	99.23%	92.40%	100.00%

The 2017 measure is estimated.

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

Measure	2013 Reval	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval
Total Real Estate Parcels	11,387	11,335	11,422	11,422	11,452
Total Personal Property Accounts	1,184	1,183	1,201	1,201	1,108

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

Measure	2013 Reval	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval
Interior Inspections	749	521	756	636	651
Other On-site Visits	513	451	684	557	18
Drive-by Reviews	129	196	1,148	162	1,885
Ag Reviews	555	395	477	433	648
Office Reviews	1,549	706	1,516	784	1,235
Real Estate Transfers Reviewed	1,131	1,460	1,199	1,156	1,417
Permits Reviewed	1,771	1,512	1,402	1,445	1,412
Personal Property Accounts Assessed	1,108	1,102	1,116	1,113	1,027

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	2013 Reval	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval
Parcels or Personal Property Accounts Reviewed	81	96	81	22	262
Number of Adjustments	N/A	33	61	20	162
Net \$ Adjustments (-) or (+)	-\$9,173,000	-\$2,918,100	-\$3,184,300	-\$313,700	-\$6,458,000

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

Measure	2013 Reval	2014 Non-Reval	2015 Reval	2016 Non-Reval	2017 Reval
Parcels or Personal Property Accounts Valuation Decisions	15	3	5	9	29
Number of Adjustments	7	3	4	7	14
Net \$ Adjustments (-) or (+)	-\$2,473,200	\$14,700	-608,500	-\$1,428,610	-\$4,303,200

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$343,851	\$1,282	\$345,133
FTE	4.75	0.00	4.75
2018			
	FTE	OT/Seasonal	Total
General Fund	\$418,268	\$576	\$418,844
FTE	4.75	0.00	4.75
Change			
	FTE	OT/Seasonal	Total
Dollars	\$74,417	(\$706)	\$73,711
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
ASSESSING (170-00)						
Materials & Supplies	\$8,038	\$9,173	\$10,203	\$12,333	\$12,339	\$2,136
Contractual Services	8,246	15,850	15,250	13,300	13,300	(1,950)
Professional Development	2,104	4,500	9,001	8,091	8,091	(910)
Total	\$18,388	\$29,523	\$34,454	\$33,724	\$33,730	(\$724)

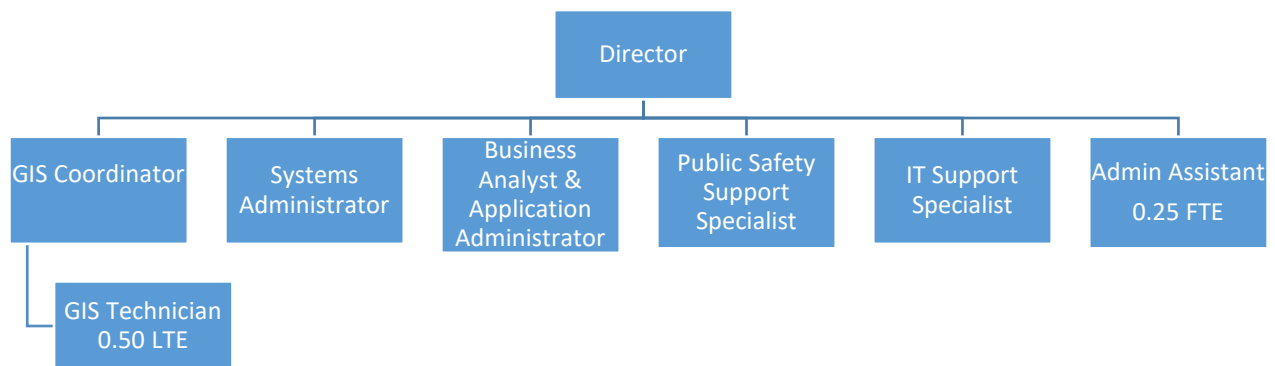
General Government

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. The department provides spatial and geographical data analysis and visualization services to City departments through a dedicated GIS team.

2017 BUDGET HIGHLIGHTS

The IT Department has made significant progress implementing new cybersecurity features and practices, empowering a more mobile workforce, building a new enterprise GIS platform, and equipping conference spaces with new technology to support staff. IT has implemented new processes and technologies to increase efficiencies and self-service opportunities. Work continues on phone system upgrades, technology replacement in the council chamber, and an IT strategic plan.

2018 BUDGET HIGHLIGHTS

The IT Department will be continuing the regular replacement of end of life technology items and systems without a significant change to cost to continue. Critical systems being replaced in 2018 include backups and building access and security. IT will also be focusing on increasing network performance and redundancies, assisting departments to utilize GIS services and enterprise applications, and redesigning the City's website in addition to its continuing cybersecurity efforts.

The increasing number of complex demands and higher level of service provided to departments requires full-time IT support staff capable of providing timely support and working toward integrated solutions. The budget provides 0.37 FTE authority and associated funding to modify the existing IT Support Specialist position to full time beginning July 1, 2018.

The IT Department will install cameras at cash handling locations in order to mitigate risks identified in the City's last financial audit. The project will be financed with \$33,000 in General Fund balance.

The City will implement a cloud-based system to track open records requests across all departments. The system will increase efficiency, provide workflow tracking and reporting functionality, and allow for online submission of open records requests. The estimated system cost is \$7,275 funded by General Fund balance.

The IT budget is divided into two organization codes in the accounting system in 2018; the GIS budget will be tracked separately from general IT operations. Operationally, the Department structure remains the same.

PERFORMANCE MEASUREMENT

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

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

2017 is 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
Average Time to First Response	18:30	24:30
Average Time Between Responses	17:20	18:20
Average Time to Resolution	47:50	46:30

All figures represent hours:minutes.

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$446,241	\$25,556	\$471,797
CATV Fund	\$11,372	\$0	\$11,372
Wastewater Fund	\$13,289	\$0	\$13,289
Stormwater Fund	\$10,897	\$0	\$10,897
Total	\$481,799	\$25,556	\$507,355
FTE	5.63	0.50	6.13
2018			
Information Technology			
	FTE	OT/Seasonal	Total
General Fund	\$446,875	\$11,456	\$458,331
CATV Fund	\$19,729	\$0	\$19,729
Wastewater Fund	\$13,595	\$0	\$13,595
Stormwater Fund	\$3,943	\$0	\$3,943
Total	\$484,142	\$11,456	\$495,598
FTE	5.25	0.00	5.25
Geographic Information Systems			
	FTE	OT/Seasonal	Total
General Fund	\$72,369	\$15,114	\$87,483
CATV Fund	\$0	\$0	\$0
Wastewater Fund	\$8,981	\$0	\$8,981
Stormwater Fund	\$8,981	\$0	\$8,981
Total	\$90,331	\$15,114	\$105,445
FTE	1.00	0.50	1.50
Change			
	FTE	OT/Seasonal	Total
Dollars	\$92,674	\$1,014	\$93,688
FTE	0.62	0.00	0.62

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
INFORMATION TECHNOLOGY (180-00)						
Materials & Supplies	\$9,037	\$10,000	\$15,000	\$3,000	\$3,000	(\$12,000)
Contractual Services	16,841	20,000	28,200	16,488	16,488	(11,712)
Professional Development	0	0	0	0	0	-
Subtotal	\$25,878	\$30,000	\$43,200	\$19,488	\$19,488	(\$23,712)
GEOGRAPHICAL INFORMATION SYSTEMS (180-10)						
Materials & Supplies	\$0	\$0	\$0	\$25,798	\$25,798	\$25,798
Contractual Services	0	0	0	100	100	100
Professional Development	0	0	0	0	0	0
Subtotal	\$0	\$0	\$0	\$25,898	\$25,898	\$25,898
TOTAL	\$25,878	\$30,000	\$43,200	\$45,386	\$45,386	\$2,186

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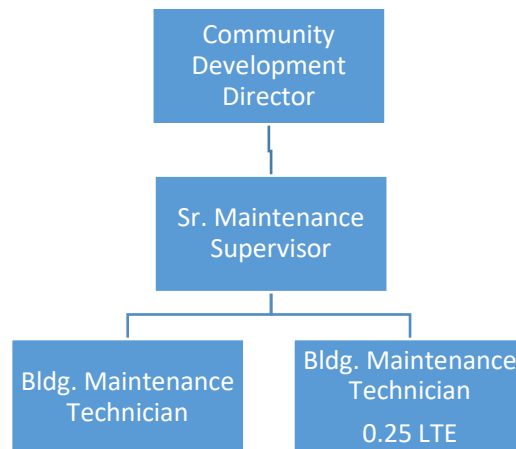
GENERAL GOVERNMENT

Community Development

Building Maintenance

MISSION

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



DESCRIPTION

The Building Maintenance Division provides building maintenance and repairs at all 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 numerous miscellaneous facilities throughout the city. It is also responsible for snow removal from sidewalks and walkways at five of these facilities. The Division procures and provides vendor oversight for contracted janitorial and maintenance services.

2017 BUDGET HIGHLIGHTS

The Division completed several of its initiatives for the year, including the replacement of second floor office and meeting room chairs in City Hall, IT workspace renovations, City Service Center Roof repair, repainting City Hall stairwells, and fire sprinkler inspections. Two initiatives are scheduled to be completed before the end of the year: second floor restroom renovations and installation of handicap accessible entries.

2018 BUDGET HIGHLIGHTS

The Clerk's office and Building Inspection Department will jointly design a first floor office and service counter space remodel in order to improve workflow, efficiency, and customer service. Building maintenance staff will provide support for the project and expenses will be charged to the building maintenance fund.

Minor adjustments have been made to some line items in the Building Maintenance budget based on 2017 trends. The operating supplies budget and the repairs and maintenance line item were increased to reflect current costs. In addition, expenses in two line items were consolidated into one to reflect correct categorization. The budget for janitorial service reflects an anticipated cost increase as the city prepares to go through a new procurement process for the service.

As noted in the chart following the financial summary, the building maintenance fund will be used to ensure proper maintenance and repair to city buildings. This includes City Hall ceiling tile replacement, bollard light replacement, and exhaust fan replacement. All of these items are original to the building and have reached the end of their useful life or are in disrepair due to age. Heating and cooling system updates include the replacement of pre-heating/cooling pumps that were installed to boost efficiency of the system but were damaged during a freeze/thaw incident. The Division will add an air conditioning unit in a basement workspace not currently served by the HVAC system. The Council Chamber refresh will replace aged or worn carpeting, blinds, and acoustic panels; and paint the city's primary formal meeting space.

The building maintenance division will purchase a tablet to allow maintenance staff remote access to information and provide greater ability to complete facility maintenance while away from City Hall.

PERFORMANCE MEASUREMENT

With the help of the IT Department, the Building Maintenance Division implemented a new service/incident ticket system in February of 2017 for facility maintenance work orders and needs. The prior system was not reliable and was of limited value for tracking performance. Statistics and performance for 2017 are noted below. The ticket system should prove valuable for tracking performance in future years.

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

Measure	2017	2018	2019	2020	2021
Number of tickets received	215				
Average response time (hours)	8:23				
Average resolution time (hours)	21:35				

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

Measure	2017	2018	2019	2020	2021
No. of urgent and high priority tickets	28				
Average response time (hours)	2:48				
Average resolution time (hours)	5:24				

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$142,572	\$22,373	\$164,945
FTE	2.00	0.25	2.25
2018			
	FTE	OT/Seasonal	Total
General Fund	\$154,259	\$31,553	\$185,812
FTE	2.00	0.25	2.25
Change			
	FTE	OT/Seasonal	Total
Dollars	\$11,687	\$9,180	\$20,867
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
BUILDING MAINTENANCE (185-00)						
Materials & Supplies	\$139,837	\$194,734	\$176,579	\$197,664	\$197,683	\$21,104
Contractual Services	155,424	161,400	184,569	172,200	172,200	(12,369)
Professional Development	0	550	550	550	550	0
Capital	11,723	128,020	128,630	197,100	155,100	26,470
Total	\$306,984	\$484,704	\$490,328	\$567,514	\$525,533	\$35,205

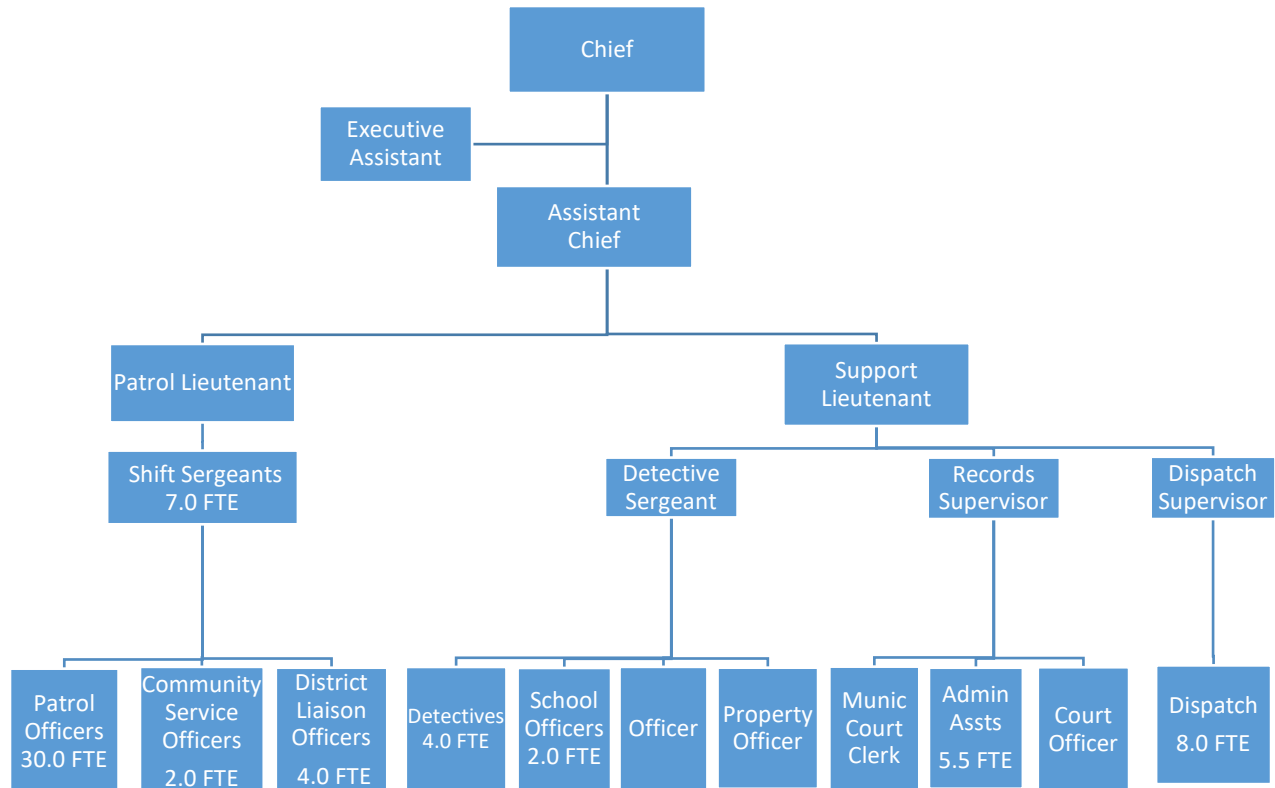
Building Maintenance Operations					
	2018 Projected	2019 Projected	2020 Projected	2021 Projected	2022 Projected
<i>City Hall</i>					
Heat Pump Replacement		21,000	28,000	28,000	28,000
Council Chambers Refresh	25,000				
City Hall Ceiling Tile Replacement	15,000	15,000	10,000		
City Hall Chair Replacement		20,000			
Carpet Replacement - Dispatch		8,000			
Paint 2nd Floor Lobby				15,000	
Paint 1st Floor Lobby			15,000		
Paint Comm. Room					15,000
Carpet Replacement - PD 1st Floor		24,000			
Carpet Replacement - PD Basement				12,000	
Bollard Lights	7,000				
Tablet	2,000				
Break Room Renovations		18,000			
Shop Room/Office AC Unit	5,500				
Exhaust Fans	3,000	3,000	3,000	1,500	
Pre-Heating/Cooling Fan Replacement	13,500				
<i>Sub-total Project Costs</i>	71,000	109,000	56,000	56,500	43,000

PUBLIC SAFETY

Police

MISSION

Build relationships and solve problems.



DESCRIPTION

Administration	Four command level officers that lead the police department. The police chief is responsible for directing the operations of the organization with the help of the assistant police chief. A lieutenant leads patrol operations and a lieutenant leads support services. An executive assistant provides support.
Patrol	Around the clock policing carried out by 30 officers, four district liaison officers, seven sergeants, and two community service officers. A lieutenant leads the division.
District Liaison Officer	Four officers assigned to each patrol district that focus on neighborhood problem solving and community engagement, crime prevention services, mental health intervention, and drug and gang activity.
Detective Bureau	Four detectives supervised by the detective sergeant that provide police response to complex, time consuming, and serious investigations. Detectives collect evidence at crime scenes, conduct intensive interviews, make complicated legal charging decisions, and work closely with the district attorney's office. A civilian property officer is housed in this bureau.
School Liaison Officer	Two officers assigned the high school / alternative school and the upper middle school / lower middle school respectively. These officers are charged with proactive problem solving and relationship building in the schools.
Dispatch	Eight dispatchers that provide 24-hour dispatching services for police staff and answering services for citizens wishing to reach city government. The communications center accomplishes several tasks related to the city's public safety function, including monitoring alarms and cameras, supporting the emergency operations center, and accessing local databases. A dispatch supervisor leads the work unit.
Records	A staff of six full-time and one part-time led by a records supervisor. The group is charged with processing police related records. Staff also assists in carrying out a variety of tasks, including open records processing, social media management, citizen fingerprinting, license and permit processing, and staffing two service windows. One bureau member is dedicated to court officer duties.
Community Policing	A section of the department's budget intended to provide the resources required for community policing. The funds allow for the purchase of equipment used in assignments that serve the community, like the honor guard and chaplains. Funds support the Citizen Academy, National Night Out, and other outreach activities.
Crossing Guards	The city contracts with a vendor for 13 crossing guards stationed throughout the community with the purpose of ensuring student safety.

2017 BUDGET HIGHLIGHTS

In 2017, the Department hired a second shift community service officer. The budget provided funding to support the police chaplains program.

An additional squad car and a leased vehicle for use by the county court clerk were added to the fleet.

The Department purchased and installed a new dispatch logging recorder. The recorder captures recordings of all radio traffic and telephone activity. This ensures records are available for public records, as an investigatory resource, and provides evidentiary recordings.

The Department is anticipating an approximately \$500,000 surplus in budget year 2017 due to vacancies, lower than expected enrollment in the city's health insurance plan, and fuel savings. The police department does not expect salary and fringe savings to continue in 2018.

2018 BUDGET HIGHLIGHTS

Fuel costs are reduced by \$20,282; the cost of fuel per gallon is less than in years past.

A transition to a new Computer Aided Dispatch system in 2017 results in \$14,625 in software savings.

The cost of in-house training has increased; the department wants to ensure that use of force trainers are adequately prepared to instruct officers. Ongoing operation cost estimates reflect the increase.

The budget provides FTE authority and funding for a District Liaison Officer. The Department currently has four district liaison officers, one for each of the Department's four policing districts. However, one of the district liaison officers is shared with the Department's K-9 unit. The addition of a police district liaison officer will allow the K-9 officer to devote their time to K-9 services throughout the city, with a concentration on illegal drug activities.

The Department will reclassify an existing sworn officer position to a Police Detective position at an estimated cost of \$4,648 annually. This will add resource to the investigative bureau to address criminal trends that produce a high demand for special investigative personnel.

The City will increase the crossing guard contract by two guards to serve the two new elementary schools opening in September 2018.

The Sun Prairie Police Department maintains a philosophy of proactive and progressive policing practices. In keeping with this philosophy, the Department will add body camera technology for 40 cameras to be shared amongst officers. The budget also provides 0.6 FTE authority and funding for a records staff position. The position will ensure proper video storage and adherence to video record

retention policies, as well as respond to video related open records requests. Last, the budget provides increased funding for IT storage and support. The body camera initiative will be funded through a combination of capital levy and tax levy.

PERFORMANCE MEASUREMENT

Maintain low crime rates.

Measure	2013	2014	2015	2016
Crime Rate Per 1,000 Residents				
Violent Crime	3.19	3.78	3.21	3.19
Property Crime	25.95	23.55	19.62	17.57
Problems Resolved				
Abatement	10	6	1	4
Directed Patrol	150	153	105	128
Drug Enforcement	34	35	28	10
Frequent Address	54	12	9	3
Gang Activity / Frequent Contacts	1	3	5	0
Miscellaneous / Long Term	15	7	7	8
Traffic Safety	33	30	34	16
Warrant	104	37	71	19

STAFFING SUMMARY

Police Administration				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$610,074	\$917	\$1,292	\$612,283
FTE	5.00	0.00	0.00	5.00
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$642,140	\$915	\$1,292	\$644,347
FTE	5.00	0.00	0.00	5.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$32,066	-\$2	\$0	\$32,064
FTE	0.00	0.00	0.00	0.00

Police Patrol				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$3,496,072	\$101,897	\$0	\$3,597,969
FTE	39.00	0.00	0.00	39.00
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$3,724,494	\$90,237	\$0	\$3,814,731
FTE	39.00	0.00	0.00	39.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$228,422	-\$11,660		\$216,762
FTE	0.00	0.00		0.00

Police Investigation				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$647,266	\$32,295	\$0	\$679,561
FTE	7.00	0.00	0.00	7.00
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$741,021	\$36,416	\$0	\$777,437
FTE	7.00	0.00	0.00	7.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$93,755	\$4,121	\$0	\$97,876
FTE	0.00	0.00	0.00	0.00

Police Communications				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$593,823	\$51,571	\$0	\$645,393
FTE	9.00	0.00	0.00	9.00
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$624,060	\$51,639	\$0	\$675,698
FTE	9.00	0.00	0.00	9.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$30,237	\$68	\$0	\$30,305
FTE	0.00	0.00	0.00	0.00

Police Records				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$459,501	\$3,148	\$0	\$462,649
FTE	7.40	0.00	0.00	7.40
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$487,016	\$3,119	\$0	\$490,135
FTE	8.00	0.00	0.00	8.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$27,515	-\$29	\$0	\$27,486
FTE	0.60	0.00	0.00	0.60

District Liaison Officers				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$442,877	\$20,248	\$0	\$463,125
FTE	6.00	0.00	0.00	6.00
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$487,554	\$21,344	\$0	\$508,898
FTE	7.00	0.00	0.00	7.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$44,677	\$1,096	\$0	\$45,773
FTE	1.00	0.00	0.00	1.00

School Liaison Officers				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$200,786	\$4,624	\$0	\$205,410
FTE	4.00	0.00	0.00	4.00
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$202,900	\$4,627	\$0	\$207,527
FTE	4.00	0.00	0.00	4.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$2,114	\$3	\$0	\$2,117
FTE	0.00	0.00	0.00	0.00

Police Department Summary				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$6,450,399	\$214,699	\$1,292	\$6,666,390
FTE	77.40	0.00	0.00	77.40
2018				
	FTE	OT/Seasonal	Board	Total
General Fund	\$6,909,184	\$208,297	\$1,292	\$7,118,773
FTE	79.00	0.00	0.00	79.00
Change				
	FTE	OT/Seasonal	Board	Total
Dollars	\$458,786	-\$6,403	\$0	\$452,383
FTE	1.60	0.00	0.00	1.60

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE ADMINISTRATION (210-21)						
Materials & Supplies	\$25,591	\$33,350	\$35,029	\$29,808	\$29,808	(\$5,221)
Contractual Services	262,281	201,135	201,835	187,211	188,511	(13,324)
Professional Development	8,839	9,450	9,135	20,468	20,468	11,333
Capital	0	40,000	40,000	0	3,100	(36,900)
Total	\$296,711	\$283,935	\$285,999	\$237,487	\$241,887	(\$44,112)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE PATROL (210-22)						
Materials & Supplies	\$70,439	\$60,100	\$57,100	\$61,580	\$62,630	\$5,530
Contractual Services	34,141	29,747	29,045	29,747	29,747	702
Professional Development	44,176	52,358	49,693	36,920	36,920	(12,773)
Capital	7,359	31,343	31,073	26,630	26,630	(4,443)
Total	\$156,115	\$173,548	\$166,911	\$154,877	\$155,927	(\$10,984)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE INVESTIGATION (210-23)						
Materials & Supplies	\$14,215	\$22,400	\$20,450	\$21,600	\$21,600	\$1,150
Contractual Services	4,735	4,465	4,465	4,465	4,465	0
Professional Development	4,245	5,105	4,745	4,745	4,745	0
Total	\$23,195	\$31,970	\$29,660	\$30,810	\$30,810	\$1,150

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE COMMUNICATIONS (210-24)						
Materials & Supplies	\$1,417	\$2,824	\$1,750	\$1,750	\$1,750	\$0
Contractual Services	99,509	117,170	128,043	117,014	117,014	(11,029)
Professional Development	1,782	2,849	2,749	2,749	2,749	0
Capital	29,990	0	18,240	0	0	(18,240)
Total	\$132,698	\$122,843	\$150,782	\$121,513	\$121,513	(\$29,269)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE RECORDS (210-25)						
Materials & Supplies	\$1,010	\$1,100	\$1,000	\$1,000	\$1,000	\$0
Professional Development	343	1,600	1,650	1,650	1,650	0
Total	\$1,353	\$2,700	\$2,650	\$2,650	\$2,650	\$0

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
DISTRICT LIAISON OFFICERS (210-26)						
Materials & Supplies	\$3,482	\$2,450	\$3,800	\$3,800	\$4,800	\$1,000
Contractual Services	1,896	2,160	2,500	2,500	2,500	0
Professional Development	4,495	4,000	4,016	4,000	4,500	484
Total	\$9,873	\$8,610	\$10,316	\$10,300	\$11,800	\$1,484

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE VEHICLES (210-27)						
Materials & Supplies	\$271,304	\$435,690	\$477,972	\$357,633	\$358,833	(\$119,139)
Total	\$271,304	\$435,690	\$477,972	\$357,633	\$358,833	(\$119,139)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
COMMUNITY POLICING (210-28)						
Materials & Supplies	\$4,413	\$6,700	\$6,700	\$6,700	\$6,700	\$0
Contractual Services	0	0	600	0	0	(600)
Professional Development	691	400	0	0	0	0
Total	\$5,104	\$7,100	\$7,300	\$6,700	\$6,700	(\$600)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
CROSSING GUARDS (210-29)						
Contractual Services	\$95,985	\$101,553	\$101,553	\$115,435	\$115,435	\$13,882
Total	\$95,985	\$101,553	\$101,553	\$115,435	\$115,435	\$13,882

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
SCHOOL LIAISON OFFICERS (210-30)						
Materials & Supplies	\$0	\$1,400	\$1,400	\$1,400	\$1,400	\$0
Contractual Services	0	800	1,000	1,000	1,000	0
Professional Development	0	1,650	1,650	1,650	1,650	0
Total	\$0	\$3,850	\$4,050	\$4,050	\$4,050	\$0

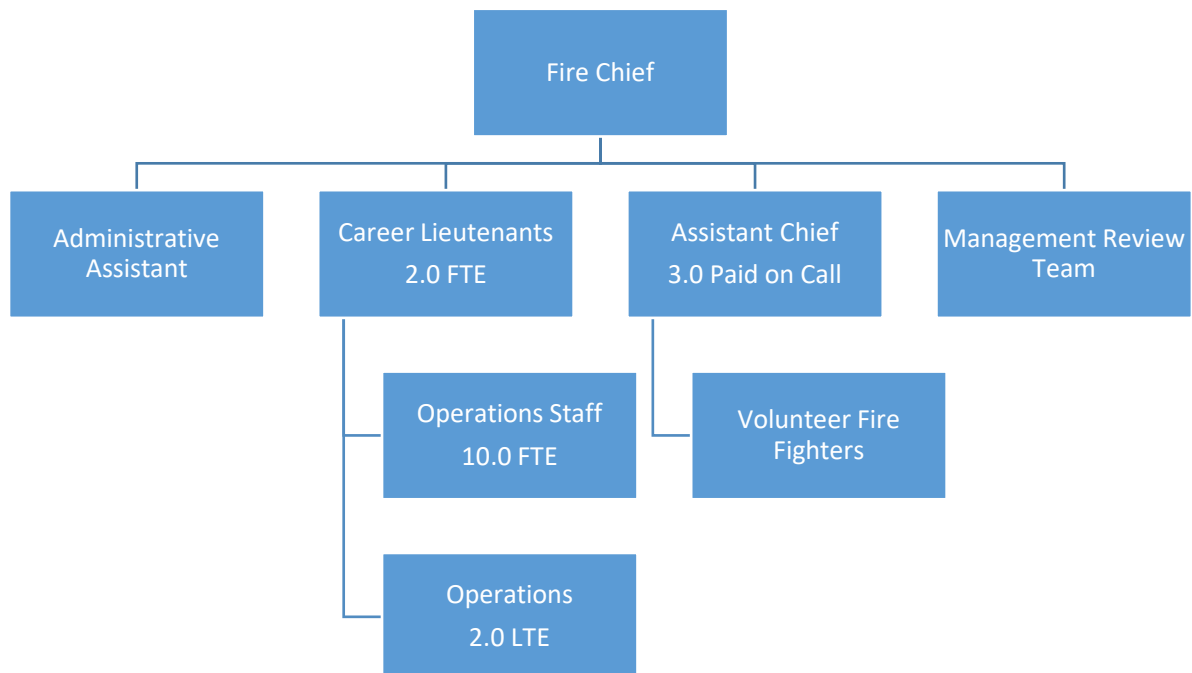
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE DEPARTMENT SUMMARY						
Materials & Supplies	\$391,871	\$566,014	\$605,201	\$485,271	\$488,521	(\$116,680)
Contractual Services	498,547	457,030	469,041	457,372	458,672	(10,369)
Professional Development	64,571	77,412	73,638	72,182	72,682	(956)
Capital	37,349	71,343	89,313	26,630	29,730	(59,583)
Total	\$992,338	\$1,171,799	\$1,237,193	\$1,041,455	\$1,049,605	(\$187,588)

PUBLIC SAFETY

Fire

MISSION

The mission of the Sun Prairie Fire Department (SPFD) is to deliver the highest professional service to our community by protecting life, property, and the environment. We 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 we strive for excellence through prevention and education.



DESCRIPTION

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

The SFPD operates out of two stations located within the City. The SFPD staffs Station 1 with a minimum of four firefighters 24/7/365, with a combination of career and volunteer/Paid-on-Premise staff. Career staff work from 6:00 am until 6:00 pm daily, when a crew of volunteers comes in to staff until 6:00 am the next morning.

As of July 1, 2017, the SFPD Station II is staffed Monday through Friday for 8 hour shifts, with career staff, and weekends with Paid on Call personnel. This is an incremental step in staffing Station II 24 hours a day.

The SFPD continues to implement the 2014 Fire Department Review & Assessment by McGrath Consulting recommendations for the future of fire protection.

2017 BUDGET HIGHLIGHTS

The initial increase of four operational FTEs is the first incremental step in establishing 24/7 staffing for the West-Side District. This operational company started mid-year, and provides staff from 9 am to 5 pm in accordance with peak call volume and availability of volunteers. This initiative has decreased response times to the West Corridor during daytime operations.

In partnership with Sun Prairie EMS, the SFPD is implementing an Emergency Medical Responder (EMR) program, whereby fire department staff are certified EMS providers. Being certified allows SFPD personnel to initiate EMS care until an ambulance arrives. In addition, many times SPVFD members assist in the transport of patients to the hospital.

2018 BUDGET HIGHLIGHTS

Training for personnel will continue at both the EMR and EMT level to enhance service to the communities. Currently 28 members are certified EMT's or EMR's and eight are currently in the 2017 course.

Wages and benefits for existing staff will increase to bring salaries and health insurance benefits to a competitive range.

PERFORMANCE MEASUREMENT

Respond to citizens' call for service.

Measure	2013	2014	2015	2016	2017
Calls for Service	815	1,003	1,020	1,120	1,095

Information for 2017 reflects call volume through August 2017.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
FIRE (220-00)						
Materials & Supplies	\$52,176	\$25,000	\$10,000	\$8,426	\$8,494	(\$1,506)
Contractual Services	878,778	1,058,570	1,056,570	1,289,571	1,289,571	233,001
Capital	13,310	55,776	55,776	0	0	(55,776)
Total	\$944,264	\$1,139,346	\$1,122,346	\$1,297,997	\$1,298,065	\$175,719

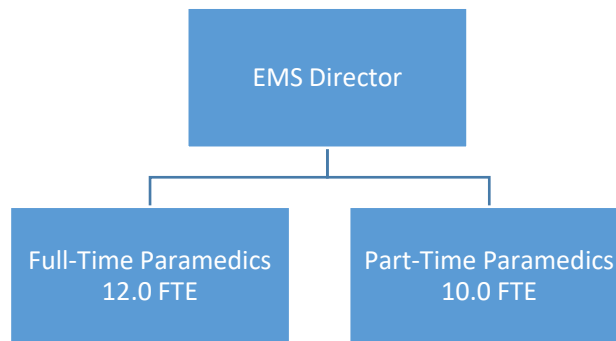
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PUBLIC SAFETY

Emergency Medical Services

MISSION

Provide prompt, compassionate, clinically excellent care to all residents and visitors to the City of Sun Prairie.



DESCRIPTION

As the mobile arm of emergency health service, the main role of the Sun Prairie Emergency Medical Services (SPEMS) Department is to respond to emergency 911 calls. Through the course of these requests for service, SPEMS is able to quickly provide medical help to patients who have serious or life-threatening injuries or illnesses. SPEMS is also an integral part of the public safety triad that includes Sun Prairie Police and Sun Prairie Fire Departments.

With the primary responsibility of emergency 911 response, many subsequent responsibilities ensue. These include emergency preparedness and training, providing a presence for specific events such as charity runs or athletics, and community education. Mutual aid agreements are necessary to ensure an adequate response regardless of the availability of SPEMS resources. Under these agreements, not only is mutual aid received, but it is also provided to neighboring agencies.

2017 BUDGET HIGHLIGHTS

The Department contracted with a vendor to provide SPEMS with their electronic patient care reporting system. The transition from the prior vendor has been seamless and the new platform works flawlessly. Data is flowing from the reporting system to the billing company and the Wisconsin Ambulance Record Data System (WARDS) as required.

EMS contracts to a third party for transport billing services, which also transitioned smoothly to a new a billing vendor.

The Department replaced station furniture, including mattresses, box springs, and office chairs.

Tactical-type, ballistic helmets were placed into service on each ambulance. These serve a dual purpose: in the case of a mass casualty-type event, they would provide appropriate ballistic protection to the paramedics' head, and they can be used as head protection during extrication at a motor vehicle collision.

The Department purchased lifelike adult and pediatric mannequins to help train staff to the highest level of proficiency as it relates to the management of a patient's airway.

2018 BUDGET HIGHLIGHTS

The Budget Revenue estimate includes an increase in the ambulance transport fee from \$700 for a resident to \$900 per transport. Charging an ambulance fee ensures individuals who use the service pay a portion of the service cost. The last fee increase was in 2011; supplies and equipment expenses have increased resulting in the need to increase transport fees. The revised fee is similar to that of other Madison area cities.

The Operating Supplies budget line reflects the cost of supplies necessary to care for patients. Supplies, especially pharmaceuticals, have increased in cost anywhere from 10 to 50 percent. The increase in cost is offset by improved procedures to correctly categorize costs and reduce the level of expired medications.

Technology, office, and janitorial supplies require slight increases.

The overall number and cost of maintenance agreements for equipment will increase.

The mattress and stretcher will be upgraded to increase patient safety and comfort.

PERFORMANCE MEASUREMENT

Identify and meet customers' needs. Provide timely service to all community members who request it.

Measure	2014	2015	2016	2017
Call volume	2,205	2,391	2,467	2,712
Response time: En route	1.25	1.22	1.25	1.45
Response time: To scene	4.41	4.2	4.21	4.51
Response time: To hospital	21.36	20.33	19.24	19.53

The 2017 figures are projected based on actual calls through August.

Response times are measured in minutes.

Provide quality care to customers. The Department provides staff training to ensure quality of care.

Measure	2014	2015	2016	2017
IV success rate	64.61%	64.89%	63.92%	68%
First-pass intubation success rate	41.67%	78.57%	73.17%	100%

Deliver service in a cost-effective manner. A review of the electronic patient care records by our contracted vendor shows above average completion of the document by staff and thereby above average reimbursement for the service. The vendor contract began in 2017.

Measure	2017	%
No Rating	89	11.1%
Rated 1	0	0%
Rated 2	5	0.4%
Rated 3	50	6.3%
Rated 4	171	21.3%
Rated 5	487	60.9%

STAFFING SUMMARY

2017			
	FTE	OT/LTE	Total
General Fund	\$1,032,712	\$337,609	\$1,370,321
FTE	13.00	6.00	19.00
2018			
	FTE	OT/LTE	Total
General Fund	\$1,056,617	\$409,728	\$1,466,345
FTE	13.00	10.00	23.00
Change			
	FTE	OT/LTE	Total
Dollars	\$23,905	\$72,119	\$96,024
FTE	0.00	4.00	4.00

FINANCIAL SUMMARY

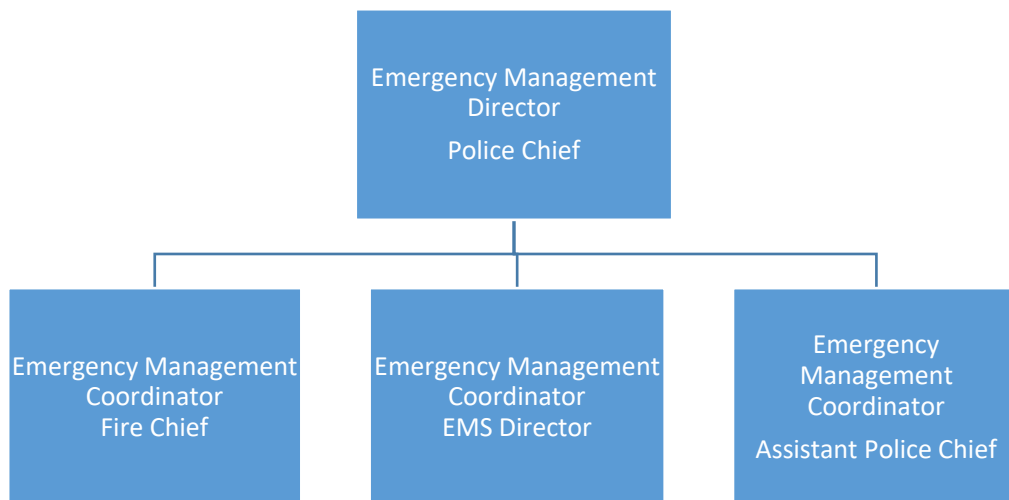
	2015 ACTUAL	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
EMS (230-00)							
Materials & Supplies	\$205,060	\$171,330	\$216,782	\$212,746	\$442,679	\$443,523	\$230,777
Contractual Services	102,002	102,188	84,600	85,580	81,300	81,300	(4,280)
Capital	0	0	14,500	14,500	0	0	(14,500)
Total	\$307,062	\$273,518	\$315,882	\$312,826	\$523,979	\$524,823	\$211,997

PUBLIC SAFETY

Emergency Management

MISSION

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



DESCRIPTION

The city has established an Emergency Management Team consisting of the police chief, fire chief, emergency medical services director, and the assistant police chief. This group is working toward achieving disaster preparedness, with an emphasis on a functional Emergency Operations Center (EOC) for protective services leaders, city administration, and city department leaders to use during emergency events and planned large-scale events.

2017 BUDGET HIGHLIGHTS

The EMT group is completing a hazard mitigation plan as a part of an overall county-wide effort to create a plan. The plan addresses steps that can be taken by the City to help limit damage from natural disasters. Dane County Emergency Management will incorporate the hazard mitigation plan into a countywide plan.

2018 BUDGET HIGHLIGHTS

Emergency Management staff continue to request funding for training affording personnel the opportunity to avail themselves of needed learning opportunities. In addition, operating monies are requested so minor upgrades and equipment can be purchased, especially related to the EOC.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
EMERGENCY MANAGEMENT (250-00)						
Materials & Supplies	\$977	\$4,700	\$5,000	\$5,000	\$5,000	\$0
Professional Development	0	0	2,500	2,500	2,500	0
Capital	0	0	0	0	0	0
Total	\$977	\$4,700	\$7,500	\$7,500	\$7,500	\$0

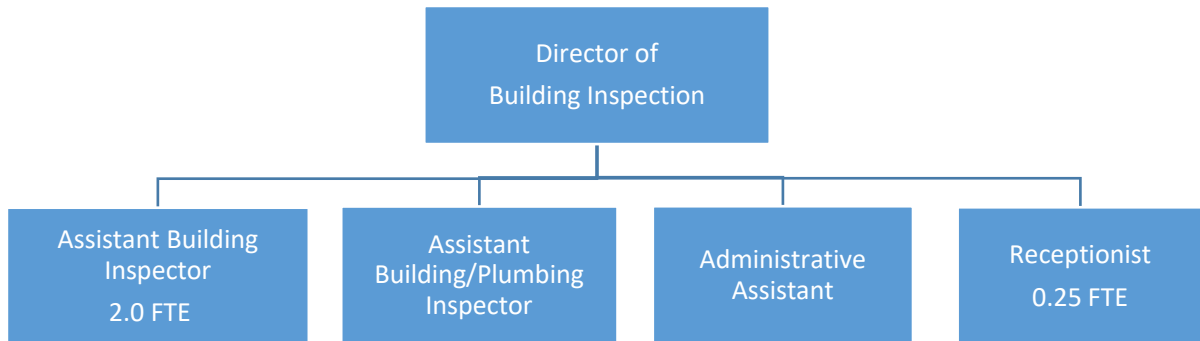
PUBLIC SAFETY

Community Development

Building Inspection

MISSION

Advance quality and safety in the built environment for all who live, work, and visit our community by providing 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.

2017 BUDGET HIGHLIGHTS

The Division hired a full time building/plumbing inspector in March; the 2017 budget increased this position from part-time to full-time status.

The 2017 budget included an increase in training funds in order to ensure the Division stays current with innovations in the field. Staff attended multiple professional and trade related training sessions during the year.

The Building Inspection Division administered over 1,300 total permit applications through June.

The Division completed a full rebuild of the Munis Permit and Inspection software. This included over 50 staff hours of system training in February, March and May, and 100 staff hours for implementation in June. Staff entered approximately 2,000 active permit and code enforcement records back in to the Munis system following the rebuild. Staff and an LTE data entry specialist accomplished this project in August.

In an effort to provide the best possible field services to our customers, the Division implemented new tablet computers to enable staff to be more effective and efficient in an ever-increasing mobile environment.

The Wisconsin Department of Safety and Professional Services (DSPS) awarded Sun Prairie Building Inspection special plan review delegation, which allows the City to perform plan review services normally conducted by the DSPS. The Division has updated relevant ordinances and fees to implement plan review services, and has begun plumbing and HVAC systems review. Fire Alarm and Fire Sprinkler plan review will be administered by the Sun Prairie Volunteer Fire Department.

Congruent with 2017 budget initiatives, the Division completed a minor renovation of the inspectors' office area to accommodate current and future plan review stations, and more efficient document management and storage.

2018 BUDGET HIGHLIGHTS

The Building Inspection Division's permit fee schedule was reviewed and amended. The minimum permit fee was raised from \$25 to \$50. In addition, permitting costs were previously based on project cost and have been modified to a square footage basis. These modifications result in greater uniformity in fee permits, are a better reflection of the cost of providing review and inspection services, and are more congruent with neighboring communities within Dane County.

The cost to continue dues and memberships budget reflects increased costs. Staff are encouraged to participate in outside organizations to stay current in their respective fields.

The Division will purchase a cordless drill and diagnostic tools for sound, moisture, and wind detection in order to conduct field inspections safely and efficiently. This is a one-time expense of \$650.

The uniform allowance will be increased by \$1,100 to ensure staff have appropriate clothing in all types of weather and conditions and have OSHA regulated protective gear.

The City received authority from the Wisconsin Department of Safety and Professional Services (DSPS) to perform complex plan review in lieu of the DSPS for all multi-family, commercial and industrial projects within the city. Previously plans for all new construction, additions, and most alterations were required to go to the DSPS for review, with review timelines of 6 to 7 weeks. The Building Inspection Division's goal is to complete the reviews within 7 to 10 days. Existing staff within Building Inspection and the Fire Department will review plans for fire protection and plumbing systems, and can review a portion of the building and HVAC portions of a complete plan. However, a Wisconsin Licensed Architect or Engineer must review all new construction, most additions, and some remodeling. The budget provides funding and authority to hire an LTE position to assist with reviews as the Division evaluates the time associated with this new workload. Review fees will fund the LTE position expense.

Section 15.04.020 (I) of the Code of Ordinances specifies that the Building Inspection Division must perform certain inspections during the course of construction within two business days after notification. Due to the unprecedented increase of multifamily and commercial construction permits in 2017, additional work hours will be required in 2018 to complete these inspections. The budget provides \$5,000 in overtime funding to address the expected increase in work volume.

PERFORMANCE MEASUREMENT

One of the anticipated outcomes of the Munis software rebuild is to enable staff to better track timelines for various activities, such as processing permit applications or completing inspections. As the volume of records increase, we will have the ability to demonstrate service trends. Below is a sample of inspection data.

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

Measure	2015	2016	2017
Total Inspections	6,754	6,777	3,480
Inspection completed same day	86%	92%	81%
Inspection completed within 1 day	7%	5%	12%
Inspection completed in 2 or more days	7%	3%	7%

The 2017 data reflects inspections through May 31, 2017.

Calls for service statistics.

Measure	2015	2016	2017
Permit Applications	1,823	1,750	816
Code Enforcement Cases	396	468	213
Field Inspections	6,754	6,779	3,480

The 2017 data reflects services through May 31, 2017.

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$399,059	\$25,000	\$424,059
FTE	5.25	0.00	5.25
2018			
	FTE	OT/Seasonal	Total
General Fund	\$459,911	\$29,222	\$489,133
FTE	5.25	0.00	5.25
Change			
	FTE	OT/Seasonal	Total
Dollars	\$60,852	\$4,222	\$65,074
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
BUILDING INSPECTION (240-00)						
Materials & Supplies	\$19,303	\$20,303	\$19,253	\$38,449	\$38,514	\$19,261
Contractual Services	10,306	9,800	14,800	15,100	15,100	300
Professional Development	2,036	2,850	4,150	4,900	4,900	750
Capital	0	500	500	0	0	(500)
Total	\$31,645	\$33,453	\$38,703	\$58,449	\$58,514	\$19,811

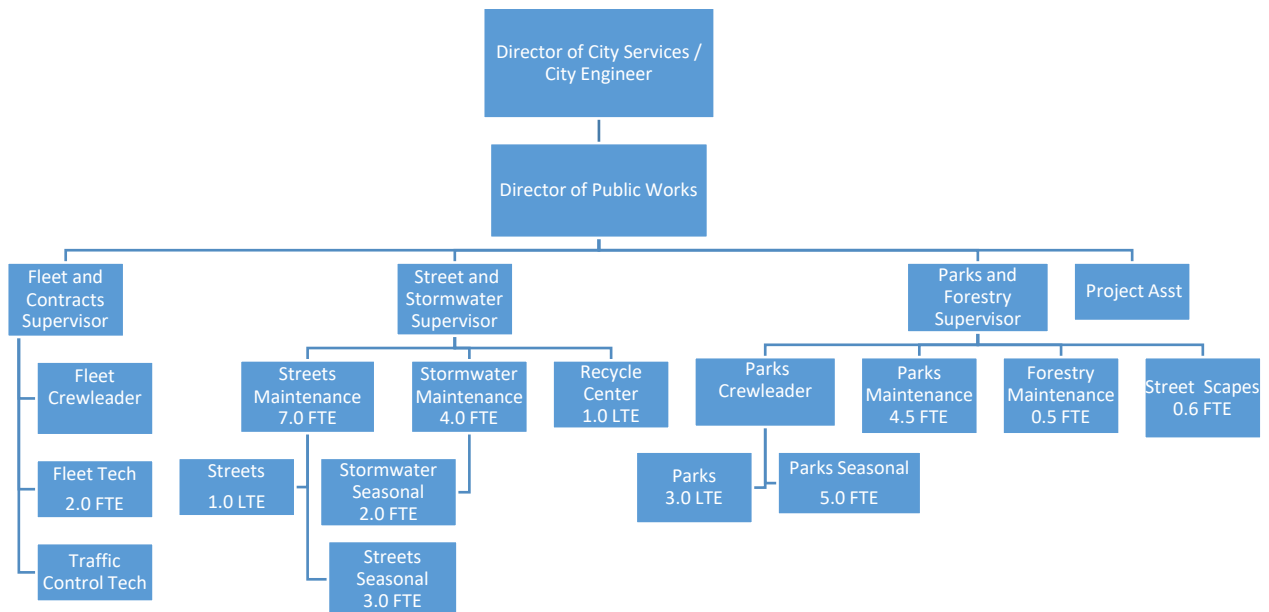
Public Works

Public Works

Administration, Operations, Snow & Ice, Traffic Control and Streets

MISSION

Provide a clean and safe environment for Sun Prairie residents by providing street maintenance, snow and ice removal, traffic control, stormwater facility maintenance, affording safe and reliable maintenance of City fleet and equipment, and ensuring residents receive accurate and timely service information.



DESCRIPTION

The Public Works Department educates residents on the services Public Works offers and provides alternatives for services the City may not offer. The Department conducts pavement maintenance to roads, parking lots, bike paths and sidewalks. Maintenance activities include sinkhole repairs, chip and slurry 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.

2017 BUDGET HIGHLIGHTS

The Snow & Ice Division entered the 2017/2018 snow season with two full salt sheds. The Division is expected to remain under budget for snow and ice materials, repairs and maintenance and professional services.

Staff researched and tested new products, such as micro sealing, to delay the timeframe for future chip and slurry sealing and the more costly street rehabilitation. The Department remained under budget for chip and slurry seal.

The Department chose to complete Colored Concrete Sealing, used to preserve the useful life of existing infrastructure, in house. This resulted in greater materials costs which were offset by reduced contractor expenses. The Department also moved sidewalk and curb and gutter repairs from a contracted service to in-house repair to provide a better finished and more cost efficient product.

With the addition of over 30 lane miles of streets in 2017, staff still completed plow of all City streets in an average 9.5 hours. This was achieved by rearranging routes and re-assigning vehicles to make operations more efficient.

2018 BUDGET HIGHLIGHTS

The 2018 cost to continue budget includes funding for salt supplies and utility cost increases.

Staff is becoming more aggressive and experienced with crack filling and spray patching, thus delaying the timeframe for future chip and slurry sealing and street rehabilitation.

Additional training dollars include \$2,800 for a traffic control maintenance worker to achieve a certification that will allow him to diagnose, repair, and install more equipment on traffic signals. The cost includes out of state travel for course attendance, course fees, meals, airfare, and lodging.

The city has purchased land on Bailey Road for future public works facility needs. In 2018, a consultant will be hired to complete a needs assessment. The assessment will include an evaluation of public works staffing, vehicle, facility, and parking needs, as well as site analysis and concept design. The estimated contracted cost is \$28,000 funded with General Fund balance.

Traffic responsive signal programming allows signals to communicate with one another and work together within a road network to move traffic more efficiently. The Department will install traffic responsive signal programming for all signals in the Prairie Lakes Corridor in order to respond to changing traffic patterns and reduce accidents. General Fund balance will be used for this \$110,000 project.

PERFORMANCE MEASUREMENT

Maintain city streets.

Measure	2014	2015	2016	2017
Lane Miles of Streets	335	340	350	380
Tons of crack filling material	43,200	43,200	86,400	86,400
Sq yards of streets slurry sealed	25,915	37,638	18,750	22,796
Sq yards of streets chip sealed	85,969	113,900	107,400	142,748
Sq yards of sidewalks repaired	2,305	600	875	
Linear feet of curb & gutter repaired	189	1177	312	
Sink holes repaired	18	17	29	12

The 2017 data reflects information through July 31, 2017. Sidewalk and curb & gutter repairs occur in the fall.

STAFFING SUMMARY

Public Works Administration			
2017			
	FTE	OT/Seasonal	Total
General Fund	\$147,424	\$630	\$148,054
Stormwater Fund	\$23,174	\$0	\$23,174
Total	\$170,598	\$630	\$171,228
FTE	2.00	0.00	2.00
2018			
	FTE	OT/Seasonal	Total
General Fund	\$155,095	\$0	\$155,095
Stormwater Fund	\$23,761	\$0	\$23,761
Total	\$178,856	\$0	\$178,856
FTE	2.00	0.00	2.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$8,258	-\$630	\$7,628
FTE	0.00	0.00	0.00

Note: The Fleet Supervisor position & expense are reflected in the Fleet Narrative.

Public Works Operations			
2017			
	FTE	OT/Seasonal	Total
General Fund	\$496,835	\$41,181	\$538,016
Stormwater Fund	\$43,856	\$0	\$43,856
Total	\$540,691	\$41,181	\$581,872
FTE	7.70	0.00	7.70
2018			
	FTE	OT/Seasonal	Total
General Fund	\$453,032	\$40,632	\$493,664
Stormwater Fund	\$45,256	\$0	\$45,256
Total	\$498,288	\$40,632	\$538,920
FTE	7.70	0.00	7.70
Change			
	FTE	OT/Seasonal	Total
Dollars	-\$42,403	-\$549	-\$42,952
FTE	0.00	0.00	0.00

Note: The Stormwater Supervisor position & expense are reflected 50% in the Stormwater Narrative.

Public Works Snow & Ice			
2017			
	FTE	OT/LTE	Total
General Fund	\$11,303	\$32,295	\$43,598
FTE	0.00	0.00	0.00
2018			
	FTE	OT/Seasonal	Total
General Fund	\$56,548	\$17,168	\$73,716
FTE	0.00	0.00	0.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$45,245	-\$15,127	\$30,118
FTE	0.00	0.00	0.00

Public Works Summary			
2017			
	FTE	OT/Seasonal	Total
General Fund	\$655,562	\$74,106	\$729,668
Stormwater Fund	\$67,030	\$0	\$67,030
Total	\$722,592	\$74,106	\$796,698
FTE	9.70	0.00	9.70
2018			
	FTE	OT/Seasonal	Total
General Fund	\$664,675	\$57,800	\$722,475
Stormwater Fund	\$67,030	\$0	\$67,030
Total	\$731,705	\$57,800	\$789,505
FTE	9.70	0.00	9.70
Change			
	FTE	OT/Seasonal	Total
Dollars	\$9,113	-\$16,306	-\$7,193
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PUBLIC WORKS ADMINISTRATION (310-31)						
Materials & Supplies	\$1,256	\$1,300	\$1,300	\$1,300	\$1,300	\$0
Contractual Services	10,449	10,150	8,000	10,150	10,150	2,150
Professional Development	1,014	1,675	1,325	1,875	1,875	550
Total	\$12,719	\$13,125	\$10,625	\$13,325	\$13,325	\$2,700

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PUBLIC WORKS OPERATIONS (310-33)						
Materials & Supplies	\$320,094	\$372,950	\$377,591	\$171,491	\$173,544	(\$204,047)
Contractual Services	22,041	24,650	31,438	28,713	28,713	(2,725)
Professional Development	588	3,000	3,000	3,015	3,015	15
Capital	1,727	0	0	0	0	0
Total	\$344,450	\$400,600	\$412,029	\$203,219	\$205,272	(\$206,757)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
SNOW AND ICE CONTROL (310-34)						
Materials & Supplies	\$42,195	\$222,000	\$227,500	\$257,790	\$257,790	\$30,290
Contractual Services	88,298	80,000	81,600	86,600	86,600	5,000
Total	\$130,493	\$302,000	\$309,100	\$344,390	\$344,390	\$35,290

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TRAFFIC CONTROL (310-35)						
Contractual Services	\$25,459	\$32,000	\$33,000	\$33,000	\$33,000	\$0
Professional Development	150	1,200	1,650	4,550	4,550	2,900
Capital	40,345	22,500	33,750	21,000	21,000	(12,750)
Total	\$65,954	\$55,700	\$68,400	\$58,550	\$58,550	(\$9,850)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
STREET MAINTENANCE (310-36)						
Materials & Supplies	\$55,446	\$85,000	\$90,000	\$60,000	\$60,000	(\$30,000)
Contractual Services	642,802	749,406	774,040	712,250	712,250	(61,790)
Total	\$698,248	\$834,406	\$864,040	\$772,250	\$772,250	(\$91,790)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PUBLIC WORKS SUMMARY						
Materials & Supplies	\$418,991	\$681,250	\$696,391	\$490,581	\$492,634	(\$203,757)
Contractual Services	789,049	896,206	928,078	870,713	870,713	(\$57,365)
Professional Development	1,752	5,875	5,975	9,440	9,440	3,465
Capital	42,072	22,500	33,750	21,000	21,000	(12,750)
Total	\$1,251,864	\$1,605,831	\$1,664,194	\$1,391,734	\$1,393,787	(\$270,407)

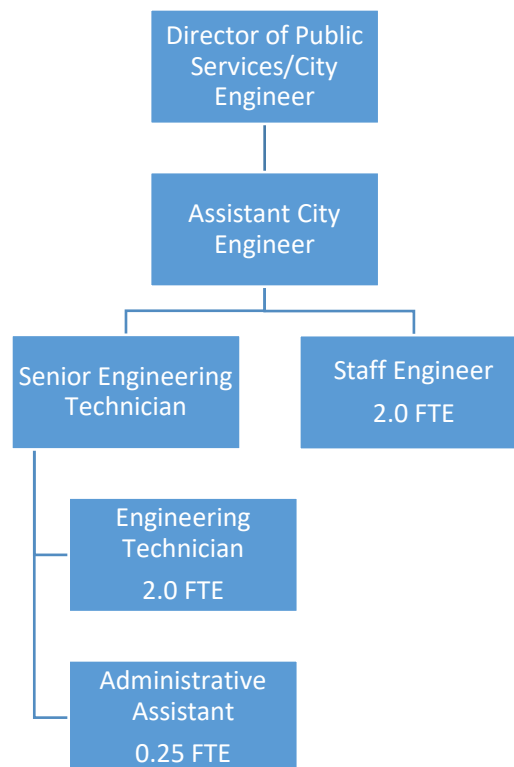
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Public Works

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 are required to be well diversified in both 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,

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 any changes in their 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 all factors are reflected in the long-term plans.

The Department develops construction schedules and cost estimates for Total Street Reconstruction, Pavement Rehabilitation, Sidewalk Installation Program, and the Storm Sewer Extension Programs. This allows the City to plan for the timing and financing of these 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.

2017 BUDGET HIGHLIGHTS

The 2017 Engineering Department budget included an initiative to replace an aging Robotic Total Station. The prior surveying equipment lacked the latest technology available.

2018 BUDGET HIGHLIGHTS

The cost to continue estimate will allow the Engineering Department to support design and planning of streets in the 2018 approved capital improvement plan. The budget designates \$2,500 in General Fund balance for a new automatic level and sensor.

The Engineering Department oversees the administration of the Storm Water Utility and the associated Wisconsin Department of Natural Resources (WDNR) permits. The budget includes FTE authority and funding for a Staff Engineer; 50 percent of the expense will be borne by the Storm Water Utility and 50 percent from the General Fund. The incumbent in this position will conduct storm water and erosion control inspections as mandated by WDNR storm water permit requirements. Additionally this position will be responsible for managing Capital Improvement Projects from design through construction. It is more cost effective for city staff to perform this work rather than contracting with a vendor.

PERFORMANCE MEASUREMENT

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

Measure	2013	2014	2015	2016	2017
City's Capital Improvement Projects	4	6	8	13	6
CIP Projects size (millions)	\$3.2	\$7.1	\$5.4	\$7.0	\$7.6
New Private Development Projects	2	10	8	6	13
Private Development Size (millions)	\$0.6	\$3.3	\$5.0	\$4.0	\$9.8

The 2017 data reflects projects through August 18, 2017.

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

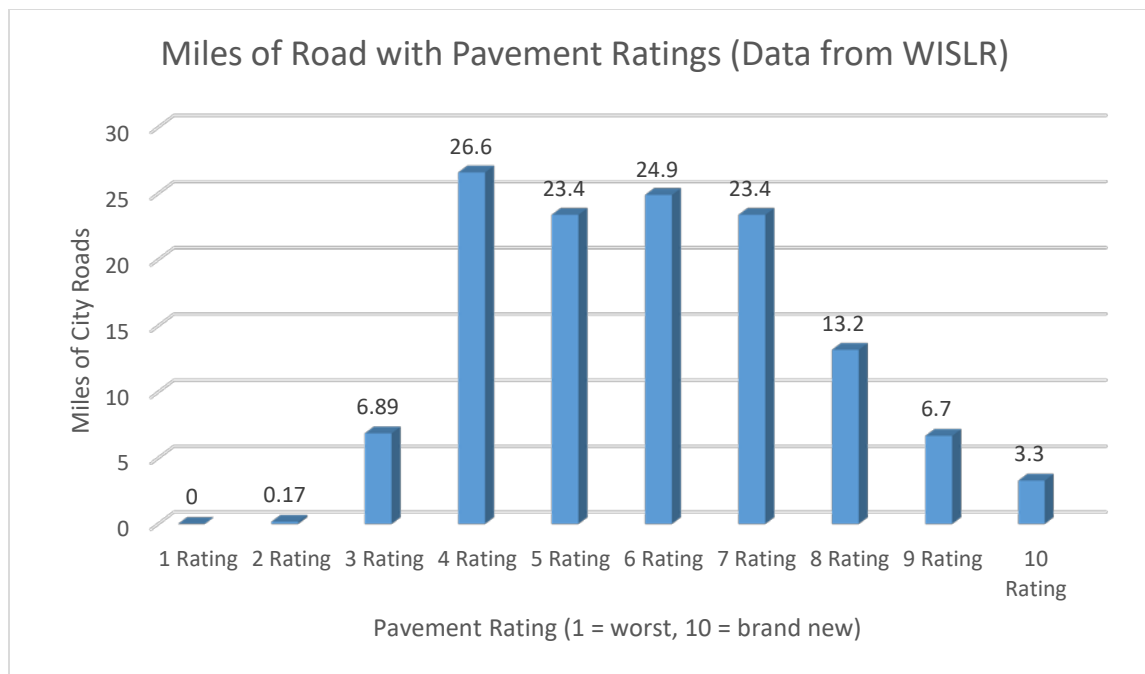
Measure	2013	2014	2015	2016	2017
Total Contracts/Contracts advertised prior to March 31st		8	7	13	6
Contracts advertised before March 31		5	*5	12	6
Total Contracts/Contracts Inspected by Engineering Dept.		8/7	7/7	13/13	6/6

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

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

WISLR (Wisconsin Information System for Local Roads) is an excellent tool to analyze existing conditions of pavement within the City limits. City Staff is required 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).

Below is an existing chart showing the street inventory and associated ratings:



Reconstruct or rehabilitate streets with a PASER rating of 6 or less.

Measure	2014 Miles	2015 Miles	2016 Miles	2017 Miles	2018 Miles
Street Projects with 3 Rating	0.78	0.26	0.65	0.66	1.19
Street Projects with 4 Rating	0.03	0.93	0.93	2.45	1.35
Street Projects with 5 Rating	0.00	0.00	0.25	0.63	0.86
Street Projects with 6 Rating	0.00	0.00	0.00	0.06	0.33

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

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

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$459,155	\$11,445	\$470,600
Wastewater Fund	\$16,858	\$0	\$16,858
Stormwater Fund	\$95,073	\$0	\$95,073
Total	\$571,086	\$11,445	\$582,531
FTE	6.25	0.00	6.25
2018			
	FTE	OT/Seasonal	Total
General Fund	\$563,752	\$11,445	\$575,197
Wastewater Fund	\$18,959	\$0	\$18,959
Stormwater Fund	\$133,276	\$0	\$133,276
Total	\$715,987	\$11,445	\$727,432
FTE	7.25	0.00	7.25
Change			
	FTE	OT/Seasonal	Total
Dollars	\$144,901	\$0	\$144,901
FTE	1.00	0.00	1.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
ENGINEERING (330-00)						
Materials & Supplies	\$47,101	\$21,087	\$19,933	\$34,074	\$34,150	\$14,217
Contractual Services	4,486	6,900	7,650	1,345	1,345	(6,305)
Professional Development	2,747	2,225	3,015	3,880	3,880	865
Capital	1,410	20,560	25,460	3,400	3,400	(22,060)
Total	\$55,744	\$50,772	\$56,058	\$42,699	\$42,775	(\$13,283)

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Health and Human Services

Youth and Families Commission

MISSION

Enhance the quality of life for the residents of the Sun Prairie School District. 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.

Youth and Families
Commission

DESCRIPTION

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 helps groups within the city to work on making Sun Prairie a better place for the City's youth and families.

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 services as liaison to the Common Council.

2017 BUDGET HIGHLIGHTS

The Commission sponsored and covered the costs for City-wide presentations by the Domestic Abuse Intervention Services (DAIS), by Sun Prairie Police Department gang signs and signals, and the Rolling Prairie Community Dinner. The Commission is planning a Reality Check on volunteerism this fall; costs include a facilitator, food, and supplies.

Working with *The Star* newspaper and service organizations, the Commission will co-sponsor the Sun Prairie Service Summit scheduled for late October. The purpose of this Summit is to bring together

charitable and service organizations, churches and foundations in order to collaborate, coordinate and network.

Members continue to identify training opportunities to assist in its work. Commission members attend the Madison Region's Economic Development and Diversity Summit annually.

2018 BUDGET HIGHLIGHTS

The budget includes \$5,000 for the commission to increase outreach efforts to youth and families through targeted local events. The funding will all support a commission initiative to document whether gangs are static or growing in the city. The goal of community events is to foster a greater level of connectedness, to promote available resources, and to increase a sense of community ownership, particularly related to deterring or reporting crime.

The Youth and Families Commission plans to continue working with youth grades 8 through 12 through a Reality Check session to examine awareness and possible solutions to race-related issues.

Facilitated by social workers from the school district, the Commission will examine a Substance Abuse Coalition model and assess whether it could be successfully implemented in Sun Prairie.

STAFFING SUMMARY

2017	
Commission	
General Fund	\$2,067
FTE	0.00
2018	
Commission	
General Fund	\$2,072
FTE	0.00
Change	
FTE	
Dollars	\$5
FTE	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
YOUTH & FAMILY COMMISSION (542-00)						
Materials & Supplies	\$10	\$530	\$10	\$10	\$10	\$0
Contractual Services	35	510	0	5,000	5,000	5,000
Professional Development	829	500	750	750	750	0
Total	\$874	\$1,540	\$760	\$5,760	\$5,760	\$5,000

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HEALTH AND HUMAN SERVICES

Sun Prairie Cemetery

MISSION

Maintain the Sun Prairie Cemetery.

Sun Prairie Cemetery

DESCRIPTION

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

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

2017 BUDGET HIGHLIGHTS

The City provided \$9,500 to support the Cemetery in last year's budget.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the cost to continue budget.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
CEMETERY						
Contractual Services	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$0
Total	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$0

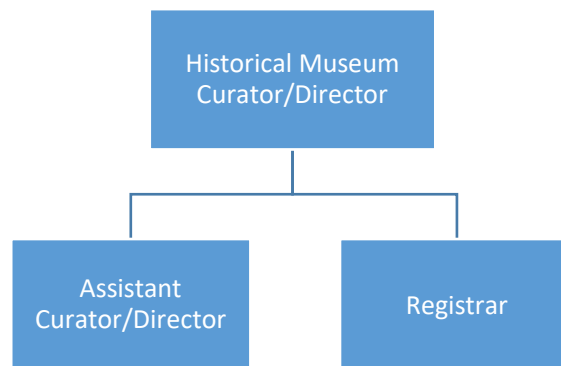
CULTURE, RECREATION, AND EDUCATION

Recreation Department

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 roots to the past.



DESCRIPTION

The museum provides a wide range of services to the community. These include changing exhibits to provide a fresh, new display of art, artifacts, manuscripts, photographs and other 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. The museum serves as a depository for new additions to our collection and an accessioning process is in place to record, label, number and store items donated to the museum.

One of our goals has been to increase the number of hours that the museum is open. In the past it was open only two hours a day four days a week. We are currently open four hours a day, six days a week which is three times the hours we were open in the past. This has significantly improved access to our exhibits and the amount of foot traffic we have in the museum.

New museum software is currently being installed by the City IT Department, which will provide a digital image of items in our collection accessible to the public. This will create a "Virtual Museum" that will allow more of our collection to be viewed. It is estimated that we only have 2-3% of our collection on

display. The 2018 cost to continue budget supports a working partnership with the Sun Prairie Media Center for additional History programming that could be in audio form for the radio or audio-visual form for television. The museum staff continues to look at opportunities to promote museum programs.

The museum completed filming of the O'Keeffe Family Story with Discover Wisconsin that will air in 2018.

2017 BUDGET HIGHLIGHTS

In 2017 several items were accomplished to improve the physical appearance of the museum. Window opening and glass block improvements will provide greater energy efficiency and a better aesthetic. Light fixtures were retrofitted or installed using LED lights to improve energy utilization and prevent damage to items on display. A new commercial size dehumidifier was installed in the Westside Community Services Building storage location to provide continuous humidity control for our collection. The information kiosk that stood near the sidewalk in front of the museum has been removed and an entirely new concrete approach has been poured from the sidewalk to the front entrance to the museum. Lastly, the museum wheelchair lift has undergone a major repair with new parts and is functioning, which allows us to be in compliance with the ADA and serve those with special needs.

2018 BUDGET HIGHLIGHTS

The 2017 budget mistakenly removed funding for the Assistant Curator position and a 2017 budget amendment allowed the Museum to move supplies budget to fund Assistant Curator wage expenses. The 2018 cost to continue budget restores funding for the Assistant Curator and supplies.

STAFFING SUMMARY

2017	
Staffing	
General Fund	\$21,196
FTE	0.00
2018	
FTE	
General Fund	\$21,300
FTE	0.00
Change	
FTE	
Dollars	\$104
FTE	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
MUSEUM (530-00)						
Materials & Supplies	\$7,404	\$6,279	\$9,875	\$12,279	\$12,279	\$2,404
Contractual Services	6,268	5,900	6,500	8,150	8,150	1,650
Professional Development	0	150	300	300	300	0
Capital	3,055	4,800	5,950	4,900	4,900	(1,050)
Total	\$16,727	\$17,129	\$22,625	\$25,629	\$25,629	\$3,004

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HEALTH AND HUMAN SERVICES

Sun Prairie Colonial Club

MISSION

Enhance the well-being and independence of older adults.

Colonial Club

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.

2017 BUDGET HIGHLIGHTS

The City's support of the Colonial Club increased to \$180,000 in the 2017 budget.

2018 BUDGET HIGHLIGHTS

The Colonial Club continues to see growth in their case management and transportation services. Funding from alternative sources is unable to meet the increase in service level. The City's support of the Colonial Club is increased by \$10,000 in the 2018 budget. Ensuring adequate funding for services allows seniors in the City of Sun Prairie to receive the appropriate service level from the Colonial Club.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
SENIOR CITIZEN PROGRAM (541-00)						
Contractual Services	\$170,000	\$180,000	\$180,000	\$190,000	\$190,000	\$10,000
Total	\$170,000	\$180,000	\$180,000	\$190,000	\$190,000	\$10,000

To: City of Sun Prairie

From: Colonial Club Senior Activity Center
Bob Power, Executive Director

Date: August 31, 2017

Re: Request for Municipal Support

Over 47 years ago, the Colonial Club began its work to enhance the well-being and independence of older adults. As we approach our 50th year of service to multiple communities throughout northeast Dane County, we submit this request for financial support for 2018.

Among the many lessons we have learned throughout our history is that we can't do this alone. We rely on our financial partners, whether they be at the local, county, state or federal level. Together we can make a positive difference in the lives of others. We hope you will agree and look favorably upon this request.

The year of service for 2016 again shows a steady demand for services and support for older adults and their families. This year we saw some growth in case management service, as well as a significant rise in transportation. With the addition of two new vehicles last year, demand for rides increased. Adult day care & supportive home care hours decreased slightly, as did meals. We attribute the decreases mainly to loss of senior population in the smaller municipalities of our service area.

Total Colonial Club Service Report Comparison 2009-2016

Year	Case Management (hours)	Adult Day Care (hours)	Meals	Supportive Home Care (hours)	Transportation (miles)
2016	2,501	15,232	21,201	5,579	32,932
2015	2,254	15,952	21,864	5,870	25,010
2014	2,258	16,887	21,379	5,197	26,109
2013	2,325	14,956	21,284	4,547	32,726
2012	2,669	15,648	21,234	3,756	31,346
2011	2,606	14,001	22,722	3,294	33,810
2010	2,353	13,534	22,727	2,983	35,335
2009	1,077	13,390	13,031	1,320	21,058

While overall statistics were up and down across our entire service area, the following table shows growth in service delivery in **every area** for the City of Sun Prairie with the exception of home-delivered meals which saw a slight decline.

Programs, Services & Activities utilized by 380 City of Sun Prairie residents

Benefits Received in Hours	2012	2013	2014	2015	2016
Case Management	1,640	1,389	1,557	1,570	1,622 +3%
Adult Day Center	5,556	5,861	5,758	3,806	6,062 +59%
Supportive Home Care/Respite Care	3,009	2,758	3,436	4,733	5,024 +6%

Benefits Received in Numbers	2012	2013	2014	2015	2016
Meals @ Colonial Club	6,478	6,330	7,209	8,171	8,715 +6%
Meals Delivered	6,884	7,725	6,073	6,662	6,173 -7%

Benefits Received in Miles	2012	2013	2014	2015	2016
Transportation	8,625	9,190	5,913	4,751	10,402 +118%

While the Colonial Club is a private 501c3 organization, we operate like a community center, serving people of all ages and groups of all size.

- ✓ We serve as host site for the weekly Sun Prairie Rotary Club meetings
- ✓ We serve as host site for the annual Optimist breakfast
- ✓ Christ Fellowship Church utilizes our building every Sunday
- ✓ We became the home to the Sun Prairie Winter Farmers Market in 2015-16
- ✓ We offer MATC courses to people of all ages
- ✓ We are an anonymous safe site for a domestic violence program
- ✓ We host an annual holiday breakfast for a group of developmentally challenged youth
- ✓ We work with Sun Prairie Parks & Recreation to host classes here
- ✓ Multiple groups meet here weekly, including Weight Watchers, Alcoholics Anonymous & Overeaters Anonymous
- ✓ We are a Sun Prairie voting site

We appreciate the City of Sun Prairie's support over the years and look forward to our continued collaboration.

2017 Funding: \$180,000

2018 Request: \$190,000

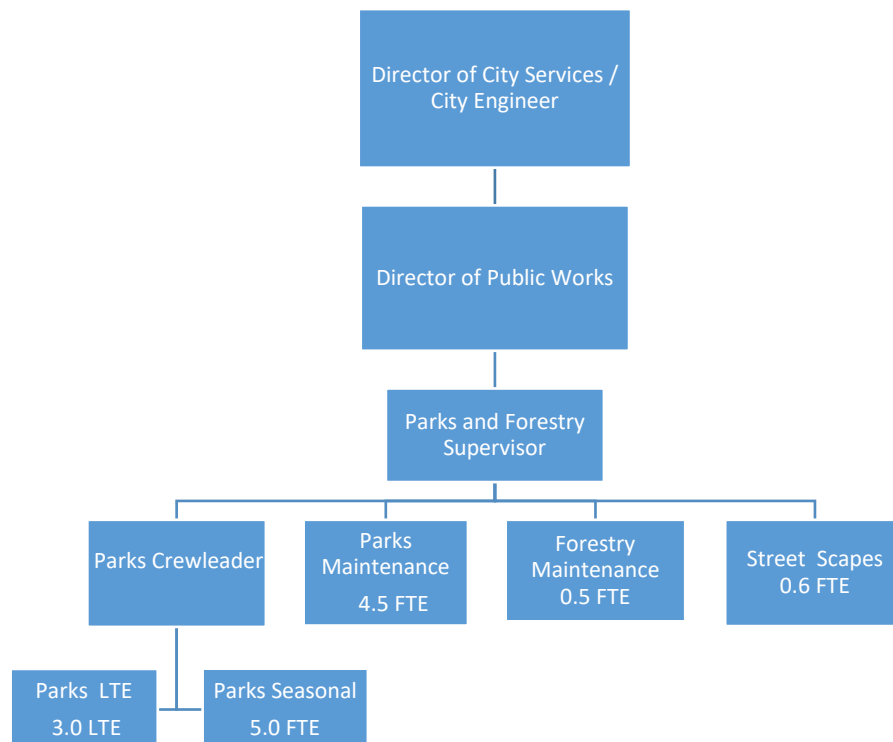
CULTURE, RECREATION, AND EDUCATION

Public Works

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, sports fields, and the maintenance shop. Parks maintenance staff provide park, park facility and playground maintenance and ensure parks and facilities are inviting, safe places for recreation. Staff regularly inspect and repair play equipment, sports fields, shelters, paths, bridges and lawns.

2017 BUDGET HIGHLIGHTS

In 2017, the Division completed multiple park and facilities upgrades, including an electrical upgrade at the Family Aquatic Center, pavement seal of five basketball courts to extend useful life, and roof replacement at the Westwynde neighborhood park shelter.

The Division completed green space improvements at Stoneridge Community Park and Wyndham Hills Community Park. The enhancements were partially funded by private donation.

The call volume for complaints on median and weed maintenance decreased by 75%, due to having staff dedicated to streetscapes.

Using video cameras, parks maintenance staff, IT, and police caught five different groups or individuals causing damage or stealing in parks.

2018 BUDGET HIGHLIGHTS

The budget provides funding and authority for a Limited Term Employment (LTE) position in Public Works dedicated to cleaning the concession stand and bathhouse. FAC staff have not been able to keep the bathhouse and concession stand clean in addition to their routine duties.

The City is in the process of installing athletic/soccer fields at Stoneridge Park and will need to relocate basketball courts to complete the project. The basketball court relocation cost is \$27,500 and will be financed through capital borrowing.

General Fund balance of \$25,400 will be allocated to parks maintenance to merge existing stand-alone camera systems at five parks with the city's security camera network. The initiative will also replace two cameras. These changes will increase camera reliability, increase the City's ability to capture proof of vandalism, and reduce camera maintenance.

The Parks Maintenance Division will purchase and install \$45,000 of playground surface material to ensure safe landing zones under playground structures.

PERFORMANCE MEASUREMENT

Maintain parks and facilities citywide.

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

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$457,227	\$91,238	\$548,465
FTE	6.50	0.00	6.50
2018			
	FTE	OT/Seasonal	Total
General Fund	\$492,441	\$106,040	\$598,481
FTE	6.50	0.00	6.50
Change			
	FTE	OT/Seasonal	Total
Dollars	\$35,214	\$14,802	\$50,016
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PARKS MAINTENANCE (550-55)						
Materials & Supplies	\$137,871	\$271,750	\$269,746	\$328,286	\$338,951	\$69,205
Contractual Services	32,564	41,000	45,575	44,700	44,700	(875)
Professional Development	2,015	3,560	3,560	3,810	3,810	250
Capital	407	0	0	25,400	25,400	25,400
Total	\$172,857	\$316,310	\$318,881	\$402,196	\$412,861	\$93,980

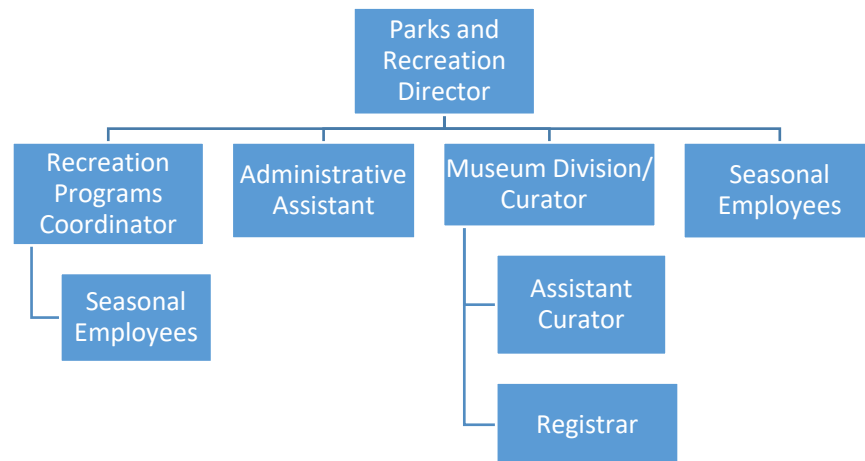
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CULTURE, RECREATION, AND EDUCATION

Recreation Department

MISSION

Provide quality services, a variety of programs, special events, and facilities, in addition to parks and open spaces for the benefit of the community.



DESCRIPTION

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

The Administration Division is responsible for coordinating, monitoring and managing these components to form a system of services that is responsive to the recreational, cultural and preservation needs of the community.

The Parks and Recreation Director and Recreation Programs Coordinator manage Recreation Services, with administrative support from the Recreation Department Administrative Assistant. Programs are generally operated utilizing part-time seasonal labor as well as vendors.

Programs are offered under one of the following categories: adult fitness & wellness, adult enrichment, adult sports, aquatic programs, preschool enrichment, special events, concerts, trips, youth sports, and youth enrichment. The 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.

2017 BUDGET HIGHLIGHTS

The Parks and Recreation Department processed a higher percentage of customer registrations online compared to prior years. Expanded family program offerings in the areas of enrichment and fitness contributed to higher enrollments; summer program registration was significantly higher than 2016.

Lack of space continues to be an issue during the school year. There are still limitations after utilizing the Westside Community Services Building and several schools.

2018 BUDGET HIGHLIGHTS

Two efforts in the 2018 budget seek to improve employee recruitment. Advertising budget expenses will increase to allow the Department to advertise using multiple media platforms. Second, seasonal wages increase in 2018 in select areas. Seasonal wages have not increased in eight years, resulting in a lag behind market rates and difficulty attracting well-qualified applicants. Recreation program fee revenue will partially offset the increased wage expense.

The decrease in the cost to continue transportation budget aligns with transportation cost trends.

The City of Sun Prairie hosts an annual movie in the park night that fosters positive family development and a sense of community. The budget provides funding for a second movie in the park night; the events will be held in June and August.



PERFORMANCE MEASUREMENT

Offer programs and activities for all ages that effectively meet the recreational, cultural and leisure needs of the community.

Measure	2013	2014	2015	2016	2017
Adult Enrichment	16	27	53	24	45
Adult Sports	1,010	963	987	951	967
Aquatic Programs	1,691	1,561	1,363	1,295	1,362
Fitness Programs	1,031	990	768	710	612
Preschool Programs	882	713	517	579	416
Special Events & Concerts	2,274	1,340	1,250	1,770	1,333
Trips	152	134	116	78	44
Youth Sports	1,412	1,282	992	1,357	911
Youth Enrichment	828	1,061	1,004	1,031	498
Youth/Adult Programs	86	109	91	111	129
Totals	9,382	8,180	7,141	7,906	6,317

The 2017 figures reflect data as of August 17, 2017.

Provide facilities that effectively meet the recreational, cultural and leisure needs of the community.

Measure	2013	2014	2015	2016	2017*
Shelter/Gazebo Reservations	309	301	308	363	237
Athletic Field Reservations	894	621	452	572	384
Westside Community Services Building Community Room Reservation	836	914	917	846	461
Total	2,039	1,836	1,677	1,781	1,082

The 2017 figures reflect data as of August 17, 2017.

Minimize community investment by charging fees for a portion of program costs.

Summer Recreation Revenue and Expense Comparison

Measure	2013	2014	2015	2016	2017
Summer Program Revenues	\$129,771	\$125,309	\$101,977	\$100,339	\$98,391
Summer Program Expenses	\$111,535	\$110,118	\$104,827	\$103,888	\$100,819
Recovery Percentage	116%	114%	97%	97%	98%
Summer Program Community Investment	\$0	\$0	\$2,850	\$3,549	

The 2017 figures reflect data as of August 31, 2017.

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.

Spring, Fall and Winter Recreation Revenue and Expense Comparison

Measure	2013	2014	2015	2016	2017
Program Revenues	\$55,776	\$53,211	\$76,950	\$69,881	\$41,183
Program Expenses	\$43,351	\$47,839	\$60,639	\$73,875	\$30,496
Recovery Percentage	129%	111%	127%	95%	135%
Community Investment	\$0	\$0	\$0	\$3,994	

The 2017 figures reflect data as of August 31, 2017.

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.

STAFFING SUMMARY

Recreation Administration				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$221,343	\$0	\$969	\$222,312
FTE	3.00	0.00	0.00	3.00
2018				
	FTE	OT/Seasonal		Total
General Fund	\$236,048	\$0	\$969	\$237,017
FTE	3.00	0.00	0.00	3.00
Change				
	FTE	OT/Seasonal		Total
Dollars	\$14,705	\$0	\$0	\$14,705
FTE	0.00	0.00	0.00	0.00



Summer Recreation				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$0	\$75,940	\$0	\$75,940
FTE	0.00	0.00	0.00	0.00
2018				
	FTE	OT/Seasonal		Total
General Fund	\$0	\$87,847	\$0	\$87,847
FTE	0.00	0.00	0.00	0.00
Change				
	FTE	OT/Seasonal		Total
Dollars	\$0	\$11,907	\$0	\$11,907
FTE	0.00	0.00	0.00	0.00

Winter Recreation				
2017				
	FTE	OT/Seasonal	Board	Total
General Fund	\$0	\$19,660	\$0	\$19,660
FTE	0.00	0.00	0.00	0.00
2018				
	FTE	OT/Seasonal		Total
General Fund	\$0	\$22,681	\$0	\$22,681
FTE	0.00	0.00	0.00	0.00
Change				
	FTE	OT/Seasonal		Total
Dollars	\$0	\$3,021	\$0	\$3,021
FTE	0.00	0.00	0.00	0.00



FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
RECREATION ADMINISTRATION (550-51)						
Materials & Supplies	\$19,213	\$18,102	\$21,079	\$22,582	\$22,587	\$1,508
Contractual Services	6,420	5,800	7,300	7,300	7,300	0
Professional Development	2,387	1,105	4,610	4,500	4,500	(110)
Total	\$28,020	\$25,007	\$32,989	\$34,382	\$34,387	\$1,398

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
SUMMER RECREATION (550-53)						
Materials & Supplies	\$9,638	\$11,000	\$17,044	\$15,000	\$15,000	(\$2,044)
Contractual Services	37,486	30,823	43,500	39,900	39,900	(3,600)
Total	\$47,124	\$41,823	\$60,544	\$54,900	\$54,900	(\$5,644)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WINTER RECREATION (550-54)						
Materials & Supplies	\$4,553	\$5,500	\$6,200	\$6,500	\$6,500	\$300
Contractual Services	39,445	32,000	40,200	40,200	40,200	0
Total	\$43,998	\$37,500	\$46,400	\$46,700	\$46,700	\$300

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
CONCERTS IN THE PARK (550-57)						
Materials & Supplies	\$60	\$104	\$150	\$250	\$250	\$100
Contractual Services	4,322	5,401	4,500	6,820	6,820	2,320
Total	\$4,382	\$5,505	\$4,650	\$7,070	\$7,070	\$2,420

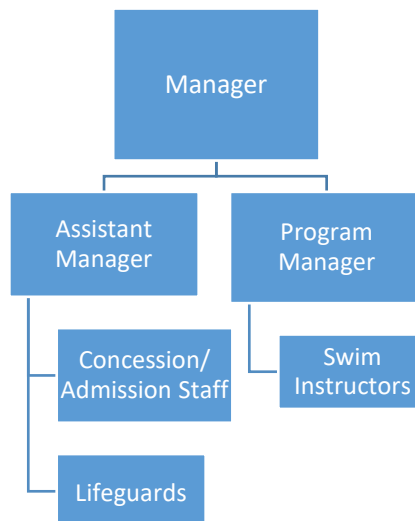
CULTURE, RECREATION, AND EDUCATION

Recreation Department

Family Aquatic Center

MISSION

Provide aquatics facilities, programs and services that effectively meets the needs of the community.



DESCRIPTION

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

The Recreation Director manages the Family Aquatic Center, with the assistance of three part-time seasonal managers. The Recreation Department Administrative Assistant and a seasonal office assistant provide administrative support. Programs are generally operated utilizing part-time seasonal labor.

2017 BUDGET HIGHLIGHTS

Programming such as swim lessons and swim team were very successful. Demand for these programs remains high. However, the Aquatic Center must balance programming such as swim lessons and swim team and open swim opportunities. We will continue to review scheduling options to encourage higher open swim attendance while maintaining high program enrollments.

Challenges for the Family Aquatic Center include inconsistent weather and increased competition.

Increased lifeguard wages attracted significantly more applicants and increased staff retention.

New lounge chairs on the pool deck provided needed seating for patrons.

2018 BUDGET HIGHLIGHTS

General Fund balance will be used to rent a high-end robotic pool vacuum. The vacuum works overnight in the pool. The city has previously purchased vacuums, but found that repair costs and the limited life of purchased pool vacuums make rental a more fiscally responsible choice. The estimated rental cost is \$5,000. Second, General Fund balance of \$5,000 will be used to purchase shade covers for the pool and the sand playground area. The existing covers are faded and deteriorating.

The aquatics center will be fitted with cashiering equipment and software utilized at other city facilities. Security cameras will be installed near cashiering stations. These actions will ensure adequate financial controls are in place at the FAC. The initiative is funded with \$200 in cost to continue repair budget and \$6,880 General Fund balance.

PERFORMANCE MEASUREMENT

Provide quality aquatics programs to the community.

Measure	2013	2014	2015	2016	2017
Swim Lessons	1,402	1,263	1,303	1,243	1,362
Swim Team	239	232	207	188	210
Mini Swim Team	50	50	55	52	37

The 2017 data reflects participation through August 7, 2017.

Provide convenient, affordable options to enjoy the Family Aquatic Center through season pass sales.

Measure	2013	2014	2015	2016	2017*
Resident Family	94	98	98	115	108
Non-Resident Family	11	32	24	25	18
Resident Family ½ Price	9	9	20	12	16
Non-Resident Family ½ Price	0	2	5	1	4
Total Family Season Passes	114	141	147	153	146
Resident Individual	25	24	10	17	12
Non-Resident Individual	2	1	1	2	2
Resident Individual ½ Price	2	1	2	2	2
Non-Resident Individual ½ Price	0	0	0	0	0
Total Individual Season Passes	29	26	13	21	16

The 2017 data reflect pass purchases through August 17, 2017.

Provide convenient, affordable options to enjoy the Family Aquatic Center through token sales.

Measure	2013	2014	2015	2016	2017
Single Tokens	235	2,149	1,782	610	586
10 Pack Tokens	127	112	174	315	306
Total Number of Tokens Sold	1,505	3,269	3,522	3,760	3,646

The 2017 data reflects purchases through August 17, 2017.

Offer aquatics activities for all ages that effectively meet the recreational, cultural and leisure needs of the community. This is measured using open swim attendance.

Measure	2013	2014	2015	2016	2017
June	6,924	7,562	6,357	8,921	6,863
July	13,724	7,957	14,852	13,467	11,696
August	8,836	7,762	8,842	8,928	5,580
Total	29,484	23,281	30,051	31,316	24,139

The 2017 data reflect attendance as of August 7, 2017.

Minimize community investment by offsetting expenses with user fees.

Measure	2013	2014	2015	2016	2017
FAC Revenues	\$187,972	\$184,078	\$191,484	\$210,241	\$195,135
FAC Expenses	\$231,790	\$241,214	\$322,391	\$273,910	\$240,496
Recovery Percentage	81%	76%	59%	77%	82%
Community Investment	\$43,818	\$57,136	\$130,907	\$63,669	

The 2017 figures reflect fiscal information as of August 7, 2017.

STAFFING SUMMARY

2017	
Seasonal	
General Fund	\$171,258
2018	
Seasonal	
General Fund	\$180,121
Change	
Seasonal	
Dollars	\$8,863

FINANCIAL SUMMARY

	2016	2017	2017	2018	2018	INCREASE
	ACTUAL	PROJECTED	BUDGET	RECOMMEND	APPROVED	(DECREASE)
FAMILY AQUATIC CENTER (255)						
Materials & Supplies	63,189	60,478	60,850	67,000	67,000	\$6,150
Contractual Services	39,372	38,100	49,000	43,300	43,300	(5,700)
Professional Development	315	600	600	600	600	0
Capital	20,351	4,702	4,500	16,580	16,580	12,080
Total	\$123,227	\$103,880	\$114,950	\$127,480	\$127,480	\$12,530

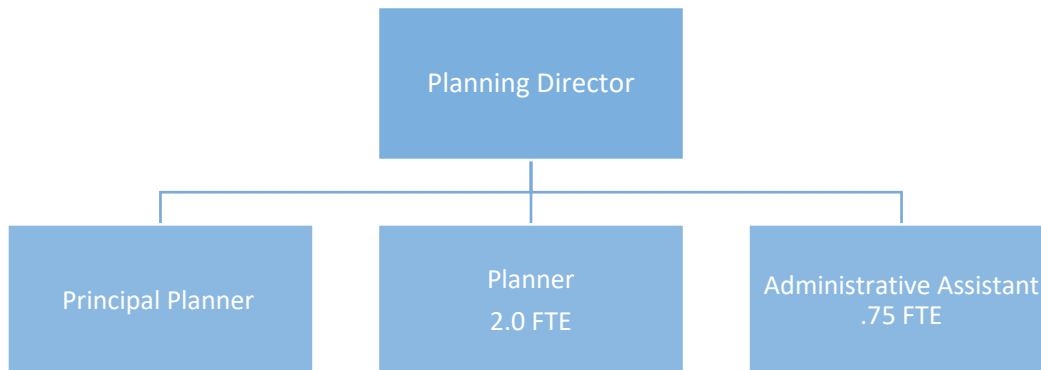
CONSERVATION AND DEVELOPMENT

Community Development

Planning Division

MISSION

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



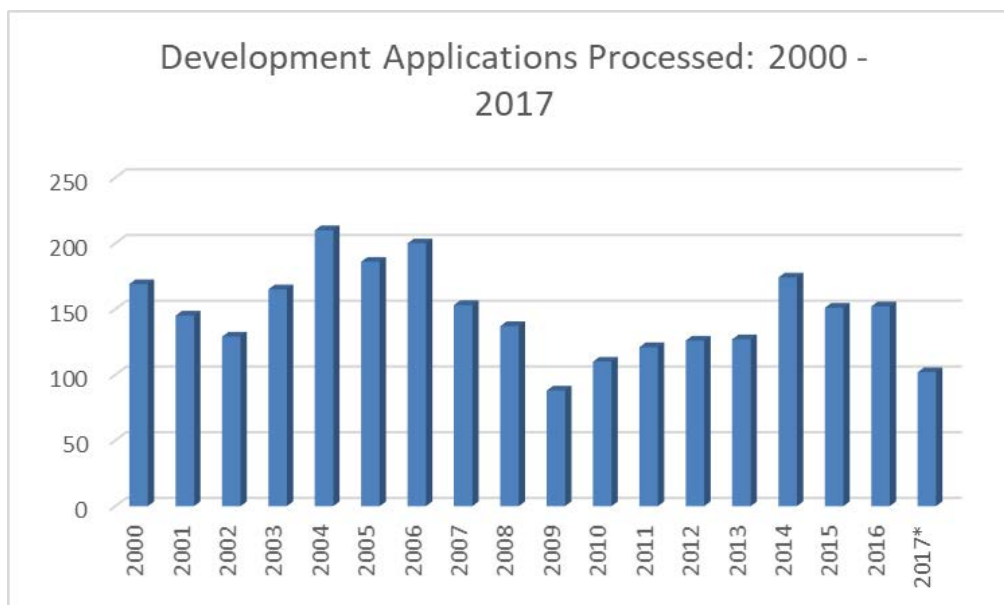
DESCRIPTION

The Planning Division is responsible for the long-range planning 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. It presents staff recommendations related to the development agreement to the Plan Commission or other boards and committees as needed. The Planning staff works closely with applicants, other City officials and the public on various 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 works with other City departments to provide information, mapping, or other assistance as needed.

2017 BUDGET HIGHLIGHTS

The Planning Department had a challenging year due to a high caseload and the submittal of several fairly complex reviews. In addition to processing 102 development applications and courtesy reviews and 120 zoning permits through July, staff has been involved in several notable projects in 2017. The Planning Department worked with the Economic Development Division and a consultant to complete the Central Main Street Redevelopment Plan; an update of the West Main Street Corridor Plan that was adopted in 2007. The Department worked with a consultant to develop design standards for the Suburban Industrial zoning district to replace the standards contained in the Business Park Covenants. In addition, the Department was involved in the negotiation and preparation of several development agreements and land purchases.

The following graphic provides an overview of development activity since 2000. As noted above, the Division has processed 102 items through July of this year.



**Through July 2017*

2018 BUDGET HIGHLIGHTS

The 2018 Planning Division cost to continue budget is very similar to 2017. There are minimal cost increases due to a slight increase in association dues and a one-time expense for administrative office furniture.

A full-time planner will be added to the Division's staff in April 2018. This position will allow the Division to provide assistance with the implementation of transportation initiatives, update and implement the

comprehensive plan, support development review, properly enforce zoning laws, and provide expertise in housing policy, programs, and laws.

The budget allows for carryover of \$30,000 in 2017 funding and provides an additional \$103,000 in designated fund balance to procure a vendor to create a new comprehensive plan. The comprehensive plan outlines guiding principles, policies, and recommendations for city development. The existing plan was created in 2009. It does not reflect current market conditions nor does it accurately reflect citizens' current attitudes toward city growth and development. The comprehensive planning process will educate the community on important market trends and conditions and provide perspective on complex issues that affect the City's future. The vendor will be expected to engage the community and solicit input; this process will allow the comprehensive plan to provide a conduit for community leaders to better understand the needs and desires of the overall community.

PERFORMANCE MEASUREMENT

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

Timeliness of staff reviews

Measure	2013	2014	2015	2016	2017
Avg work days for full approval of staff review items (site plans, SUPs, CSMs)				6.2 days	11.5 days

Review and issue zoning permits in 3 days or less.

Measure	2013	2014	2015	2016	2017
Avg days for zoning permit review		1.97 days	1.84 days	2.6 days	2.0 days

Data reported for 2017 reflect reviews through July.

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
Total Submissions	53	46	32
Upheld	45	37	27
Modified	8	7	5
Rejected	0	2	0
Neutral	0	0	0

**Data reported for 2017 reflect reviews through August.*

STAFFING SUMMARY

2017				
	FTE	OT/Seasonal	Boards	Total
General Fund	\$328,856	\$1,068	\$1,800	\$331,724
FTE	3.75	0.00	0.00	3.75
2018				
	FTE	OT/Seasonal		Total
General Fund	\$414,370	\$1,145	\$1,938	\$417,452
FTE	4.75	0.00	0.00	4.75
Change				
	FTE	OT/Seasonal		Total
Dollars	\$85,514	\$77	\$138	\$85,728
FTE	1.00	0.00	0.00	1.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PLANNING (610-00)						
Materials & Supplies	\$491	\$740	\$740	\$2,974	\$2,974	\$2,234
Contractual Services	2,897	37,500	37,500	110,500	110,500	73,000
Professional Development	5,624	5,730	5,700	6,880	6,880	1,180
Capital	0	0	0	1,875	1,875	1,875
Total	\$9,012	\$43,970	\$43,940	\$122,229	\$122,229	\$78,289

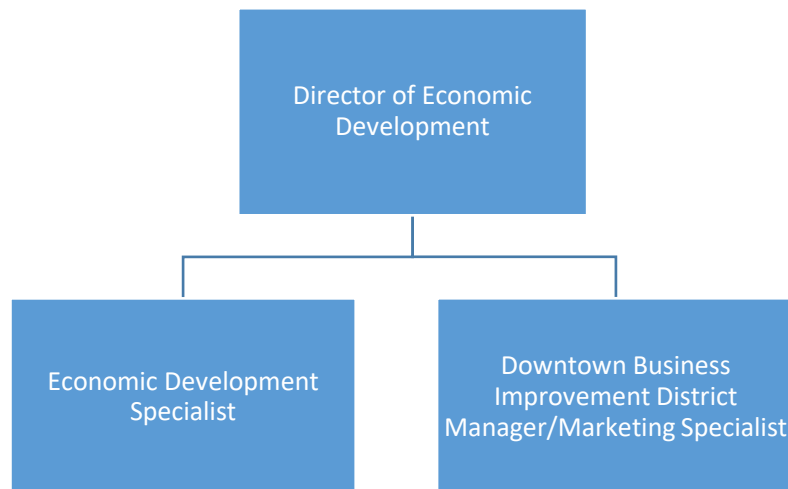
GENERAL GOVERNMENT

Community Development Department

Economic Development Division

MISSION

Improve the economic well-being of the community through targeted efforts that 1) facilitate private sector job creation and retention of employment opportunities with competitive, living wage levels of compensation, 2) enhance and expand the local property tax base, 3) provide resources to local businesses that will increase the skill level of the local workforce, and 4) 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 can include 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, and conducting targeted outbound marketing efforts on available buildings and properties, as well as for the City of Sun Prairie in general. The Economic Development Division provides staff support to the Community Development Authority (CDA), Downtown Business Improvement District (BID), Sun Prairie Tourism Commission, and Ad-Hoc Committee for Transportation (ended May 2017). In addition, staff coordinate efforts with workforce development resources from local, regional, and State agencies.

2017 BUDGET HIGHLIGHTS

There is additional interest in Sun Prairie sites, primarily due to the increasing awareness of the Sun Prairie Business Park expansion amongst commercial realtors. Division staff have worked on the Business Park Expansion, including the TID 12 Amendment, creation of TID 13 for the private business park, central Main Street Corridor Redevelopment Plan, and the sale of two City owned lots.

Time demands from existing projects have greatly limited the amount of staff time available for general marketing and formal business retention efforts.

2018 BUDGET HIGHLIGHTS

The Economic Development Division will be allocating the same resources as in 2017 to address the priorities recommended by staff and approved the City Administrator and the City Council.

PERFORMANCE MEASUREMENT

Workforce development

Measure	2014	2015	2016	2017
Formal Retention Contacts	15	68	109	65
Workforce Development Efforts			10	10
Targeted Marketing Efforts & Presentations			10	10

The data for 2017 reflects information through September 1, 2017.

Retain and expand businesses in Sun Prairie.

Measure	2014	2015	2016	2017
Major Projects	7	9	10	6
Targeted Marketing Efforts & Presentations	4	19	13	6
Contacts with Potential Start Ups	0	4	3	2
Lot Sales/Acres Sold	1/5.0	0/0	2/15.9	2/1.66

The data for 2017 reflects information through September 1, 2017.

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$116,912	\$0	\$116,912
Special Revenue**	\$22,892	\$0	\$22,892
BID**	\$53,416	\$0	\$53,416
TIF	\$76,005	\$0	\$76,005
Total	\$269,225	\$0	\$269,225
FTE	3.00	0.00	3.00
2018			
	FTE	OT/Seasonal	Total
General Fund	\$278,186	\$0	\$278,186
Special Revenue	0	\$0	\$0
BID	\$0	\$0	\$0
TIF	\$0	\$0	\$0
Total	\$278,186	\$0	\$278,186
FTE	3.00	0.00	3.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$8,961	\$0	\$8,961
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
ECONOMIC DEVELOPMENT (620-00)						
Materials & Supplies	\$1,886	\$0	\$1,379	\$634	\$635	(\$744)
Contractual Services	7,006	18,100	18,100	18,100	18,100	0
Professional Development	3,877	9,395	9,580	6,800	6,800	(2,780)
Total	\$12,769	\$27,495	\$29,059	\$25,534	\$25,535	(\$3,524)

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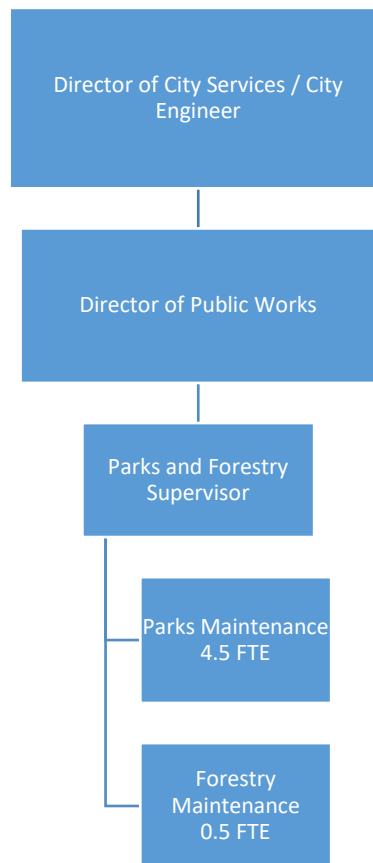
CONSERVATION AND DEVELOPMENT

Public Works

Parks - 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 and 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 City tree inventory and enforces City tree ordinances.

2017 BUDGET HIGHLIGHTS

The Division Continued to treat 175 ash trees to extend life of the trees and educated residents on the hazards of the ash trees not removed or treated for Emerald Ash Borer.

Trained two staff members for certification of the Wisconsin Arborist Association. One has completed the exam to become a certified arborist and one will complete the process by the end of the year.

2018 BUDGET HIGHLIGHTS

Funding for the continuation of the treatment of Ash Trees due to Emerald Ash Borer.

Funding continuation for planting of street trees for removed trees.

PERFORMANCE MEASUREMENT

Take appropriate action to respond to the Emerald Ash Borer.

Measure	2015	2016	2017
Ash tree treatment	150	480	125
Ash Tree replacement		800	

Plant new trees and maintain existing trees within the City.

Measure	2015	2016	2017
Tree removals and stump grinding		820	54
New resident tree planting	95	90	110

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$69,141	\$961	\$70,102
FTE	1.00	0.00	1.00
2018			
	FTE	OT/Seasonal	Total
General Fund	\$76,422	\$973	\$77,395
FTE	1.00	0.00	1.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$7,281	\$12	\$7,293
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016	2017	2017	2018	2018	INCREASE
	ACTUAL	PROJECTED	BUDGET	RECOMMEND	APPROVED	(DECREASE)
FORESTRY (650-00)						
Materials & Supplies	1,758	4,257	4,250	5,000	5,000	\$750
Contractual Services	124,885	25,075	25,075	92,575	92,575	67,500
Professional Development	1,378	2,200	2,225	2,700	2,700	475
Capital	3,263	0	0	0	0	0
Total	\$131,284	\$31,532	\$31,550	\$100,275	\$100,275	\$68,725

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CITY OF SUN PRAIRIE

2018 APPROVED BUDGET

Transfers

	2015 ACTUAL	2016 ACTUAL	8/31/17 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TRANSFERS								
OTHER FINANCING USES								
10069000-572000 TRANSFER	\$ 817,158	\$ 392,539	\$ 1,532,844	\$ 1,703,739	\$ 1,782,839	\$ 1,913,969	\$ 1,901,856	\$ 119,017
SUB-TOTAL	817,158	392,539	1,532,844	1,703,739	1,782,839	1,913,969	1,901,856	119,017
TOTAL TRANSFERS	\$ 817,158	\$ 392,539	\$ 1,532,844	\$ 1,703,739	\$ 1,782,839	\$ 1,913,969	\$ 1,901,856	\$ 119,017

Taxi Planning Grant	5,000	-	-	(5,000)
Park Fund Transfer	9,248	-	-	(9,248)
Aquatic Center Transfer	-	16,880	16,880	-
Library Special Revenue Fund	1,422,740	1,553,247	1,561,134	41,256
Refuse Transfer	14,933	17,668	17,668	2,735
Fleet Fund Transfer	62,644	37,000	17,000	(62,644)
Transit Transfer	189,174	189,174	189,174	-
Transfer to Capital Projects	-	100,000	100,000	100,000
	1,703,739	1,913,969	1,901,856	67,099



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SPECIAL REVENUE FUND

Grants and Donations

Transit Commission

MISSION

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

Transit Commission

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 service and makes recommendations for changes to the taxi services.

2017 BUDGET HIGHLIGHTS

The Transit Commission is in year three of a five-year contract with the current taxi provider. In June 2017, the Commission started an on demand pilot program connecting riders to Madison Metro at East Towne Mall. This program eliminated the rigid shuttle structure of an unsuccessful past program.

The Transit Commission, with assistance from city staff, is planning to apply for a Federal Transportation Administration 5304 Planning Grant to assist in determining the needs of the community. The grant will fund 80% of grant-related expenses and the 2017 City budget provided funding for 20% of cost.

2018 BUDGET HIGHLIGHTS

The share-ride taxi contract with the current vendor allows for a cost of living (COLA) increase in years three, four, and five. The 2017 increase was lower than budgeted. The COLA increase in 2018 is an estimated 2% increase in the hourly rate. It is assumed that the city will continue to apply for state aid to fund a portion of this program.

Through the Transportation Summit and the Ad Hoc Committee on Transportation, the community has provided feedback to indicate the demand for transportation has increased as the city has grown. The budget adds 2,000 transportation hours and three accessible minivans to ensure adequate service levels. The additional hours cost of \$63,060 will be funded one-half by state aid and one-half by program participant fares. The three minivans will cost an estimated \$102,000 and will be purchased with 70 percent federal grant funding and 30 percent local match from the transit fund balance.

PERFORMANCE MEASUREMENT

Report state required performance measures.

Measure	2015	2016	2017
Trips/Capita	1.838	1.928	2.000
Hours/Capita	.783	.819	.840
Trips/Hour	2.347	2.354	2.566
Fares/Expense	24.7%	27.9%	28.0%
Expenses/Hour	\$30.57	\$30.57	\$30.91

Increase service and availability.

Measure	2013	2014	2015	2016	2017
Ridership	72,231	83,436	58,065	62,433	38,248
Fare Revenues	\$184,140	\$228,157	\$198,067	\$207,679	\$132,707
Reduced Fare Applications	96	150	155	127	65

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TRANSIT PROGRAM						
Revenues						
State Transit Aid	\$ 437,641	\$ 416,275	\$ 466,186	\$ 484,616	\$ 484,616	\$18,430
Program Fares	207,679	227,498	205,000	225,207	225,207	20,207
Donations	200	1,000	1,500	1,500	1,500	0
Fund Balance Applied	0	0	20,000	44,473	44,473	24,473
Transfers In	184,363	194,174	194,174	189,174	189,174	(5,000)
Total Revenues	\$829,883	\$838,947	\$886,860	\$944,970	\$944,970	\$58,110
Expenditures						
Fleet Charges	\$6,268	\$0	\$0	\$30,600	\$30,600	\$30,600
Prof Services : Taxi Contract	810,839	802,021	866,860	914,370	914,370	47,510
Total Expenditures	\$817,107	\$802,021	\$866,860	\$944,970	\$944,970	\$78,110
TRANSIT PROGRAM SPECIAL REVENUE FUND BALANCE						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	
Beginning Fund Balance	(\$106,127)	(\$93,351)	(\$93,351)	(\$73,351)	(\$73,351)	
Additions	829,883	838,947	886,860	944,970	944,970	
Expenses	817,107	802,021	866,860	944,970	944,970	
Ending Fund Balance	(\$93,351)	(\$56,425)	(\$73,351)	(\$73,351)	(\$73,351)	
Prior Year Payments Due from	113,369	145,662	145,662	145,662	145,662	
Net Program Balance	\$20,018	\$89,237	\$72,311	\$72,311	\$72,311	

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SPECIAL REVENUE

Grants and Donations

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

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

2017 BUDGET HIGHLIGHTS

The Tourism Commission entered into a contract with Discover Wisconsin for the creation of a Sun Prairie themed episode, the expense will be split between 2017 and 2018.

Continue sponsorships for a variety of events which promote overnight stays.

First year of a five-year contract with Sun Prairie Ice Arena, for the promotion of Sun Prairie and its hotels via an electronic kiosk in the lobby.

2018 BUDGET HIGHLIGHTS

The room tax rate will increase from 5.5% to 7% on January 1, 2018.

Staff recommends contracting with an Administrative agency to manage funds and to create a multi-year plan to coordinate potential tourism efforts, strategic branding and tourism fund management.

Increase overall budget to help generate overnight stays.

PERFORMANCE MEASUREMENT

Promote events to increase hotel stays.

Measure	2014	2015	2016	2017
Events Sponsored	5	3	6	3
Annual Room Tax Revenue	\$62,820	\$73,217	\$74,555	\$46,127

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

The 2017 data reflects activities through August 31, 2017.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TOURISM						
Revenues						
Public Accommodation Tax	\$ 51,927	\$72,202	\$45,000	\$80,626	\$80,626	\$35,626
Investment Income	548	300	0	0	0	0
Total Revenues	\$52,475	\$72,502	\$45,000	\$80,626	\$80,626	\$35,626
Expenditures						
Professional Services	\$30,388	\$35,584	\$47,700	\$27,700	\$27,700	(\$20,000)
Total Expenditures	\$30,388	\$35,584	\$47,700	\$27,700	\$27,700	(\$20,000)

TOURISM SPECIAL REVENUE FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$152,305	\$173,844	\$173,844	\$171,144	\$171,144
Additions	51,927	72,202	45,000	80,626	80,626
Expenses	30,388	35,584	47,700	27,700	27,700
Ending Fund Balance	\$173,844	\$210,462	\$171,144	\$224,070	\$224,070

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SPECIAL REVENUE FUND

Grants and Donations

Police Programs

DESCRIPTION

The police programs special revenue fund segregates grant funding and donations designated for a specific purpose from general fund revenues and expenditures.

2017 BUDGET HIGHLIGHTS

The City received a \$4,000 law enforcement safety grant from the State of Wisconsin to target traffic safety.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
POLICE PROGRAMS						
Revenues						
Grants	\$3,487	\$4,000	\$0	\$4,000	\$4,000	\$4,000
Donations	7,290	6,425	6,388	4,500	4,500	(1,888)
Miscellaneous	81	0	0	0	0	0
Total Revenues	\$10,858	\$10,425	\$6,388	\$8,500	\$8,500	\$2,112
Expenditures						
Operating Supplies	\$3,487	\$1,000	\$3,355	\$3,355	\$3,355	\$0
Operating Supplies : K9 Program	1,345	3,000	3,000	3,000	3,000	0
Shop With A Cop	3,834	4,000	4,000	4,000	4,000	0
Capital Expenditures	0	3,220	0	0	0	0
Total Expenditures	\$8,666	\$11,220	\$10,355	\$10,355	\$10,355	\$0

POLICE PROGRAMS SPECIAL REVENUE FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$1,742	\$3,934	\$3,934	(33)	3,139
Additions	10,858	10,425	6,388	8,500	8,500
Expenses	8,666	11,220	10,355	10,355	10,355
Ending Fund Balance	\$3,934	\$3,139	(\$33)	(\$1,888)	\$1,284

SPECIAL REVENUE FUND

Grants and Donations

EMS Funding Assistance Program

DESCRIPTION

The State of Wisconsin provides funding to local ambulance service providers using a formula comprised of a minimum base-funding amount plus a supplemental amount based on population. The funds can be used for emergency medical technician training and licensure expenses, purchase of ambulance vehicles, vehicle equipment and emergency medical service non-disposable supplies and equipment. The funds cannot supplant City EMS funding.

This fund also receives periodic donations to support the Sun Prairie EMS.

2017 BUDGET HIGHLIGHTS

The City received \$4,690 in state grant funds in 2017.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
EMERGENCY MEDICAL SERVICES FUNDING ASSISTANCE PROGRAM						
Revenues						
State grants	\$4,664	\$4,700	\$18,520	\$18,520	\$18,520	\$0
Donations	300	25	0	0	0	0
Transfers In	0	22,106	0	0	0	0
Total Revenues	\$4,964	\$26,831	\$18,520	\$18,520	\$18,520	\$0
Expenditures						
Operating Supplies	\$3,203	\$9,357	\$18,520	\$18,520	\$18,520	\$0
Total Expenditures	\$3,203	\$9,357	\$18,520	\$18,520	\$18,520	\$0

EMS FUNDING ASSISTANCE PROGRAM FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$500	\$2,261	\$2,261	\$2,261	\$2,261
Additions	4,964	26,831	18,520	18,520	18,520
Expenses	3,203	9,357	18,520	18,520	18,520
Ending Fund Balance	\$2,261	\$19,735	\$2,261	\$2,261	\$2,261

SPECIAL REVENUE FUND

Grants and Donations

Risk

DESCRIPTION

The risk programs special revenue fund segregates grants or other revenue designated for a specific purpose from general fund revenues and expenditures.

2017 BUDGET HIGHLIGHTS

There are no notable changes in the 2017 budget.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
RISK PROGRAM						
Revenues						
Safety Grant	\$6,316	\$0	\$7,000	\$0	\$0	(\$7,000)
Total Revenues	\$6,316	\$0	\$7,000	\$0	\$0	(\$7,000)
Expenditures						
Professional Services	\$1,147	\$0	\$0	\$0	\$0	\$0
Operating Supplies	2,540	0	7,000	0	0	(7,000)
Repairs & Maintenance	2,321	0	0	0	0	0
Total Expenditures	\$6,008	\$0	\$7,000	\$0	\$0	(\$7,000)

RISK SPECIAL REVENUE FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$0	\$308	\$308	\$308	\$308
Additions	6,316	0	7,000	0	0
Expenses	6,008	0	7,000	0	0
Ending Fund Balance	\$308	\$308	\$308	\$308	\$308

SPECIAL REVENUE FUND

Grants and Donations

Museum Programs

DESCRIPTION

The museum programs special revenue fund segregates donations designated for a specific purpose from general fund revenues and expenditures.

2017 BUDGET HIGHLIGHTS

There are no notable changes in the 2017 budget.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
MUSEUM PROGRAMS						
Revenues						
Donations	\$4,652	\$2,074	\$7,000	\$7,000	\$7,000	\$0
Total Revenues	\$4,652	\$2,074	\$7,000	\$7,000	\$7,000	\$0
Expenditures						
Operating Supplies	\$1,358	\$2,000	\$7,000	\$7,000	\$7,000	\$0
Total Expenditures	\$1,358	\$2,000	\$7,000	\$7,000	\$7,000	\$0

MUSEUM PROGRAM SPECIAL REVENUE FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$17,256	23,266	23,266	37,266	37,266
Additions	4,652	2,074	7,000	7,000	7,000
Expenses	1,358	2,000	7,000	7,000	7,000
Ending Fund Balance	\$20,550	\$23,340	\$23,266	\$37,266	\$37,266

SPECIAL REVENUE FUND

Grants and Donations

Parks and Recreation

DESCRIPTION

The parks and recreation special revenue fund segregates revenue designated for a specific purpose from general fund revenues and expenditures. The primary sources of revenue are discount ticket revenues (the city receives a small per ticket fee for each ticket sold) and donations.

2017 BUDGET HIGHLIGHTS

There are no notable changes in the 2017 budget.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PARKS AND RECREATION						
Revenues						
Donations	\$3,198	\$200	\$500	\$500	\$500	\$0
WPRA Discount Tickets	811	6,205	7,535	700	700	(6,835)
Scholarship Funds	0	6,848	6,848	0	0	(6,848)
Total Revenues	\$4,009	\$13,253	\$14,883	\$1,200	\$1,200	(\$13,683)
Expenditures						
Operating Supplies	\$3,198	\$0	\$0	\$0	\$0	\$0
Professional Services	1,800	0	0	0	0	0
Meetings & Training	0	1,350	2,000	2,000	2,000	0
Total Expenditures	\$4,998	\$1,350	\$2,000	\$2,000	\$2,000	\$0

PARKS AND RECREATION SPECIAL REVENUE FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$0	(\$989)	(\$989)	\$11,894	\$11,894
Additions	4,009	13,253	14,883	1,200	1,200
Expenses	4,998	1,350	2,000	2,000	2,000
Ending Fund Balance	(\$989)	\$10,914	\$11,894	\$11,094	\$11,094

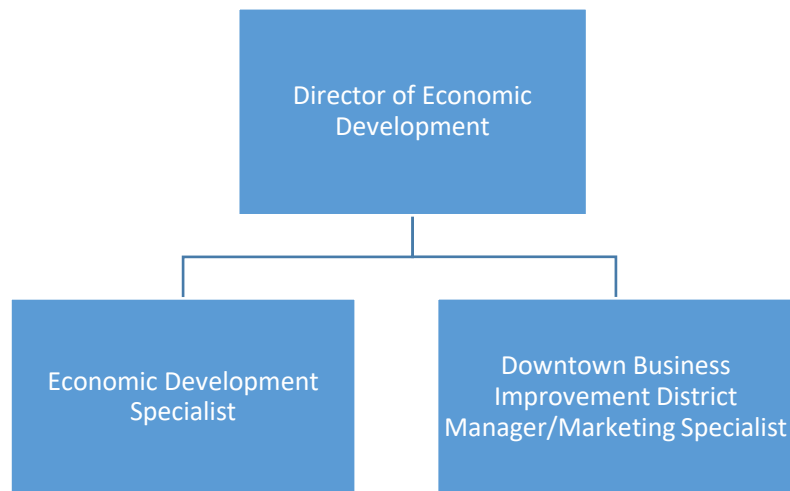
SPECIAL REVENUE FUND

Grants and Donations

Economic Development

MISSION

Improve the economic well-being of the community through targeted efforts that 1) facilitate private sector job creation and retention of employment opportunities with competitive, living wage levels of compensation, 2) enhance and expand the local property tax base, 3) provide resources to local businesses that will increase the skill level of the local workforce, and 4) provide residents the opportunity for a better quality of life and general betterment of the City as a whole.



DESCRIPTION

The Economic Development Division provides technical assistance to new and existing businesses throughout the City of Sun Prairie. This can include working with existing or potential developers, business owners/operators, and marketing the City as a great place to live and work.

The Division's key areas of focus are the facilitation of development agreements for redevelopment projects with an emphasis in the City's Tax Increment Finance Districts, business retention surveys, hosting retention events, and conducting targeted outbound marketing efforts on available properties.

The Economic Development Division provides staff support to the Community Development Authority (CDA), Downtown Business Improvement District (BID), Sun Prairie Tourism Commission, and Ad-Hoc Committee for Transportation (ended May 2017). In addition, staff coordinate efforts with workforce development resources from local, regional, and State agencies.

The Special Revenue Fund segregates funding designated for a specific purpose from general fund Economic Development expenditures.

2017 BUDGET HIGHLIGHTS

There is significant interest in Sun Prairie sites, primarily due to the increasing awareness of the Sun Prairie Business Park expansion amongst commercial realtors. Division staff have worked on the Business Park Expansion, including the TID 12 Amendment, creation of TID 13 for the private business park, central Main Street Corridor Redevelopment Plan, and the sale of two City owned lots.

2018 BUDGET HIGHLIGHTS

There are no notable changes.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
ECONOMIC DEVELOPMENT						
Revenues						
Transfers In: BID	\$0	\$53,416	\$53,416	\$0	\$0	(\$53,416)
Transfers In: TIF	0	22,893	22,893	0	0	(22,893)
Total Revenues	\$0	\$76,309	\$76,309	\$0	\$0	(\$76,309)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Expenditures						
Wages	\$0	\$48,689	\$48,689	\$0	\$0	(\$48,689)
Overtime	0	53	0	0	0	0
Social Security	0	3,725	3,725	0	0	(3,725)
Retirement	0	3,314	3,311	0	0	(3,311)
Health Insurance	0	12,114	16,680	0	0	(16,680)
Life Insurance	0	62	216	0	0	(216)
Dental Insurance	0	1,072	1,290	0	0	(1,290)
Office Supplies	0	400	400	0	0	(400)
Communications	0	0	55	0	0	(55)
Total Expenditures	\$0	\$69,429	\$74,366	\$0	\$0	(\$74,366)

ECONOMIC DEVELOPMENT SPECIAL REVENUE FUND BALANCE						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	
Beginning Fund Balance	\$0	\$0	\$0	\$1,943	\$1,943	
Additions	0	76,309	76,309	0	0	
Expenses	0	69,429	74,366	0	0	
Ending Fund Balance	\$0	\$6,880	\$1,943	\$1,943	\$1,943	

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SPECIAL REVENUE FUND

Westside Traffic Impact Fee

MISSION

Ensure that development projects within the City's Westside Neighborhood contribute a fair share toward the cost of new arterial street infrastructure that is needed to serve the area.

Westside Traffic Impact Fee Fund

DESCRIPTION

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

In 2014, the Traffic Impact Fee program was updated to account for changes in the planned street projects and to account for actual construction costs and impact fees collected to-date vs. estimated at the time the program was adopted. Updates to the City's impact fee ordinance addressed ambiguities in the ordinance and designated the Community Development Director as the Impact Fee Administrator. The per-trip impact fee was increased as part of the Ordinance amendment.

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

2017 BUDGET HIGHLIGHTS

In 2017, the following projects were completed: Brooks Drive reconstruction (partial project), east leg of Blue Aster/Grand Traffic Signals, STH 19 Bike Path, Reiner Road/O’Keeffe Avenue intersection expansion and signalization design.

The expansion and signalization of the intersection of Reiner Road and O’Keeffe Avenue was delayed due to higher than anticipated bids received. It is likely that this project will be completed in 2018.

2018 BUDGET HIGHLIGHTS

The 2018 CIP planned for several projects with a Traffic Impact Fee component. This includes the reconstruction of Reiner Road and design work for the Grand/Hoepker intersection expansion and Rattman Road reconstruction projects. In addition, the second half of the Thompson-Brooks Connection (the S. Thompson Road portion of the project) is scheduled for 2018.

FINANCIAL SUMMARY

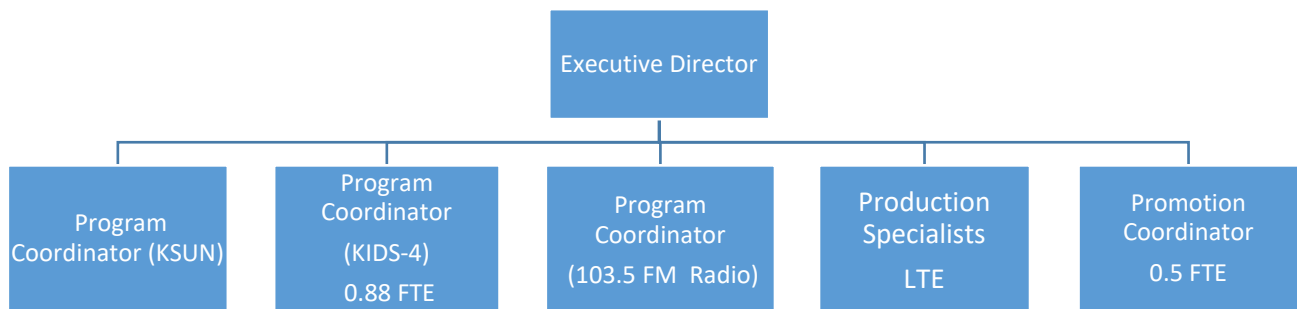
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WESTSIDE TRAFFIC IMPACT FEE FUND						
Revenues						
Impact Fees - Single Family	\$99,384	\$115,000	\$50,000	\$55,000	\$55,000	\$5,000
Impact Fees - Multi Family	5,472	165,000	15,000	30,000	30,000	15,000
Impact Fees - Nonresidential	117,704	700,000	50,000	100,000	100,000	50,000
Investment Income	15,134	10,000	2,000	7,500	7,500	5,500
Total Revenues	\$237,694	\$990,000	\$117,000	\$192,500	\$192,500	\$75,500
Expenditures						
Professional Services	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000
Transfer Out	11,511	938,691	1,356,128	1,614,719	1,614,719	258,591
Total Expenditures	\$11,511	\$938,691	\$1,356,128	\$1,639,719	\$1,639,719	\$283,591
WESTSIDE TRAFFIC IMPACT FEE: FUND BALANCE						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	
Beginning Fund Balance	\$ 2,071,304	\$ 2,297,487	\$ 2,297,487	\$ 1,058,359	\$ 1,058,359	
Additions	\$ 237,694	\$ 990,000	\$ 117,000	\$ 192,500	\$ 192,500	
Expenses	\$ 11,511	\$ 938,691	\$ 1,356,128	\$ 1,639,719	\$ 1,639,719	
Ending Fund Balance	\$ 2,297,487	\$ 2,348,796	\$ 1,058,359	\$ (388,860)	\$ (388,860)	

SPECIAL REVENUE FUND

Sun Prairie Media Center

MISSION

Serving 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 to create messages across multiple media platforms.



DESCRIPTION

The Sun Prairie Media Center (SPMC) exists to ensure that Sun Prairie residents stay informed and connected to their community. Residents of all ages can acquire technical knowledge and access to create their own media messages across multiple and varied platforms. The SPMC provides coverage of local sports, community events, church services, and other happenings in Sun Prairie. Citizens have unfiltered access to the proceedings of their local government through SPMC coverage of city meetings.

The SPMC consists of three major entities: The TV channels KIDS-4 and KSUN and the community radio station 103.5 FM the Sun Community Radio. All entities run 24 hours a day, 7 days a week. Both KSUN and 103.5 FM the Sun are available to livestream and on-demand online.

SPMC accomplishes its mission using paid and volunteer staff. An August 2017 count indicated 73 resident volunteers and approximately 55 KIDS-4 crewmembers contribute programming and media coverage on a regular basis.

The SPMC staff takes the nature of the changing media landscape seriously. The department strives to keep its facilities and equipment modern and user-friendly by researching media product innovations and implementing them into the SPMC.

2017 BUDGET HIGHLIGHTS

SPMC acquired a 2017 Honda Odyssey van donated by Wilde East Towne Honda. This replaced the Media Center's need to borrow a city vehicle. The van has proven indispensable to getting to the events the Media Center covers/broadcasts. The van is also used by the Public Library for outreach efforts.

To ensure continuous broadcast of the radio station SPMC purchased and installed radomes on the radio antenna located at the Sheehan Park Water Tower. These protective devices have eliminated any weather-related outages since they were installed in early 2017.

Four Media Center staff attended the national Alliance for Community Media conference, providing staff with education on new trends, new technologies, and new/potential regulations.

The SPMC increased the number of iMac workstations from six to eight; this allows entire KIDS-4 crews to edit their projects at the same time. This upgrade will result in increased software licensing fees. In addition, we have added a new curtain and new green screen.

From an IT standpoint, the Media Center purchased additional storage capacity for its media files. The SPMC is working with the city IT department to merge the Media Center network into the city network and reviewing, updating, and strengthening security measures.

The increase in activity at the Media Center has resulted in an increase in volunteer hours and staff time. SPMC revenues and a part-time vacancy were able to cover the increased expenditures in 2017.

The Council chamber technology refresh will update technology used by Media Center staff.

A new cable provider, TDS, started providing Sun Prairie service this fall. TDS is planning to charge SPMC a fee to be included in their electronic program guide; Charter does not charge for this service.

SPMC revenues have increased, partly due to increasing the KIDS-4 program fee by 40% this year.

2018 BUDGET HIGHLIGHTS

The Media Center will begin to charge an annual \$50 fee to individuals using the center and its equipment. A portion of the fee may be offset by volunteer shifts.

The Media Center charges a fee for KIDS-4 classes, to offset a portion of staff and equipment expenses. The fee will be increased from \$100 to \$140 in 2018 due to increased equipment costs. The fee increase is expected to generate an additional \$4,200 per year.

The professional services budget is increased \$2,850 to provide funding for higher music licensing costs and software agreements. The station pays fees and broadcast charges to music distributors. A failure to pay these fees could result in the loss of our station license.

The amount paid for IT support is expected to increase as cybersecurity is strengthened and the Media Center network is merged with the city network. The IT Department's Support Specialist position increase to full time is partially funded by the CATV fund.

The Sun Prairie Media Center offers 24-hour programming. To allow after-hours access while maintaining security, the Center will install a swipe card entry system. The estimated system cost is \$5,000.

The Media Center will purchase an asset management system to track equipment checkouts, studio reservations, class reservations, and volunteer hours. The estimated cost is \$2,000.

The Media Center will purchase the InfoVue system to add a wide variety of short-form programming, data feeds, slide shows, and other content to the Media Center's channels. The system will cost an estimated \$4,950. The cost is partially offset by a decrease the current system's annual \$1,000 expense.

The Sun Prairie Media Center will begin to close caption its programming, particularly live city meetings. Although FCC regulation or other law does not mandate this action, the Media Center strives to meet the needs of all residents, including residents with hearing issues. People who come to city meetings have the option of using an assisted hearing device; the Media Center will be providing a similar type of service to those residents who view the meetings from home.

PERFORMANCE MEASUREMENT

Utilize volunteers to provide programming.

Measure	2013	2014	2015	2016	2017 projected
Volunteer Hours		4,264	4,186	6,017	6,420
103.5 The Sun Programs Produced		N/A	240	1,924	2,424
KSUN Programs Produced		1,134	1,215	1,584	1,448

Note: The City introduced the radio station in late 2015.

KIDS-4 and summer workshop participation.

Measure	2013	2014	2015	2016	2017
KIDS-4 Crew Members		52	51	56	60
Summer Workshops		34	40	57	70
Revenue from KIDS-4/workshops		\$7,100	\$8,870	\$9,755	\$15,265

The 2017 data reflects a year-end projection using data from January-August.

Without access to traditional ratings, this chart measures ways we build awareness of our organization.

Measure	2013	2014	2015	2016	2017 (projected)
Internet Page Views		46,696	62,529	75,849	80,513
Sports Sponsorships		11	10	10	11
Graduation Sponsorships		8	11	13	15
Sponsorship Revenue		\$6,750	\$9,100	\$10,400	\$11,850

STAFFING SUMMARY

2017				
	FTE	LTE	Board	Total
CATV Fund	\$269,916	\$12,027	\$517	\$282,460
FTE	4.38	0.80	0.00	5.18
2018				
	FTE	LTE	Board	Total
CATV Fund	\$306,629	\$10,172	\$517	\$317,318
FTE	4.38	0.80	0.00	5.18
Change				
	FTE	LTE	Board	Total
Dollars	\$36,713	-\$1,855	\$0	\$34,858
FTE	0.00	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
SUN PRAIRIE MEDIA CENTER SPECIAL REVENUE FUND						
Revenues						
Franchise Fees	\$369,688	\$361,500	\$350,000	\$394,213	\$394,213	\$44,213
Investment Income	1,128	500	-	500	500	500
Insurance Dividends	1,398	269	369	438	438	69
Misc. Revenues	26,873	35,000	18,095	30,350	30,350	12,255
Total Revenues	\$399,087	\$397,269	\$368,464	\$425,501	\$425,501	\$57,037

Expenditures						
Materials & Supplies	\$29,503	\$20,488	\$19,363	\$16,994	\$16,994	(\$2,369)
Contractual Services	38,621	26,100	19,922	22,775	22,775	2,853
Insurance	888	877	973	1,194	1,194	221
Professional Development	3,086	8,500	2,120	1,230	1,230	(890)
Capital Expenditures	28,402	31,000	50,600	26,958	26,958	(23,642)
Total Expenditures	\$100,500	\$86,965	\$92,978	\$69,151	\$69,151	(\$23,827)

CABLE ACCESS TELEVISION: OPERATING FUND					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$319,078	\$345,860	\$345,860	\$348,583	\$348,583
Additions	399,087	397,269	368,464	425,501	425,501
Expenses	372,305	394,546	396,672	417,780	418,078
Ending Fund Balance	\$345,860	\$348,583	\$317,652	\$356,304	\$356,006

CABLE ACCESS TELEVISION: REPLACEMENT FUND					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$29,703	\$23,599	\$23,599	\$20,099	\$20,099
Additions	21,500	21,500	21,500	21,500	21,500
Expenses	27,604	25,000	50,600	26,950	26,950
Ending Fund Balance	\$23,599	\$20,099	(\$5,501)	\$14,649	\$14,649

CABLE ACCESS TELEVISION: PATRICK MARSH					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Patrick Marsh	\$2,150	\$2,150	\$2,150	\$2,150	\$2,150

TOTAL CABLE ACCESS TELEVISION BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
TOTAL FUND BALANCE	\$371,609	\$370,832	\$314,301	\$373,103	\$372,805

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SPECIAL REVENUE FUND

Refuse and Recycling

MISSION

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

Refuse &
Recycling
0.5 LTE

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 City 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.

2017 BUDGET HIGHLIGHTS

In 2017, the City began replacing original carts from the original automatic cart program. The Department completed a competitive procurement process to choose a waste and recycling vendor. The vendor increased curbside yard waste collection from two to four times a year.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

PERFORMANCE MEASUREMENT

Measure	2014	2015	2016	2017
Work Orders	153	69	64	82
Units Collected	9,468	9,661	9,788	9,899
Contractor Cost per Unit	\$11.19	\$11.45	\$8.90	\$9.20
Recycling Collection (tons)	1,838	2,763	2,584	1,625
Refuse Collection (tons)	4,460	7,250	7,185	4,194
Yard Waste Processed (Cu. Yards)	7,544	7,423	7,041	1,848
Waste Oil (Gallons)	3,992	507	3,615	1,340

The 2017 data reflects performance through July 2017.

STAFFING SUMMARY

2017			
	FTE	LTE	Total
Refuse Special Revenue Fund	\$0	\$18,731	\$18,731
FTE	0.00	0.50	0.50
2018			
	FTE	OT/Seasonal	Total
Refuse Special Revenue Fund	\$0	\$19,588	\$19,588
FTE	0.00	0.50	0.50
Change			
	FTE	OT/Seasonal	Total
Dollars	\$0	\$857	\$857
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2015 ACTUAL	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
REFUSE AND RECYCLE FUND							
Revenues							
Intergovernmental	\$47,324	\$45,404	\$47,410	\$45,000	\$45,500	\$45,500	\$500
Public Charges for Services	1,090,210	1,125,566	1,221,365	1,218,313	1,231,660	1,231,660	13,347
Investment Income	547	2,183	5,500	1,500	5,000	5,000	3,500
Misc. & Other	330,533	181,943	43,099	50,933	37,811	37,811	(13,122)
Total Revenues	\$1,468,615	\$1,355,096	\$1,317,374	\$1,315,746	\$1,319,971	\$1,319,971	\$4,225
Expenditures							
Materials & Supplies	\$30,155	\$3,528	\$1,800	\$4,800	\$4,825	\$4,825	\$25
Contractual Services	1,365,611	1,141,410	1,202,250	1,234,215	1,246,683	1,246,683	12,468
Capital	2,207	25,010	52,000	58,000	48,875	48,875	(9,125)
Total Expenditures	\$1,397,973	\$1,169,948	\$1,256,050	\$1,297,015	\$1,300,383	\$1,300,383	\$3,368

REFUSE AND RECYCLE FUND BALANCE						
	2015 ACTUAL	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$0	\$55,233	\$225,874	\$225,874	\$225,874	\$225,874
Additions	1,468,615	1,355,096	1,317,374	1,315,746	1,319,971	1,319,971
Expenses	1,413,382	1,184,455	1,271,121	1,315,746	1,319,971	1,319,971
Ending Fund Balance	\$55,233	\$225,874	\$272,127	\$225,874	\$225,874	\$225,874

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SPECIAL REVENUE FUND

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.

Park Fund

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 park land purchases and park improvements.

2017 BUDGET HIGHLIGHTS

Park impact fees fund capital projects included in the Capital Improvement Plan (CIP). Consistent with the 2017 CIP, a new shelter was installed at Fox Point Park by City staff and contracted help. An addition to the bike path at the east edge of Sheehan Park was installed and connects the Sheehan Park bike path with the entrance of the Little League site and the skate park.

A new shelter at Liberty Square Park is in the design phase and will be installed in 2018.

2018 BUDGET HIGHLIGHTS

Park impact fees fund capital projects included in the Capital Improvement Plan (CIP). The 2018 CIP includes Liberty Park shelter installation, design of the Smith's Crossing shelter, and Sheehan Park Trail Lighting.

Two sand volleyball courts will be installed at Stoneridge Estates Community Park. The project cost is an estimated \$8,000.

A stone pathway and solar lighting will be installed at the Sun Prairie Pet Exercise Area and Dog Park. The pathway will provide a dryer walkway for people and dogs. The lighting will be installed near the Shelter area. The estimated expense is \$12,000 for the walkway and \$4,500 for the exercise area.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
PARK FUND REVENUES						
Revenues						
Park Fees - Building Permits	\$60,885	\$ 60,000	\$67,000	\$65,000	\$65,000	(\$2,000)
Park Fees - Development Agmnts	41,040	17,000	50,000	40,000	40,000	(\$10,000)
Dog Park Use Fees	18,016	0	0	0	0	\$0
Impact Fees	44,938	750,397	17,800	134,800	134,800	\$117,000
Investment Income	3,713	3,780	0	4,000	4,000	\$4,000
Misc. & Other	12,707	660	475,222	500	500	(474,722)
Total Revenues	\$189,621	\$831,837	\$610,022	\$244,300	\$244,300	(\$365,722)

Expenditures						
Materials & Supplies	\$30,299	\$0	\$0	\$0	\$0	\$0
Contractual Services	29,029	10,500	16,000	8,000	8,000	(8,000)
Transfers Out	91,404	77,477	84,288	0	0	(84,288)
Capital	47,531	57,748	54,238	210,500	210,500	156,262
Total Expenditures	\$198,263	\$145,724	\$154,526	\$218,500	\$218,500	\$63,974

PARK FEE FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$940,871	\$923,907	\$923,907	\$1,379,403	\$1,379,403
Additions	136,361	81,440	592,222	109,500	109,500
Expenses	153,325	145,724	136,726	218,500	218,500
Ending Fund Balance	\$923,907	\$859,623	\$1,379,403	\$1,270,403	\$1,270,403

PARK IMPACT FEE FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0
Additions	44,938	750,397	17,800	134,800	134,800
Expenses	44,938	-	17,800	-	0
Ending Fund Balance	\$0	\$750,397	\$0	\$134,800	\$134,800

PARK FUND: TOTAL FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$940,871	\$923,907	\$923,907	\$1,379,403	\$1,379,403
Additions	181,299	831,837	610,022	244,300	244,300
Expenses	198,263	145,724	154,526	218,500	218,500
TOTAL FUND BALANCE	\$923,907	\$1,610,020	\$1,379,403	\$1,405,203	\$1,405,203

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SPECIAL REVENUE FUND

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.

Street Tree Fund

DESCRIPTION

The City of Sun Prairie collects a charge at the time a building permit is issued initial building construction. The charge goes toward the expense of the street trees that will be added on the terrace. 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. Buildings that are non-residential or that have 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.

2017 BUDGET HIGHLIGHTS

There are no notable 2017 highlights.

2018 BUDGET HIGHLIGHTS

The budget provides authority to expend \$20,000 to replace 275 trees that were removed but not replaced in the past eight years.

PERFORMANCE MEASUREMENT

Maintain street trees.

Measure	2014	2015	2016	2017
Street trees planted		95	90	110

FINANCIAL SUMMARY

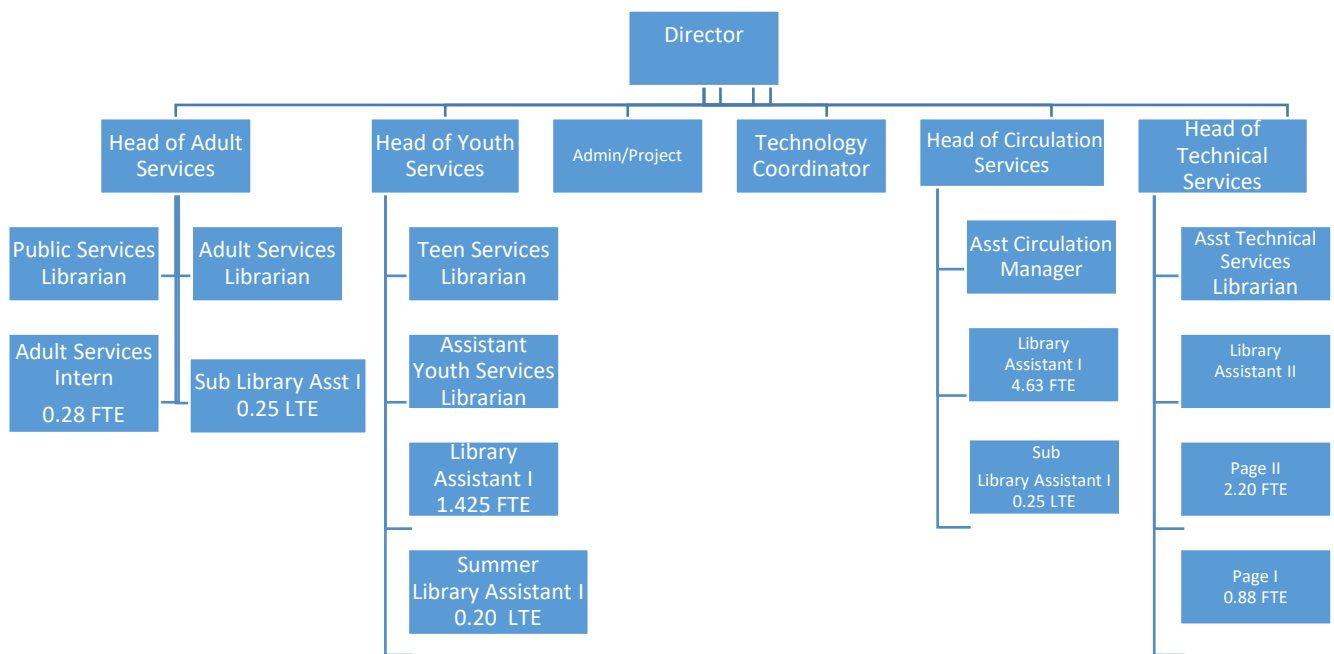
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TREE FUND						
Revenues						
Public Charges for Services	\$66,653	\$115,000	\$59,100	\$51,000	\$51,000	(\$8,100)
Investment Income	0	0	0	100	100	100
Misc. & Other	542	1,600	36,000	200	200	(35,800)
Total Revenues	\$67,195	\$116,600	\$95,100	\$51,300	\$51,300	(\$43,800)
Expenditures						
Materials & Supplies	\$660	\$0	\$0	\$0	\$0	\$0
Contractual Services	0	12,000	12,000	0	0	(12,000)
Capital	103,429	82,659	83,100	95,000	95,000	11,900
Total Expenditures	\$104,089	\$94,659	\$95,100	\$95,000	\$95,000	(\$100)
TREE FUND BALANCE						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	
Beginning Fund Balance	\$178,844	\$141,950	\$141,950	\$141,950	\$141,950	
Additions	67,195	116,600	95,100	51,300	51,300	
Expenses	104,089	94,659	95,100	95,000	95,000	
Ending Fund Balance	\$141,950	\$163,891	\$141,950	\$98,250	\$98,250	

CULTURE, RECREATION & EDUCATION

Library

MISSION

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



DESCRIPTION

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

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

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

2017 BUDGET HIGHLIGHTS

The 2017 budget allowed the library to make physical, customer service, and programming improvements to the library. The library was able to install two new self-check-out kiosks, update the circulation work area and self-service holds area, replace entrance lobby tiles, upgrade HVAC software for increased efficiency and remote access, and purchase new chairs for the computer lab and youth services area. The 2017 budget provided funds to support a collection that meets our residents' needs and Dane County Standards.

Customer service improvements included increased professional level support at the Information Desk with an LTE Intern. Staff development through professional memberships and attendance at professional conferences and workshops rounded out customer service enhancements.

The library was able to invite local and national experts and authors for programming opportunities.

Some of the challenges the library faced were unanticipated repairs to the facility and increased need for programming and meeting space. Patrons expressed desire for increased hours of operation, greater one-to-one support for reference and technology assistance, increased mobile technology, and support for library programming.

2018 BUDGET HIGHLIGHTS

The Budget includes a cost to continue increase of \$40,461 in order to maintain the current level of service:

Library Administration

The budget includes a \$5,575 increase to reflect incremental increases in technology supplies, maintenance agreements, communications, programming, and professional membership dues.

An existing Administrative Assistant position will be elevated to an Administrative & Project Librarian classification. The Sun Prairie Public Library has growing professional level and administrative needs including grant and partnership opportunities, financial reporting, professional level reference and technical assistance, and staff development and volunteer activity coordination. The budget provides \$19,677 for this purpose.

The budget provides \$12,168 in funding and 0.20 FTE authority to increase the existing Circulation Manager position to full time. It also provides \$32,321 and 0.12 FTE authority to reclassify an existing Library Assistant I to Library Assistant II. The City of Sun Prairie's youth demographic is quickly growing; this position will serve in the Youth Services area.

Library Materials

An increase of \$14,062 to cover average material cost increases across all formats and genres.

Library Building & Grounds

The cost to continue budget includes \$21,449 to cover increasing costs for repairs, maintenance agreements, and janitorial services. These costs are increasing due to an aging facility that requires frequent maintenance, scheduled repairs, and unexpected repairs. High usage has also increased the demand of janitorial and cleaning services.

In addition, the Library Board will transfer in \$80,000 from the library's fund balance for the following one-time expenditures:

- \$15,000 for Information Desk Intern
- \$45,000 for Architectural Analysis
- \$10,000 for Capital Equipment
- \$10,000 for Office Furniture and Equipment

A cost to continue increase will address the increased costs for repairs and maintenance. The architectural analysis will begin to address space needs. Staffing initiatives will address increased Friday hours, supervisory staff on weekends and evenings, one-on-one support for reference and technical assistance, and staff for programming needs.

PERFORMANCE MEASUREMENT

The Sun Prairie Public Library conducted a survey and held community conversations as part of the strategic planning process. Results revealed that Sun Prairie residents hold the library in high regard and consider the library central and very important to the community.

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 our annual library visits by providing spaces and resources that meet residents' needs.*

Measure	2013	2014	2015	2016	2017*
Physical Collection Size	122,922	125,684	130,286	133,955	136,903
% circulation from home library's collection for Sun Prairie	76%	76%	77%	76%	77%
% circulation from home library's collection for all SCLS/LINK libraries	73%	72%	71%	69%	69%
Library Visitors	NA	221,615	219,893	236,526	140,642

The 2017 data reflect circulation as of August 1, 2017.

In 2013, the door counter was not functioning.

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

Measure	2013	2014	2015	2016	2017*
Public Internet & Wi-Fi	69,436	185,909	218,385	261,504	164,814
Registered Library Users	22,282	22,649	22,921	23,455	NA
Physical & Digital Circulation	701,159	667,533	665,167	679,586	442,386

The 2017 data reflects access through August 1, 2017.

Public internet only in 2013. Wi-Fi usage statistics were not available in 2013.

Increase lifelong learning opportunities by 2% each year for the next five years.

Measure	2013	2014	2015	2016	2017
Youth, Teen, and Adult Summer Library Program Participation	2,581	2,747	2,684	3,040	NA
Youth, Adult and Multigenerational Program Attendance	23,169	26,280	25,553	27,704	NA
Reference Transactions	45,526	45,838	46,592	46,410	NA

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
Library Fund	\$1,349,341	\$18,371	\$1,367,712
FTE	23.84	0.00	23.84
2018			
	FTE	OT/Seasonal	Total
Library Fund	\$1,462,488	\$36,162	\$1,498,650
FTE	24.16	0.00	24.16
Change			
	FTE	OT/Seasonal	Total
Dollars	\$113,147	\$17,791	\$130,938
FTE	0.32	0.00	0.32

FINANCIAL SUMMARY

	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
LIBRARY SPECIAL REVENUE FUND					
Revenues					
Intergovernmental	\$456,978	\$456,805	\$493,039	\$493,039	\$36,234
Fines & Forfeitures	25,000	37,000	10,000	10,000	(27,000)
Public Charges for Services	12,000	7,050	8,000	8,000	950
Misc. & Other Revenues	1,729,998	1,482,740	1,633,673	1,641,560	158,820
Total Revenues	\$2,223,976	\$1,983,595	\$2,144,712	\$2,152,599	\$169,004
Expenditures					
LIBRARY ADMINISTRATION					
Materials & Supplies	\$28,550	\$26,275	\$30,434	\$30,434	\$4,159
Contractual Services	18,600	17,125	65,800	65,800	48,675
Professional Development	6,500	7,750	8,050	8,050	300
Capital Expenditures	0	2,500	0	0	(2,500)
Subtotal Administration	\$53,650	\$53,650	\$104,284	\$104,284	\$50,634
LIBRARY COLLECTION					
Materials & Supplies	\$250,785	\$250,993	\$269,345	\$269,345	\$18,352
Contractual Services	113,000	113,340	100,971	100,971	(12,369)
Subtotal Collection	\$363,785	\$364,333	\$370,316	\$370,316	\$5,983

	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
LIBRARY BUILDING & GROUNDS					
Materials & Supplies	\$99,000	\$89,400	\$59,349	\$59,349	(\$30,051)
Contractual Services	55,000	58,000	58,000	58,000	0
Capital Expenditures	50,500	50,500	62,000	62,000	11,500
Other	12,886	0	0	0	0
Subtotal Building & Grounds	\$217,386	\$197,900	\$179,349	\$179,349	(\$18,551)

LIBRARY EXPENDITURE SUMMARY

Materials & Supplies	\$378,335	\$366,668	\$359,128	\$359,128	(\$7,540)
Contractual Services	186,600	188,465	224,771	224,771	36,306
Professional Development	6,500	7,750	8,050	8,050	300
Capital Expenditures	50,500	53,000	62,000	62,000	9,000
Other	12,886	0	0	0	0
Library Total	\$634,821	\$615,883	\$653,949	\$653,949	\$38,066

LIBRARY SPECIAL REVENUE FUND BALANCE

	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$0	\$0	\$0	\$0
Additions	2,223,976	1,983,595	2,144,712	2,152,599
Expenses	1,942,479	1,983,595	2,144,712	2,152,599
Ending Fund Balance	\$281,497	\$0	\$0	\$0

SPECIAL REVENUE FUND

Wisconsin Development Fund

MISSION

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

Wisconsin
Development Fund
Committee

DESCRIPTION

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

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

The Director of Administrative Services and the Director of Economic Development serve as the Program Coordinators for this fund, and act as staff liaisons to the Committee. A City Council member serves as a voting member of the Committee. The Committee reviews applications for assistance through the program, and makes recommendations to the City Council regarding approval of said applications.

2017 BUDGET HIGHLIGHTS

The program currently has one active loan which was issued in 2013. This applicant is current on their payments and loan conditions to date.

Due to competitive interest rates available through private financing, no new applications were submitted.

2018 BUDGET HIGHLIGHTS

The current active loan will be paid in full by March 2018. There are no new applications anticipated at this time.

PERFORMANCE MEASUREMENT

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

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

FINANCIAL SUMMARY

	2015 ACTUAL	2016 ACTUAL	2017 PROJECTED	2018 APPROVED
Assets				
Cash & Investments	\$113,649	\$129,799	\$147,701	\$153,204
Loan Receivable	34,204	19,499	4,003	0
Total Assets	\$147,853	\$149,298	\$151,704	\$153,204
Liabilities & Fund Balance				
Reserved for Loan	\$34,204	\$19,499	\$4,003	\$0
RLF Fund	113,649	129,799	147,701	153,204
Total Liabilities & Fund Balance	\$147,853	\$149,298	\$151,704	\$153,204

CAPITAL PROJECTS FUND

Capital Improvement Plan Summary

MISSION

Preserve, maintain, and improve the community's investment in buildings, vehicles, roads, utilities, parks, and equipment.

DESCRIPTION

The City of Sun Prairie begins Five-Year Capital Improvement Plan (CIP) development in March. Department Directors prepare the annual CIP. The department directors schedule projects based on maintenance and replacement plans as well as the Parks and Open Space Plan, the Westside Traffic Impact Fee Plan, and the Main Street Corridor Plan. The finance department then reviews the plan for compliance to the City's capital improvement policy and debt management policy. Lastly, the Capital Improvement Committee reviews and prioritizes all projects. The Committee of the Whole reviews the plan and makes modifications. A public hearing is held to obtain citizen input. After review by the Committee of the Whole, the Council approves the five-year plan. Approval of the plan indicates approval to incorporate the first year of CIP spending into the budget document.

Capital Improvement expenditures must be made in accordance with the budgeted amounts. The Council must approve variances from the approved budget including additional appropriations, changes in the scope of the project and/or additions or deletions of projects. Minor changes to projects that remain within budget can be approved by staff or the Public Works Committee based on the amount of the change. To qualify as a Capital Improvement project, the project must have a cost of \$25,000 or more and a useful life no less than 10 years. Projects that may be classified as an "asset" based on the City's Capital Asset policy but are less than the \$25,000 minimum or have a useful life less than 10 years are planned for and funded through the city's operating budget.

2017 BUDGET HIGHLIGHTS

The Public Works, Engineering Department, and Sun Prairie Utilities work together to prioritize streets in need of reconstruction or rehabilitation. In 2017, the following streets were scheduled for reconstruction or rehabilitation:

- Pennsylvania Avenue
- Kelly Street
- North Street
- W. Goodland Street
- W. Kohler Street
- Wilson Street

- W. Elm Street
- Birkinbine Drive
- Luther Drive
- Robert Drive
- B Street
- Flint Street
- Lori Lane
- Wilburn Road
- Bruce Street
- Woodsend Court
- Thompson-Brooks Connection

The 2017 Capital Projects budget includes \$223,680 for building improvements. This includes City Hall bathroom updates, Library self check-out stations, Library ceiling repair, and City Hall IT office renovations.

2018 BUDGET HIGHLIGHTS

The 2018-2022 CIP is primarily made up of replacement or maintenance of assets and will have very little if any effect on the operating budget of the city. Those assets that are new have been noted on the schedule. Most of the new assets additional operating costs will be able to be absorbed in the 2018 operating budget. Those items that will have a greater effect are discussed below:

Liberty Square Park Shelter, Smith's Crossing Park Shelter & Restroom: The Liberty Square Park Shelter will require additional staff time to maintain the cleanliness of the shelter. The City expects to absorb this cost in the current operating budget. It should be noted that the city is currently analyzing the process of cleaning park shelters to determine if changes need to be made to scheduling or if additional staff will be required.

Family Aquatic Center Splash Pad: Staff has not designed the project to understand if the splash pad will use potable water or a recirculating water system. In either case this could have a significant cost to the operating budget.

Westside Community Building Expansion: The city is in the process of moving from a volunteer fire department to a full-time staffed fire department. The city's second station at the Westside Community Center Building lacks living quarters for a 24 hour service station. The fire department has provided a proposed plan for staffing the station after the construction is completed in 2019. This plan is a phased in approach that will cost approximately \$98,800 per year for three years beginning 2020.

Phosphorous Treatment and Plant Capacity Upgrade: The city is in the design phase of a wastewater plant upgrade. The construction of the upgrade is scheduled to begin in 2019 and be completed late 2020. The design is intended to eliminate additional phosphorous from the plant discharge. Due to the growth of the city, the plant may also include an expansion to eliminate the need for additional construction in the near future. The operating cost will only occur if an expansion is included in the design of the plant.

Northwest Koshkonong Storm Water Facility: The city is in the process of constructing a regional storm water pond to service the west side of the city. The maintenance of the pond will be absorbed in the current operating budget. A storm water pond requires diligent maintenance for the first three years until native plants have stabilized. After three years, the maintenance of the pond will be routine for the department.

FINANCIAL SUMMARY

Capital Improvement Plan Summary of Sources and Uses of Funds

	2018	2019	2020	2021	2022	Total
Funding Sources						
General Obligation Debt						
City	\$ 7,388,117	\$ 9,356,620	\$ 5,923,428	\$ 4,989,700	\$ 5,277,694	\$ 32,935,559
TIF District	26,132	133,411	13,800	-	-	173,343
Fleet Inservice Fund	290,900	813,650	196,100	574,300	531,400	2,406,350
Water Pollution Control Facility	2,054,300	823,100	706,900	620,200	737,500	4,942,000
Stormwater	4,275,320	2,206,650	1,220,400	625,300	747,700	9,075,370
Sun Prairie Utility	3,352,700	3,070,200	1,975,700	922,100	1,216,900	10,537,600
State Trust Fund Loan	3,699,075	-	-	-	-	3,699,075
Clean Water Fund Loan(Revenue)	-	-	12,000,000	-	-	12,000,000
Grants & Donations	134,546	-	-	-	-	134,546
Traffic Impact Fee	1,795,199	884,128	-	-	-	2,679,327
Park Fund Fees	194,000	278,000	405,000	55,000	200,000	1,132,000
Retained Earnings	984,000	386,250	607,400	2,289,750	92,000	4,359,400
Debt Proceeds Available	-	-	-	-	-	-
Total Funding Sources	\$ 24,194,289	\$ 17,952,009	\$ 23,048,728	\$ 10,076,350	\$ 8,803,194	\$ 84,074,570
Proposed Capital Projects						
Public Works						
Street Reconstruction	\$ 8,515,000	\$ 9,210,000	\$ 4,050,000	\$ 3,950,000	\$ 5,419,500	31,144,500
Street Pavement Rehabilitation	2,866,000	2,033,250	2,857,500	2,338,750	1,621,500	11,717,000
Transportation Improvements	1,321,120	1,264,542	-	-	-	2,585,662
Traffic Signals	236,000	288,350	-	-	-	524,350
Multi-Modal	234,444	341,967	214,628	44,000	51,794	886,833
Vehicles	170,000	841,000	198,000	563,000	521,000	2,293,000
Park Improvements	369,650	287,000	565,500	126,000	259,500	1,607,650
Facilities	4,342,175	1,669,300	685,300	25,000	170,000	6,891,775
Water Pollution Control Facility	1,931,000	645,000	13,010,000	2,660,000	375,000	18,621,000
Stormwater Improvements	3,368,000	550,000	771,000	218,000	218,000	5,125,000
Sun Prairie Utilities	500,000	500,000	500,000	-	-	1,500,000
Debt Issuance Costs	340,900	321,600	196,800	151,600	166,900	1,177,800
Total Capital Projects	\$ 24,194,289	\$ 17,952,009	\$ 23,048,728	\$ 10,076,350	\$ 8,803,194	\$ 84,074,570

*Appendix E contains a detailed list of Capital Projects included in the 2018-2022 CIP.

*The full Capital Improvement Plan is available on the Finance Page of the City's website: <https://www.cityofsunprairie.com/313/Finance>

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CAPITAL PROJECTS FUND

Tax Increment District #8– Downtown Sun Prairie

MISSION

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

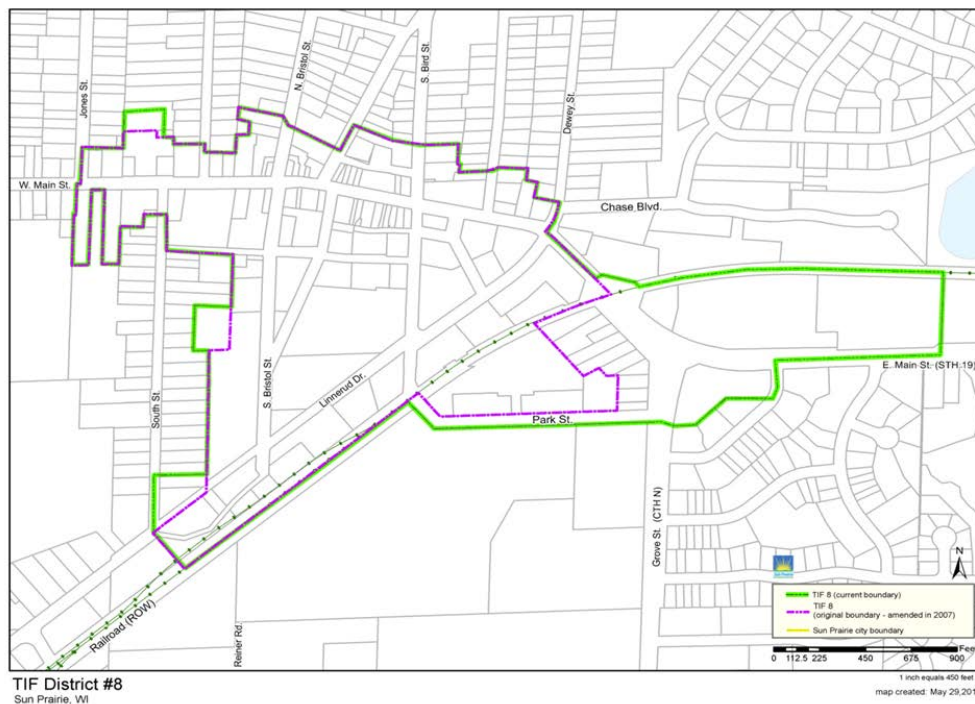
DESCRIPTION

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. 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, with a valuation establishment date of January 1, 2002, as a Blight Remediation TID. It consists primarily of the Sun Prairie's traditional downtown and surrounding area. In 2004, the City amended TID #8 and incorporated additional land that suitable for redevelopment. It included parcels adjacent to property owned by business within the current TID boundaries. By adding these neighboring parcels to the district, the City gained the option of using TID funds to promote the redevelopment of these sites as well as capturing the full increment from redevelopment in order to finance TID expenditures. The last expenditures must be completed by December 27, 2024. The City can collect increment through 2029.

Projects have included infrastructure improvements to improve traffic circulation, public parking, streetscape improvements, pedestrian amenities and way-finding improvements to stimulate private reinvestment and redevelopment. Additional project activities may include acquisition and relocation activities aimed at eliminating blight, achieving the highest and best use within the downtown, establishing an economic development fund, developing and implementing a marketing plan for the downtown, and other planning activities as required.

The following is a map of the boundaries of TID #8:



2017 BUDGET HIGHLIGHTS

The zoning review, negotiation of a development agreement, and transfer of the City-owned parcel at 132 Market Street lot for development of Full Mile Beer Company & Kitchen event space was completed.

Street pavement in Cannery Square and on Cannery Place was resurfaced.

The owner of the historic building at 240 E. Main St. was initiated a significant rehabilitation. Several businesses relocated or expanded Downtown, and one new restaurant business occupied a vacant space.

Discussions continued with a major employer about future options to expand in Downtown Sun Prairie.

Discussions about the future relocation of the Public Works Department to Bailey Road continued.

2018 BUDGET HIGHLIGHTS

The annual TID incentive payment to New Perspective/Lighthouse of Sun Prairie and debt service payments on Cannery Square are ongoing costs in this TIF. Costs related to TIF administration, its projects and shared staffing costs are also included for 2018.

The 2018 cost to continue budget includes funds for the new brewpub project at 132 Market Street including continuation of the landscaping pavers on Market Street, and reimbursement of environmental remediation costs at this site.

PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2014	2015	2016	2017	2018
TID Valuation	\$65,693,600	\$71,633,100	\$78,239,500	\$80,586,685	\$83,004,285
Increase (Decrease)	\$871,300	\$5,669,500	\$6,606,400	\$2,347,185	\$2,417,601
% Change	1.33%	7.91%	9.22%	3%	3%

The 2017 and 2018 values are projected.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TIF DISTRICT #8						
Revenues						
General Property Taxes	\$ 1,655,417	\$ 1,757,962	\$ 1,677,629	\$ 1,814,820	\$ 1,814,820	\$137,191
Exempt Computer Aid	26,956	23,390	25,000	22,000	22,000	(3,000)
State Grants	66,144	9,884	0	0	0	0
Public Charges for Services	20,215	23,240	16,000	14,100	14,100	(1,900)
Miscellaneous Income	99	650	0	0	0	0
Long Term Debt Proceeds	1,375,000	0	0	0	0	0
Bond Premium	85,041	0	0	0	0	0
Total Revenues	\$3,228,872	\$1,815,126	\$1,718,629	\$1,850,920	\$1,850,920	\$132,291

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Expenditures						
Professional Services	\$5,461	\$37,153	\$43,564	\$18,310	\$18,310	(\$25,254)
Contractual Services	20,878	23,666	16,000	14,100	14,100	(1,900)
Façade Grant	0	0	50,000	0	0	(50,000)
Economic Development Payments	111,955	133,739	130,400	133,000	133,000	2,600
Debt Service & Related Costs	1,591,402	1,717,377	1,731,877	1,698,463	1,698,463	(33,414)
Debt Issuance Costs	17,032	0	0	0	0	0
Payment to Escrow Agent	914,255	0	0	0	0	0
Capital Projects	600,209	1,000	0	10,000	10,000	10,000
Transfer to Other Funds	13,695	3,937	3,937	0	0	(3,937)
Total Expenditures	\$3,274,887	\$1,916,872	\$1,975,778	\$1,873,873	\$1,873,873	(\$101,905)

TIF DISTRICT #8 FUND BALANCE						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	
Beginning Fund Balance	(1,080,269)	(\$1,126,284)	(\$1,126,284)	(\$1,383,433)	(\$1,383,433)	
Additions	3,228,872	1,815,126	1,718,629	1,850,920	1,850,920	
Expenses	3,274,887	1,916,872	1,975,778	1,873,873	1,873,873	
Ending Fund Balance	(\$1,126,284)	(\$1,228,030)	(\$1,383,433)	(\$1,406,386)	(\$1,406,386)	

CAPITAL PROJECTS FUND

Tax Increment District #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

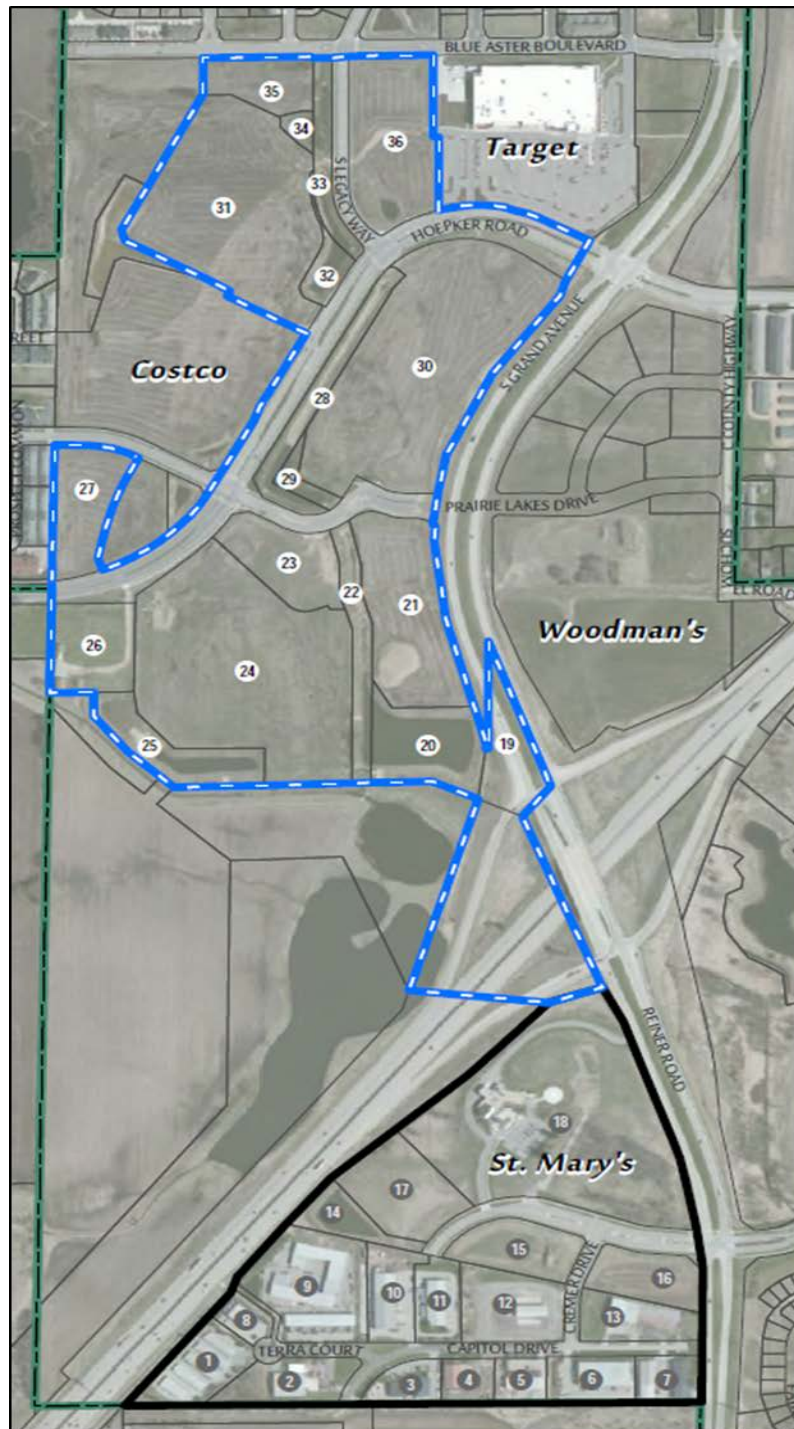
Tax incremental financing (TIF) is a mechanism for funding development and redevelopment projects. A TIF allows the City to invest in infrastructure and other improvements in a defined area, termed the Tax Increment District (TID). The infrastructure and other improvements are funded by capturing the 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 the acquisition of land for SSM Healthcare Emergency Center, the extension of O'Keeffe Avenue, utilities and storm water improvements, realignment of Prairie Lakes Drive, and a development incentive paid to one redevelopment project. Incentives associated with recruitment of major retail uses are postponed if performance metrics are met.

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



The boundaries of TID #9. Black represents the original TID and blue lines show the expanded TID.

2017 BUDGET HIGHLIGHTS

A portion of Lot 4 has been sold and currently a dialysis clinic affiliated with St. Mary's/SSM Healthcare is under construction.

A Hilton Garden Inn and Johnny's Italian Steakhouse is under construction in Prairie Lakes.

Prairie Lakes continues to add specialty retail tenants like Topsy Cow (approved) and Wine Styles (open).

2018 BUDGET HIGHLIGHTS

The Capital Improvement Plan includes an expansion of Reiner Road, a portion of the expansion is an eligible TIF project.

The debt service payment on the expansion of O'Keeffe Avenue and associated utilities is an ongoing cost in this TIF.

An estimated \$4.5 million in economic development payments will be made in 2018.

Costs related to administration of the TIF, its projects, and shared staffing costs are included for 2018.

PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2014	2015	2016	2017	2018
TID Valuation	\$21,569,000	\$39,546,500	\$44,051,200	\$48,107,200	\$60,107,200
Increase	\$20,262,600	\$17,977,500	\$4,504,700	\$4,056,000	\$12,000,000
Percent Change	1551.0%	83.4%	11.4%	9.2%	24.9%

The 2017 and 2018 figures are projections.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TIF DISTRICT #9						
Revenues						
General Property Taxes	\$541,294	\$970,519	\$926,169	\$1,021,799	\$1,021,799	\$95,630
Sale of City Property	0	300,000	0	0	0	0
Exempt Computer Aid	5,938	31,189	5,500	23,390	23,390	17,890
Miscellaneous Income	0	96	0	0	0	0
Total Revenues	\$547,232	\$1,301,804	\$931,669	\$1,045,189	\$1,045,189	\$113,520

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Expenditures						
Professional Services	\$7,150	\$26,217	\$36,218	\$18,241	\$18,241	(\$17,977)
Economic Development Payments	62,385	603,000	603,000	453,000	453,000	(150,000)
Debt Service & Related Costs	221,775	394,725	394,725	485,438	485,438	90,713
Capital Projects	0	0	0	20,000	20,000	20,000
Transfer to Other Funds	23,454	3,938	137,926	75,374	75,374	(62,552)
Total Expenditures	\$314,764	\$1,027,880	\$1,171,869	\$1,052,053	\$1,052,053	(\$119,816)

TIF DISTRICT #9 FUND BALANCE

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	(1,117,596)	(885,128)	(885,128)	(\$1,125,328)	(\$1,125,328)
Additions	547,232	1,301,804	931,669	1,045,189	1,045,189
Expenses	314,764	1,027,880	1,171,869	1,052,053	1,052,053
Ending Fund Balance	(\$885,128)	(\$611,204)	(\$1,125,328)	(\$1,132,192)	(\$1,132,192)

CAPITAL PROJECTS FUND

Tax Increment District #11 – Central Main Street (Midtown)

MISSION

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

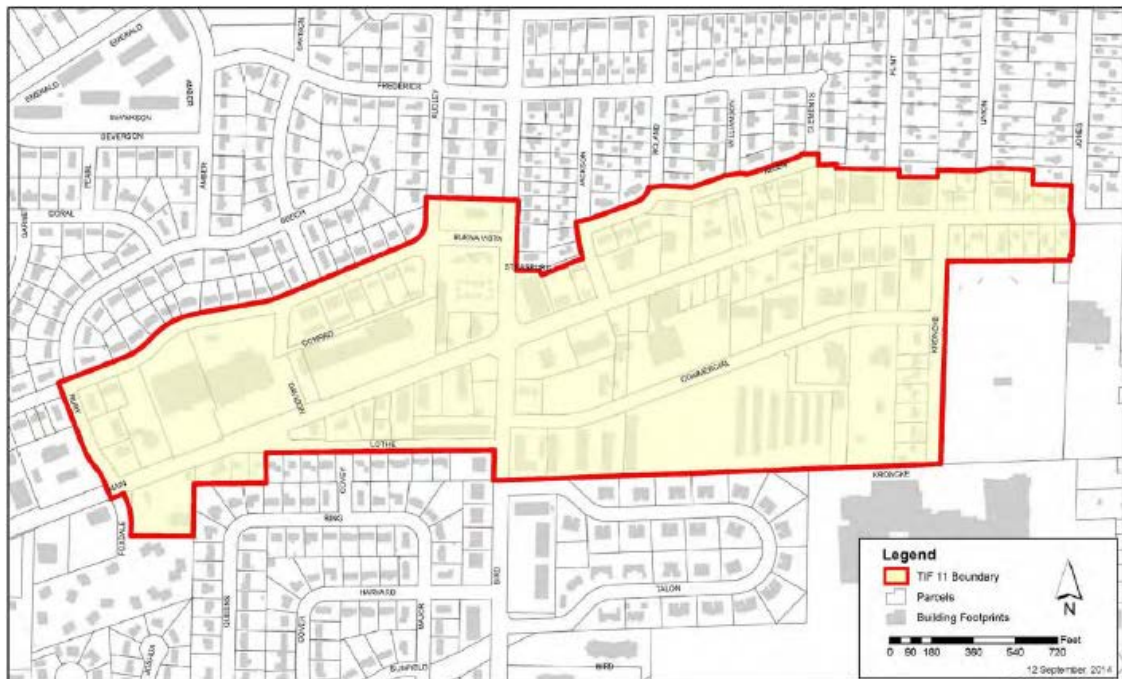
DESCRIPTION

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

TID #11 was created on November 11, 2014, with a valuation establishment date of January 1, 2015, as a blighted area TID. 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 & site preparation; and general economic incentives), and professional and technical contractual services.

The following is a map of the boundaries of TID #11:



2017 BUDGET HIGHLIGHTS

The City is in process of creating a Central Main Street Area Redevelopment Plan that will evaluate and prioritize redevelopment opportunities in the corridor. This project is being funded in part with TIF Assistance from the City, as well as Better Urban Infill Land Development grant from Dane County.

McHenry Apartments, a mixed market rate/workforce housing project with a stand-alone commercial space is under construction at 1120 W. Main St., which was the former vacant Pamida/Heckel's Marine building.

Jennings & Woldt Remodeling completed their redevelopment of 537 W. Main Street, which was the former vacant Marathon Station. This project was partially funded with TIF assistance from the City.

A new workforce housing project is being proposed for 1141 W. Main St., the current site of Tuschen Trucking.

2018 BUDGET HIGHLIGHTS

A new project proposal is anticipated for the Hanley site, which will likely require City TIF assistance. Legal and financial consulting expenses are possible.

Costs related to TIF administration, its projects, and shared staffing costs are also included for 2018.

PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2015	2016	2017	2018
TID Valuation	\$2,064,600	\$2,064,600	\$4,984,500	\$12,814,600
Increase	\$2,064,600	\$0	\$750,000	\$10,000,000
Percent Change		0.0%	36.3%	355.3%

The 2017 and 2018 figures are projected.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TIF DISTRICT #11						
Revenues						
General Property Taxes	\$0	\$50,668	\$48,352	\$115,619	\$115,619	\$67,267
Exempt Computer Aid	0	3,112	4,000	2,300	2,300	(1,700)
Miscellaneous Income	0	39	0	0	0	0
Total Revenues	\$0	\$53,819	\$52,352	\$117,919	\$117,919	\$65,567

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Expenditures						
Professional Services	\$20,872	\$80,035	\$109,884	\$21,136	\$21,136	(\$88,748)
Transfer to Other Funds	35,619	3,937	3,937	0	0	(3,937)
Total Expenditures	\$56,491	\$83,972	\$113,821	\$21,136	\$21,136	(\$92,685)

TIF DISTRICT #11 FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	(21,864)	(78,355)	(78,355)	(\$139,824)	(\$139,824)
Additions	0	53,819	52,352	117,919	117,919
Expenses	56,491	83,972	113,821	21,136	21,136
Ending Fund Balance	(\$78,355)	(\$108,508)	(\$139,824)	(\$43,041)	(\$43,041)

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CAPITAL PROJECTS FUND

Tax Increment District #12 – Sun Prairie Business Park Expansion Area

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 absence of special funding mechanisms.

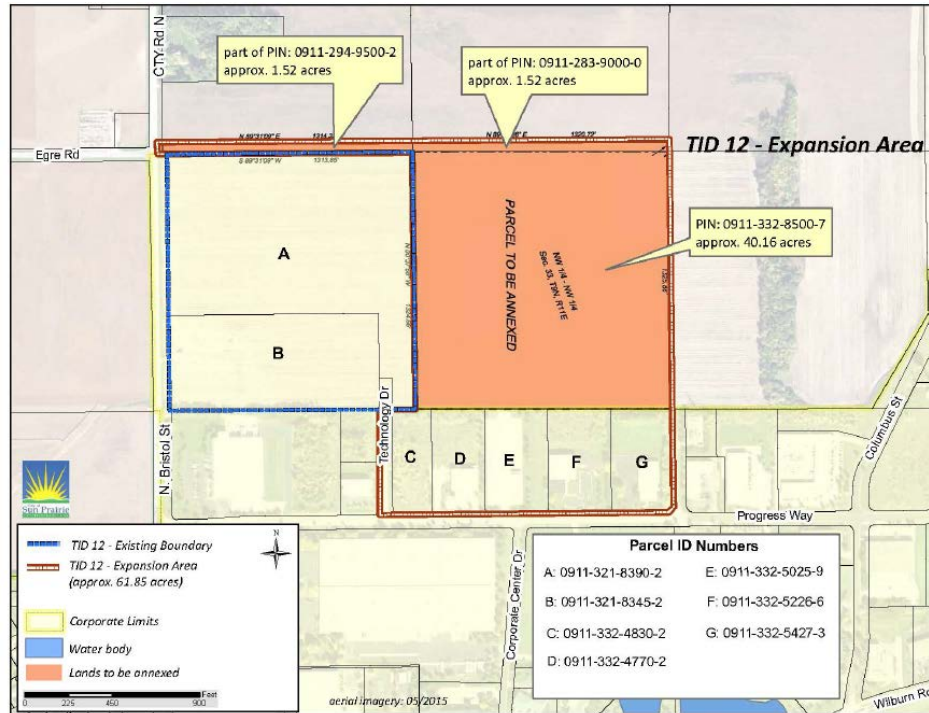
DESCRIPTION

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 on August 2, 2016, with a valuation establishment date of January 1, 2016, as an industrial TID. 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 estimate this district will close in 2032.

TID #12 was amended on April 18, 2017, to add approximately 61 acres of territory to the existing 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 potential 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.

The following is a map of the original and amended boundaries of TID #12:



2017 BUDGET HIGHLIGHTS

A boundary amendment and project amendment for TID #17 was completed on April 18, 2017.

The KollegeTown-Riddell project was completed in May 2017, which included an extension of street and utilities by the City.

2018 BUDGET HIGHLIGHTS

Staff will be actively marketing 60 acres for new industrial development.

Costs include items related to TIF administration, its projects, and shared staffing costs.

PERFORMANCE MEASUREMENT

Increase assessed valuation.

Measure	2016	2017	2018
TID Valuation	\$0	\$8,000,000	\$11,500,000
Increase	\$0	\$8,000,000	\$3,500,000
Percent Change	0.0%	100%	43.8%

The 2016 figure reflects actuals; 2017 and 2018 figures are projected.

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TIF DISTRICT #12						
Revenues						
General Property Taxes	\$0	\$0	\$0	\$51,151	\$51,151	\$51,151
Investment Income	2	231	0	0	0	0
Miscellaneous Income	0	8,715	0	8,621	8,621	8,621
Proceeds of Long Term Debt	200,000	3,904,536	3,899,444	0	0	(3,899,444)
Bond Premium	10,480	0	0	0	0	0
Total Revenues	\$210,482	\$3,913,482	\$3,899,444	\$59,772	\$59,772	(\$3,839,672)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Expenditures						
Professional Services	\$25,497	\$46,421	\$132,151	\$21,339	\$21,339	(\$110,812)
Economic Development Payments	0	0	0	53,500	53,500	\$53,500
Debt Service & Related Costs	0	24,911	24,911	494,777	494,777	\$469,866
Debt Issuance Costs	2,225	0	0	0	0	\$0
Capital Projects	127,290	3,899,225	3,899,444	0	0	(3,899,444)
Total Expenditures	\$155,012	\$3,970,557	\$4,056,506	\$569,616	\$569,616	(\$3,486,890)

TIF DISTRICT #12 FUND BALANCE						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	
Beginning Fund Balance	-	55,470	55,470	(\$101,592)	(\$101,592)	
Additions	210,482	3,913,482	3,899,444	59,772	59,772	
Expenses	155,012	3,970,557	4,056,506	569,616	569,616	
Ending Fund Balance	\$55,470	(\$1,605)	(\$101,592)	(\$611,436)	(\$611,436)	

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CAPITAL PROJECTS FUND

Tax Increment District #13 – Business/Industrial Park 151

MISSION

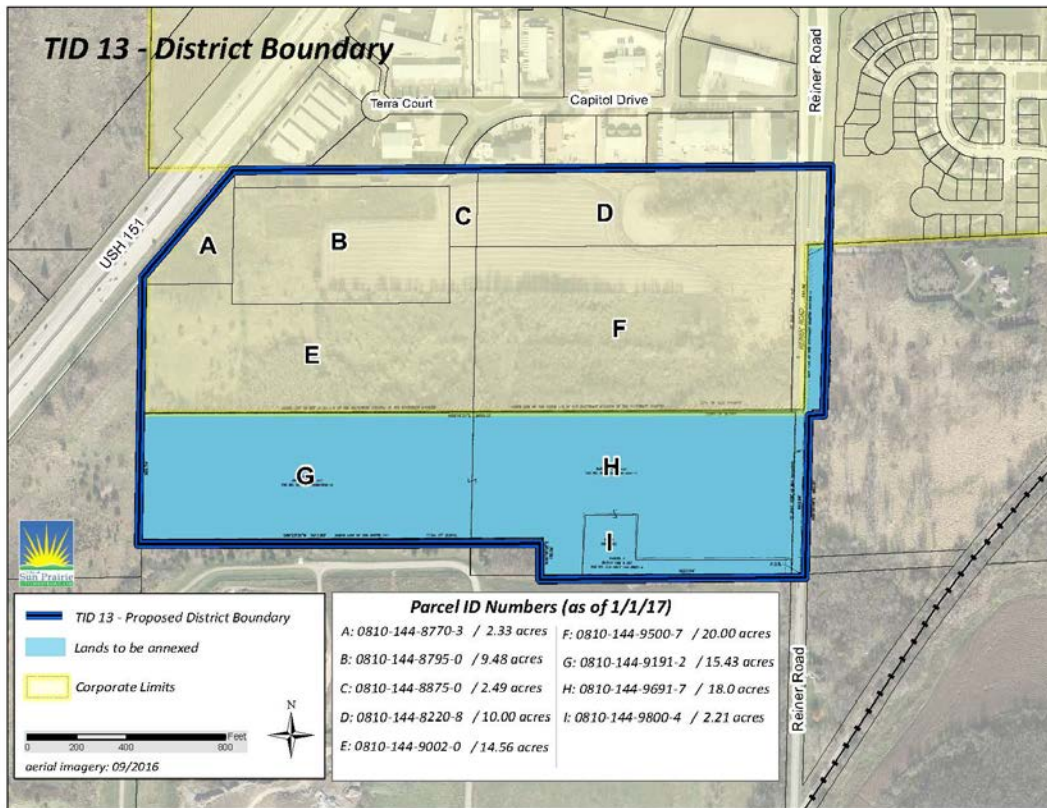
Facilitate the expansion of the Sun Prairie Business Park through land acquisition, infrastructure improvements and other efforts that would be cost prohibitive to the City in absence of special funding mechanisms.

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 #13 was created on September 26, 2017, with a valuation establishment date of January 1, 2017, as an industrial TID. It consists of approximately 94 acres immediate south of the Capital Drive Industrial Area and boundary of TID #9, between US Highway 151 and Reiner Road. The northern 70 acres is zoned Suburban Industrial with the southern 20 acres zoned Rural Holding until such time as develop is ready to occur. Eligible expenditures include public infrastructure improvements including extension of sanitary, water, electric, stormwater, gas and communications infrastructure from O’Keeffe Avenue to service the entire property and improvements to Cremer Drive and Capital Drive. The district can collect increment through 2038. However, current projections estimate the district will close in 2031.

The following is a map of the original and amended boundaries of TID #13:



2017 BUDGET HIGHLIGHTS

TID 13 was created in 2017 and did not incur any expenses.

2018 BUDGET HIGHLIGHTS

During 2018 the City will reimburse a developer for up to \$3.7 million in public infrastructure improvements. This will consist of extension of utilities from O’Keeffe Avenue to service the TID 13 area as well as Cremer Drive and Capital Drive along with full build out of a new road that will connect Capital Drive to Reiner Road through the TID 13 Area.

FINANCIAL SUMMARY

	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
TIF DISTRICT #13					
Revenues					
General Property Taxes	\$0	\$0	\$50,000	\$50,000	\$50,000
Proceeds of Long Term Debt	0	0	3,700,000	3,700,000	3,700,000
Total Revenues	\$0	\$0	\$3,750,000	\$3,750,000	\$3,750,000

	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Expenditures					
Professional Services	\$14,500	\$14,500	\$13,272	\$13,272	(\$1,228)
Capital Projects	0	0	3,700,000	3,700,000	3,700,000
Total Expenditures	\$14,500	\$14,500	\$3,713,272	\$3,713,272	\$3,698,772

TIF DISTRICT #13 FUND BALANCE					
	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	
Beginning Fund Balance	\$0	\$0	(\$14,500)	(\$14,500)	
Additions	0	0	3,750,000	3,750,000	
Expenses	14,500	14,500	3,713,272	3,713,272	
Ending Fund Balance	(\$14,500)	(\$14,500)	\$22,228	\$22,228	

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DEBT SERVICE FUND

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 are used to 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 the State Trust Fund loans, general obligation bonds, and general obligation notes.

On December 31, 2016, the City had \$53,112,875 of general obligation bonds and promissory notes outstanding. Of this amount, \$13,999,000, or 26 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, 2016, the City's total amount applicable to debt margin was 38 percent of the legal limit of \$53,112,875. The net debt per capita equaled \$1,674 at year-end.

2017 BUDGET HIGHLIGHTS

The City issued a general obligation promissory note in 2017 for \$4,920,000. This note funds 2017 capital improvement projects. The City will issue a general obligation bond late in 2017. The intent is to fund utility projects for 2017 and 2018 under bank qualification limits of \$10 million.

2018 BUDGET HIGHLIGHTS

There are no notable changes in the 2018 budget.

PERFORMANCE MEASUREMENT

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

Measure	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Equalized Value	2,353,842,900	2,368,668,500	2,413,488,900	2,566,183,900	2,772,245,800
5% Limit	117,692,145	118,433,425	120,674,445	128,309,195	150,450,000
Combined Existing & New Principal	59,006,518	72,391,114	73,845,550	75,435,274	73,833,283
Available Debt Capacity	68,396,342	68,394,080	74,715,753	84,726,545	85,499,415

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	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Equalized Value	2,353,842,900	2,368,668,500	2,413,488,900	2,566,183,900	2,772,245,800
1.75% Limit	41,192,251	41,451,699	42,236,056	44,908,218	48,514,302
Direct Debt	67,940,803	67,254,345	58,829,387	53,652,212	51,475,672
(Excess)/ Available Debt Capacity	(26,748,552)	(25,802,646)	(16,593,331)	(8,743,994)	(2,961,370)

Year	Issue	Final Payment Year	Amount Issued	True Interest Cost	Balance December 31, 2016	Principal / Interest Due in 2017	Principal / Interest Due in 2018
2009	General Obligation Bonds	2024	8,735,000	3.9197%	1,325,000	670,263	702,076
2009	State Trust Fund Loan	2019	600,000	4.5000%	229,141	83,356	83,356
2009	WPPI Loan	2019	99,116	0.0000%	29,734	9,912	9,911
2010	General Obligation Notes	2020	4,700,000	2.1550%	3,080,000	807,383	806,573
2012	General Obligation Notes	2022	7,085,000	1.5015%	5,620,000	1,265,190	1,262,040
2013	General Obligation Bonds	2023	8,945,000	1.3318%	6,445,000	2,213,550	1,834,375
2013	General Obligation Refunding Bonds	2018	4,135,000	0.7318%	980,000	668,050	328,250
2014	General Obligation Notes	2024	5,970,000	2.3036%	5,550,000	732,075	729,975
2014	Taxable General Obligation Notes	2027	4,315,000	3.2676%	4,315,000	277,025	324,475
2015	General Obligation Notes	2025	3,805,000	1.9018%	3,675,000	411,575	409,725
2015	*General Obligation Notes	2025	624,000	2.6250%	624,000	-	-
2016	General Obligation Bonds	2036	9,255,000	2.5426%	9,255,000	826,661	645,575
2016	General Obligation Notes	2026	11,285,000	1.5486%	11,285,000	884,916	893,775
2016	*State Trust Fund Loan	2036	700,000	3.5000%	700,000	-	-
2017	General Obligation Notes	2027	4,920,000	1.7564%	-	-	682,726
2017	State Trust Fund Loan	2027	4,931,000	3.5000%	-	-	584,896
			80,104,116		53,112,875	8,849,955	9,297,728
						2,198,840	2,803,391
						6,651,115	6,494,336



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	General Debt Service	TID 6 Debt Service
GENERAL DEBT SERVICE BUDGET		
Revenues		
Property Taxes	\$6,460,924	\$132,837
Exempt Computer Aid	0	1,000
Miscellaneous	40,320	29,471
Interest	1,000	0
Total Revenues	\$6,502,244	\$163,308
Expenditures		
Professional Services	\$2,000	\$1,449
Principal	5,958,739	142,960
Interest	655,527	19,236
Fiscal Charge	0	0
Capital Projects	0	0
Total Expenditures	\$6,616,266	\$163,645
Excess (deficiency) of revenues over expenditures	(114,022)	(337)
Other Financing Sources		
Bond Proceeds	\$0	\$0
Operating transfers in/(out)	0	0
Total Other Financing Sources (Uses)	\$0	\$0
Excess (deficiency) of revenues over expenditures and other uses		
DEBT SERVICE FUND BALANCE		
Estimated Beginning Fund Balance	\$31,615	(\$114,416)
Ending Fund Balance	(\$82,407)	(\$114,753)

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CITY OF SUN PRAIRIE
GENERAL DEBT SERVICE FUND
2018 APPROVED BUDGET

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 PROJECTED	2018 RECOMMEND	2018 APPROVED
REVENUES						
Property Taxes	\$6,326,108	\$6,574,270	\$6,648,847	\$6,619,638	\$6,460,924	\$6,460,924
Special Assessments	3,858	0	0	0	0	0
Miscellaneous Rents	32,839	39,884	38,005	39,146	40,320	40,320
Miscellaneous Income	1,618	0	3,659	4,111	2,000	2,000
Interest	(5,740)	5,286	0	977	1,000	1,000
Fund Balance Applied - Premium	0	0	0	0	118,262	118,262
Total Revenues	\$6,358,683	\$6,619,440	\$6,690,511	\$6,663,872	\$6,622,506	\$6,622,506
EXPENDITURES						
Professional Services	363	2,040	1,975	6,525	8,239	8,239
Principal	9,755,837	6,264,771	6,015,732	6,054,996	5,958,740	5,958,740
Interest	908,748	784,617	670,920	604,288	655,527	655,527
Total Expenditures	\$10,664,948	\$7,051,428	\$6,688,627	\$6,665,809	\$6,622,506	\$6,622,506
Excess (deficiency)	(\$4,306,265)	(\$431,988)	\$1,884	(\$1,937)	\$0	\$0
OTHER FINANCING SOURCES/USES						
Proceeds from long-term debt	0	375,000	3,735,000	0	0	0
Payment to escrow	0	0	(4,145,668)	0	0	0
Premium/Discount/Issuance Costs	0	5,640	205,331	0	0	0
Operating transfers in/(out)	103,518	30,065	203,844	119,794	0	0
Total Other Financing Sources (Uses)	\$103,518	\$410,705	(\$1,493)	\$119,794	\$0	\$0
Excess (Deficit) of Sources vs. Uses	(\$4,202,747)	(\$21,283)	\$391	\$117,857	\$0	\$0
GENERAL DEBT SERVICE FUND BALANCE						
Beginning Fund Balance	4,234,362	31,615	10,332	10,723	10,723	10,723
Ending Fund Balance	\$31,615	\$10,332	\$10,723	\$128,580	\$10,723	\$10,723
	2014	2015	2016	2017	2018	2018
Operating Levy	12,741,648	13,007,745	13,546,268	14,310,884	15,683,884	15,683,885
Debt Service Levy	<u>6,326,108</u>	<u>6,574,270</u>	<u>6,648,847</u>	<u>6,619,638</u>	<u>6,460,924</u>	<u>6,460,924</u>
Total Levy	19,067,756	19,582,015	20,195,115	20,930,522	22,144,808	22,144,809
Debt Service Levy Percentage of Total Tax Levy	33.2%	33.6%	32.9%	31.6%	29.2%	29.2%



CITY OF SUN PRAIRIE
DEBT SERVICE REQUIREMENTS
2018 APPROVED BUDGET

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
CITY						
2009 GO Bonds	\$475,000	\$475,000	\$78,700	\$9,352	\$484,352	\$0
2009 State Trust Fund Loan	156,097	76,331	0	7,024	83,355	79,766
2009 WPPI Loan	19,822	9,911	0	0	9,911	9,911
2010 GO Notes	2,335,000	760,000	0	46,573	806,573	1,575,000
2012A GO Notes	4,430,000	1,200,000	0	62,040	1,262,040	3,230,000
2013 A GO Bonds	3,115,000	1,545,000	0	42,988	1,587,988	1,570,000
2013 B GO Refunding Bonds	325,000	325,000	0	3,250	328,250	0
2014B GO Notes	3,200,000	425,000	0	76,525	501,525	2,775,000
2015A GO Notes	2,140,000	250,000	0	48,862	298,862	1,890,000
2016B GO Notes	7,555,000	375,000	0	204,725	579,725	7,180,000
2017A GO Notes	3,940,000	430,000	0	118,262	548,262	3,510,000
2017 State Trust Fund Loan (Est.)	1,021,556	87,497	0	35,926	123,423	934,059
CITY TOTAL	\$28,712,475	\$5,958,739	\$78,700	\$655,526	\$6,614,265	\$22,753,736

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
TAX INCREMENT FINANCE DISTRICT 6						
Interfund Loan WWTP Plant Exp	415,000	130,000	0	8,470	138,470	285,000
TIF DISTRICT 6 TOTAL	\$415,000	\$130,000	\$0	\$8,470	\$138,470	\$285,000

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
TAX INCREMENT FINANCE DISTRICT 8						
2009 GO Bonds	\$0	\$0	\$15,749	\$1,872	\$1,872	\$0
2013 A GO Bonds	85,000	85,000	0	638	85,638	0
2014A CDA Lease/Rev Bonds	9,950,000	1,350,000	0	179,378	1,529,378	8,600,000
2016B GO Notes	1,330,000	45,000	0	36,575	81,575	1,285,000
TIF DISTRICT 8 TOTAL	\$11,365,000	\$1,480,000	\$15,749	\$218,462	\$1,698,462	\$9,885,000

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
TAX INCREMENT FINANCE DISTRICT 9						
2013 A GO Bonds	\$900,000	\$105,000	\$0	\$16,688	\$121,688	\$795,000
2014B GO Notes	530,000	25,000	0	14,275	39,275	505,000
2014C Taxable GO Notes	4,165,000	200,000	0	124,475	324,475	3,965,000
TIF DISTRICT 9 TOTAL	\$5,595,000	\$330,000	\$0	\$155,438	\$485,438	\$5,265,000

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
TAX INCREMENT FINANCE DISTRICT 12						
2016B GO Notes	\$180,000	\$20,000	\$0	\$4,700	\$24,700	\$160,000
2017 State Trust Fund Loan (Est.)	3,904,536	394,321	0	67,152	461,473	3,510,215
TIF DISTRICT 12 TOTAL	\$4,084,536	\$414,321	\$0	\$71,852	\$486,173	\$3,670,215



CITY OF SUN PRAIRIE
DEBT SERVICE REQUIREMENTS
2018 APPROVED BUDGET

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
WATER POLLUTION CONTROL FACILITY						
2005 Clean Water Fund Loan	\$7,546,214	\$867,933	\$0	\$168,205	\$1,036,138	\$6,678,281
2009 GO Bonds	110,000	110,000	3,539	421	110,421	0
2014B GO Notes	235,000	30,000	0	5,625	35,625	205,000
2015A GO Notes	215,000	25,000	0	4,163	29,163	190,000
2016B GO Notes	440,000	35,000	0	11,825	46,825	405,000
2017B GO Bonds (est.)	1,580,000	95,000	0	33,999	128,999	1,485,000
WPCF TOTAL	\$10,126,214	\$1,162,933	\$3,539	\$224,237	\$1,387,170	\$8,963,281

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
WATER POLLUTION CONTROL FACILITY						
2009 GO Bonds	\$105,000	\$105,000	\$3,627	\$431	\$105,431	\$0
2013 A GO Bonds	225,000	35,000	0	4,063	39,063	190,000
2014B GO Notes	985,000	130,000	0	23,550	153,550	855,000
2015A GO Notes	465,000	55,000	0	8,975	63,975	410,000
2016A GO Bonds	5,450,000	255,000	0	154,338	409,338	5,195,000
2016B GO Bonds	\$120,000	\$0		\$3,600	\$3,600	\$120,000
2017B GO Bonds (est.)	3,320,000	200,000	0	71,452	271,452	3,120,000
STORMWATER TOTAL	\$10,670,000	\$780,000	\$3,627	\$266,408	\$1,046,408	\$9,890,000

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
FLEET INSERVICE FUND						
2015A GO Notes	\$140,000	\$15,000	\$0	\$2,725	\$17,725	\$125,000
2016B GO Notes	1,060,000	130,000		27,350	157,350	930,000
2017A GO Notes	980,000	105,000	0	29,465	134,465	875,000
FLEET INSERVICE TOTAL	\$2,180,000	\$250,000	\$0	\$59,540	\$309,540	\$1,930,000

Description	Principal Balance 12/31/2017	2018 Principal Payments	2018 Escrow Interest	2018 Interest	2018 Total Principal & Interest	Principal Balance 12/31/2018
SUN PRAIRIE UTILITIES						
2008 Revenue Bonds	\$1,785,000	\$275,000	\$0	\$76,310	\$351,310	\$1,510,000
2012 Revenue Bonds	440,000	440,000	0	3,630	443,630	0
2012 Taxable Rev Refunding Bonds	2,315,000	130,000	0	60,395	190,395	2,185,000
2014 Revenue Bonds	2,900,000	100,000	0	107,490	207,490	2,800,000
2016A GO Bonds	5,450,000	255,000	0	154,338	409,338	5,195,000
SUN PRAIRIE UTILITIES TOTAL	\$12,890,000	\$1,200,000	\$0	\$402,163	\$1,602,163	\$11,690,000

CITY OF SUN PRAIRIE TOTALS	\$86,038,225	\$11,705,994	\$101,615	\$2,062,093	\$13,768,087	\$74,332,231
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CITY OF SUN PRAIRIE
2018 DEBT SERVICE PROJECTIONS
 Estimating 0% Growth

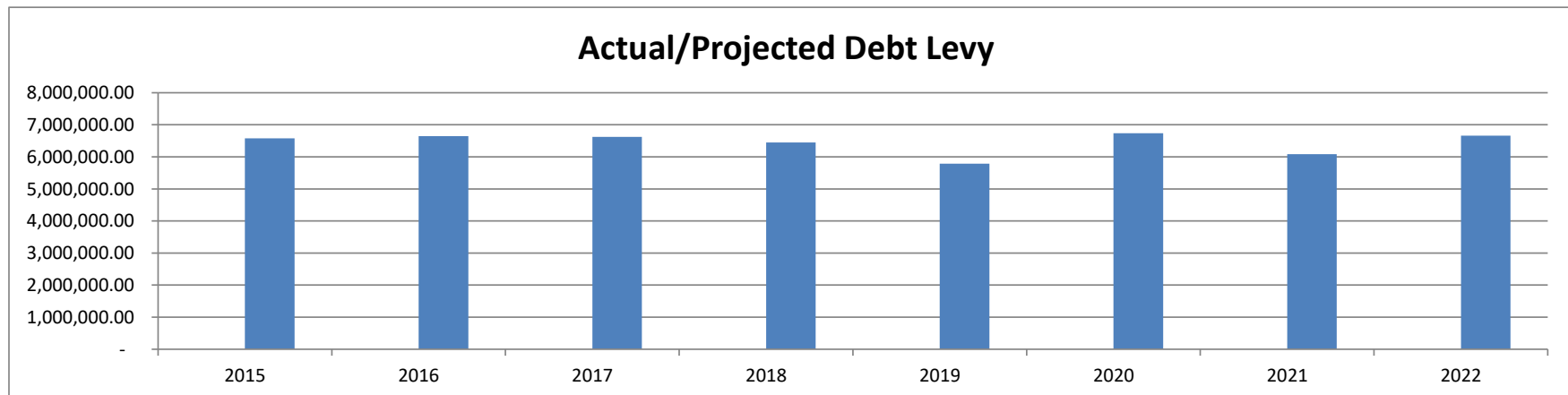
	Actual 2015	Actual 2016	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022
GO Debt Service - Existing	0	0	0	6,614,267	4,945,029	4,868,566	3,509,878	3,485,661
GO Debt Service - Projected	0	0	0	0	888,357	1,913,330	2,625,571	3,225,539
Non-Tax Revenues	0	0	0	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Misc Revenues	0	0	0	(40,320)	(41,530)	(42,775)	(44,059)	(45,381)
Use of Fund Balance (Premium)	0	0	0	(118,262)	(1,533)	0	0	0
Actual/Projected Debt Levy	6,574,270	6,648,847	6,619,638	6,451,685	5,786,324	6,735,120	6,087,390	6,661,820
Projected Annual Debt Service Change (Y/Y)	248,162	74,577	(29,209)	(167,953)	(665,361)	948,796	(647,730)	574,430
Percent Change	3.92%	1.13%	-0.44%	-2.54%	-10.31%	16.40%	-9.62%	9.44%
Projected Debt Service Mill Rate	2.72	2.61	2.53	2.15	1.93	2.24	2.03	2.22
(Assessed value is projected with no increase)								

Estimated Cap Projects Borrowing

(Excluding TIF and Enterprise Funds)

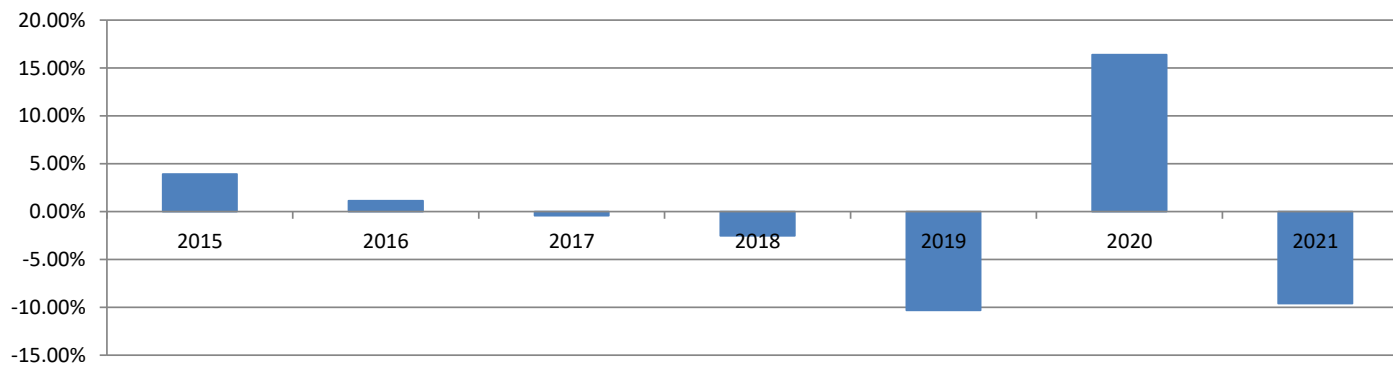
8,086,917 7,519,220 6,169,028 5,197,300 5,487,906

(Projection uses level payments over 10 years)

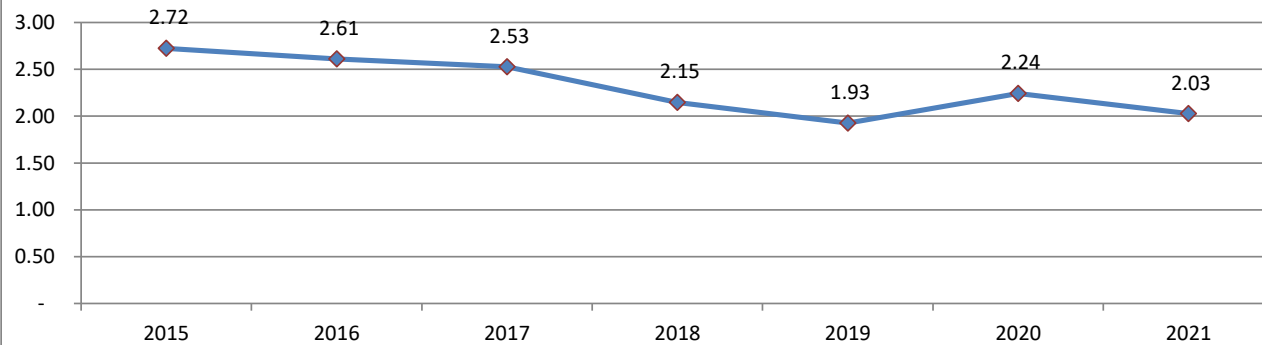


CITY OF SUN PRAIRIE
2018 DEBT SERVICE PROJECTIONS
Estimating 0% Growth

Projected Rate of Change in Debt Service Levy



Projected Debt Service Mill Rate



CITY OF SUN PRAIRIE
TAX INCREMENT FINANCE DISTRICT #6
2018 RECOMMENDED BUDGET

	2015 ACTUAL	2016 ACTUAL	8/31/2017 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	INCREASE/ DECREASE
Sources of Funding							
General Property Taxes	\$ 135,574	\$ 135,270	\$ 139,198	\$ 139,198	\$ 132,837	\$ 129,000	\$ (3,837)
Exempt Computer Aid	869	1,242	812	812	1,000	800	(200)
Investment Income	-	-	13	13	-	-	-
Miscellaneous Income	35,824	28,314	23,754	23,754	29,471	9,470	(20,001)
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Bond Premium	-	-	-	-	-	-	-
Total Revenues	172,267	164,826	163,777	163,777	163,308	139,270	(24,038)
Uses of Funding							
Professional Services	1,709	3,510	3,358	3,358	1,449	2,725	1,276
Debt Service and Related Costs	168,419	163,067	562,064	562,064	163,028	8,470	(154,558)
Debt Issuance Costs	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfer of other Funds	-	-	-	-	-	-	-
Total Expenses	170,128	166,577	565,422	565,422	164,477	11,195	(153,282)
Net Change in Fund Balance	2,139	(1,751)	(401,645)	(401,645)	(1,169)	128,075	
Fund Balance - Beginning of Year	(107,103)	(104,964)	(106,715)	(106,715)	(106,715)	(107,884)	
Fund Balance Restatement per 2014 Audit							
Fund Balance - End of Year	(104,964)	(106,715)	(508,360)	(508,360)	(107,884)	20,191	



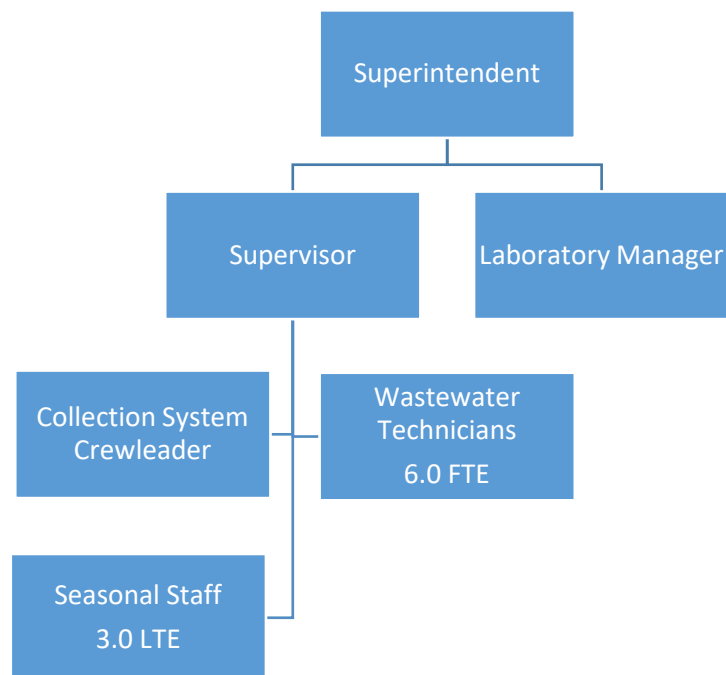
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ENTERPRISE FUNDS

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 grit removal, primary and secondary clarification, biological phosphorus removal, sand filters, UV (ultraviolet light) disinfection and anaerobic digestion. The goal is to continually meet the requirements of our Wisconsin Pollutant Discharge Elimination System (WPDES) Permit, and increase the service life of the treatment plant through proper operation of the plant and adhering to the plant maintenance tasks schedule.

2017 BUDGET HIGHLIGHTS

The City has been working with contracted experts since 2014 to examine alternatives to meet more stringent state and federal phosphorus treatment requirements. We made modifications to various plant treatment processes and found that the modifications did not meet the new permit requirements. We also pilot tested equipment and found a filtering system that included a chemical mixing tank was able to meet permit requirements. A report will be submitted to the Wisconsin Department of Natural Resources (DNR) in September that will summarize phosphorus treatment alternatives.

Wastewater will be working with a contracted engineering firm to draft a Facility Plan. This Plan will list options for meeting new phosphorus treatment requirements along with treatment process options needed to provide treatment capacity for future city growth. The Facility Plan will be presented to City Council with recommended treatment options. Once the Plan is approved by City Council, it will be submitted to the DNR by December 31, 2017, for approval.

Clearwater entering the sewer system continues to be a problem. Wastewater plans to bid project for removing clearwater in our 42 inch Plant Interceptor with a total length of 2,800 feet of concrete pipe. This interceptor was installed in 1979 and carries wastewater from all smaller interceptors to the plant for treatment. The project will involve pressure testing and chemically grouting all joints that fail the pressure test as these failed joints will allow clearwater to enter the sewer system. Due to competing demands faced by vendors, the project may be delayed until January or February 2018 to ensure the City receives competitive pricing.

2018 BUDGET HIGHLIGHTS

Wastewater will complete several planning and maintenance projects in the coming year. All projects in this highlight section will be funded using Wastewater Treatment Plan Enterprise Funds.

The Department works with a contracted engineering firm to draft Plans and Specifications for plant upgrades as approved by the DNR in the Facility Plan. The plans will show technical detail of all

equipment and treatment processes associated with plant upgrades. The plans will be used for bidding and construction. The goal is to submit Plans and Specifications to the DNR for approval by December 31, 2018.

The Department will continue removing clearwater from City interceptor sewers. The Department will contract with a vendor to remove clearwater from the Main Interceptor with a total length of 10,000 feet of 36-inch concrete pipe. This Interceptor was installed in 1979 and carries wastewater from the east side of the City to the 42 inch Plant Interceptor. This project will involve pressure testing and chemically grouting joints that fail the pressure test as these failed joints will allow clearwater to enter the sewer system. This project will be a challenge as the Interceptor is located in fields and must coincide with dry field conditions. As a result, the Department may complete this work over a period of two years if conditions are not optimal.

Digesters must be cleaned and inspected every ten years. The north digester was put into service in 2006. It was scheduled for cleaning and inspection in 2017 but due to lack of biosolids storage space, was rescheduled to 2018. The estimated project cost is \$50,000; the work will be performed by a vendor.

The City's WPDES permit requires fecal coliform testing to confirm wastewater pathogens meet permit requirements prior discharge into the receiving stream. Equipment used for fecal testing is sterilized in an autoclave. The current autoclave was purchased in 1999. It must be replaced because the model is no longer in production and replacement parts are no longer available. It is anticipated a new autoclave will cost approximately \$7,000. In addition, the plant uses an industrial grade dishwasher to clean and sterilize lab glassware used in WPDES testing processes. The current dishwasher was purchased in 2005 and cannot be repaired when needed, as replacement parts are no longer available. The estimated replacement cost is \$11,800.

State of Wisconsin DNR code requires the City to implement a Capacity, Management, Operation and Maintenance Plan. The City's plan includes a goal to complete GPS mapping of the entire sewer system by 2020; this will complete a project begun four years ago. The mapping project can be completed in 2018 with an LTE and an estimated \$3,200 in software.

The #2 influent pump (pumps wastewater from main interceptor sewer up 35 feet to the plant) discharge valve is stuck in the open position. Under normal operation the check valve, located downstream from the discharge valve, is used to regulate pump discharge. The check valve also prevents wastewater from flowing back through the pump and into the wet well when the pump shuts off. With the discharge valve stuck in open position, staff cannot do any maintenance on the check valve. In order to replace the discharge valve, the Treatment Plant must take all four of the influent pumps out of service. A rented portable bypass pump is required to pump anywhere from 2,500 to

3,500 gallons per minute while the valve is removed and replaced. Without the bypass pump, sewer backups can occur during the discharge valve replacement. The full cost of valve replacement, including the portable bypass rental, is \$36,000.

The Grit building heater is currently having difficulty maintaining appropriate temperature to the building, requiring the use of temporary electric heaters to keep water pipes from freezing during periods of cold weather. The estimated cost of replacing the heater is \$20,000.

The Wastewater Treatment Plant will replace three automatic screw pump greasers; the greasers will cost approximately \$21,000.

PERFORMANCE MEASUREMENT

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

Measure	2013	2014	2015	2016	2017
Meet Monthly Milligram/Liter (mg/l) Permit Requirement for Phosphorus	1.4	1.4	1.4	1.4	1.4
Actual Monthly Average (mg/l)	0.60	0.60	0.40	0.50	n/a*

*Not available

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

Measure	2013	2014	2015	2016	2017
Current Average Daily Flow in Million Gallons Per Day (mgd)	3.693	3.366	3.085	3.986	n/a*
Plant Daily Capacity in Million Gallons Per Day (mgd)	4.400	4.400	4.400	4.400	4.400

*Not available

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

Measure	2013	2014	2015	2016	2017
Upgrades Trigger by Clearwater	No	No	No	No	No

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
Wastewater Fund	\$821,827	\$56,652	\$878,479
FTE	10.00	3.00	13.00
2018			
	FTE	OT/Seasonal	Total
Wastewater Fund	\$881,897	\$61,986	\$943,883
FTE	10.00	3.00	13.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$60,070	\$5,334	\$65,404
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
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WASTEWATER TREATMENT PLANT (610)

Wastewater Operating Revenues						
Residential Fees	\$2,711,067	\$2,762,600	\$2,789,804	\$2,787,500	\$2,787,500	(\$2,304)
Multi-Residential Fees	349,396	372,300	306,662	375,700	375,700	69,038
Commercial Fees	644,084	648,000	633,000	653,800	653,800	20,800
Industrial Fees	105,885	98,300	87,187	99,200	99,200	12,013
Public Authority Fees	37,995	30,700	34,417	31,000	31,000	(3,417)
Fee Surcharges	15,625	10,000	10,000	10,000	10,000	0
Forfeited Discounts	16,530	17,000	14,000	17,000	17,000	3,000
Misc. Revenues/Interceptor Payments	10,538	0	2,000	0	0	(2,000)
Total	\$3,891,120	\$3,938,900	\$3,877,070	\$3,974,200	\$3,974,200	\$97,130

Expenditures

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WASTEWATER ADMINISTRATION						
Materials & Supplies	\$1,834	\$2,200	\$1,750	\$1,844	\$1,844	\$94
Contractual Services	371,650	315,430	320,510	322,897	322,897	2,387
Insurance	44,045	43,897	43,674	17,115	17,115	(26,559)
Professional Development	3,462	4,140	4,490	4,090	4,090	(400)
Capital	0	8,580	8,580	0	0	(8,580)
Total	\$420,991	\$374,247	\$379,004	\$345,946	\$345,946	(\$33,058)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WASTEWATER PLANT OPERATIONS						
Materials & Supplies	\$147,261	\$159,820	\$173,800	\$177,730	\$177,730	\$3,930
Contractual Services	267,280	315,000	417,778	330,100	330,100	(87,678)
Professional Development	1,538	2,000	2,500	2,500	2,500	0
Depreciation	1,084,053	1,100,000	1,100,000	1,100,000	1,100,000	0
Capital	7,342	0	0	0	0	0
Total	\$1,507,474	\$1,576,820	\$1,694,078	\$1,610,330	\$1,610,330	(\$83,748)

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WASTEWATER COLLECTION SYSTEM						
Materials & Supplies	\$27,493	\$35,300	\$44,100	\$47,700	\$47,700	\$3,600
Contractual Services	27,626	53,000	61,421	59,140	59,140	(2,281)
Professional Development	255	700	1,100	1,100	1,100	0
Depreciation	281,012	0	260,000	280,000	280,000	20,000
Capital	2,200	0	3,200	3,700	3,700	500
Total	\$338,586	\$89,000	\$369,821	\$391,640	\$391,640	\$21,819

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WASTEWATER REPLACEMENT ACCOUNT						
Machinery	\$65,291	\$628,570	\$881,465	\$475,160	\$475,160	(\$406,305)
Total	\$65,291	\$628,570	\$881,465	\$475,160	\$475,160	(\$406,305)

Total Operating Expenses (Including Personnel)	\$3,160,585	\$3,601,271	\$4,292,032	\$3,855,971	\$3,868,860	(\$423,172)
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Operating Income (Loss)	\$730,535	\$337,629	(\$414,962)	\$118,229	\$105,340	\$520,302
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Wastewater Non-Operating Revenues

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Non-Operating Capital Contributions	\$281,840	\$0	\$0	\$0	\$0	\$0
Special Assessment Interest	2,138	0	0	0	0	0
Sanitary Sewer Connection Fee	433,956	0	349,000	0	0	(349,000)
Interceptor Connection Fee	360,836	0	188,000	0	0	(188,000)
Investment Income (Unrestricted)	2,684	0	10,000	0	0	(10,000)
Investment Income (Restricted)	75,993	0	10,000	0	0	(10,000)
Material & Equipment Sale	4,069	0	0	0	0	0
Insurance Dividends & Recovery	12,355	0	4,227	5,891	5,891	1,664
Transfer In	3,922	0	0	0	0	0
Fund Balance Applied	0	0	20,300	0	0	(20,300)
Total	\$1,177,793	\$0	\$581,527	\$5,891	\$5,891	(\$575,636)

Expenditures

Debt Service	\$244,943	\$1,259,894	\$1,259,894	\$1,398,211	\$1,427,171	\$167,277
Wastewater Plant Expansion	103,771	146,300	141,147	0	0	(141,147)
Capital Projects	156,283	0	1,112,228	2,744,000	2,744,000	1,631,772
Total	\$504,997	\$1,406,194	\$2,513,268	\$4,142,211	\$4,171,171	\$1,657,903

Total Non-Operating	\$672,796	(\$1,406,194)	(\$1,931,741)	(\$4,136,320)	(\$4,165,280)	(\$2,233,539)
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TOTAL REVENUES & EXPENDITURES	\$1,403,331	(\$1,068,565)	(\$2,346,703)	(\$4,018,091)	(\$4,059,940)	(\$1,713,237)
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ENTERPRISE FUNDS

Stormwater Utility

MISSION

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

Stormwater Supervisor
0.3 FTE

Stormwater Maintenance
Workers
5.0 FTE

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 currently pays a charge of \$10.20 per month, paid on the Water and Light bill.

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

2017 BUDGET HIGHLIGHTS

The Madison Metropolitan Sewerage District (MMSD) has created a watershed adaptive management program that provides a new, innovative and collaborative compliance approach designed to meet regulatory requirements for phosphorus throughout a watershed in a cost-effective manner. The Yahara Watershed Improvement Network (Yahara WINS) is made up of thirty partners testing adaptive management in the Yahara River Basin through a pilot project. The pilot project is complete and deemed a success. Adaptive Management has now transitioned to a full scale program and the City is an active member.

An electronic inspection system was implemented to better track and share information regarding all facilities within the system.

The Department is aggressively working to improve the quality of existing facilities through a cooperative program with a Natural Environment Technologies company. City Staff has gained knowledge and experience through this partnership. The function and efficiency of 12 facilities was improved in 2016. Continuing thru 2017 and into 2018 the goal is to add 12 to 15 facilities each year while continuing to maintain all facilities at the current level.

2018 BUDGET HIGHLIGHTS

The budget's revenue estimate includes increased revenues from stormwater and erosion control review fees charged to planned developments. The fee structure will be revised to provide the ability to charge the full cost of review and inspection services at the time the project is initiated, rather than billing small amounts monthly throughout the project. The revised fee will more closely align the level of work based on project size with the amount charged for inspection and review services.

The City will continue its efforts with the Yahara WINS watershed adaptive management program.

The 2009 NW Koshkonong Watershed Study identified several stormwater projects needed to address issues within the watershed. Several projects have since been completed, and the 2018 Utility budget and Capital Improvement Plan include another significant improvement identified in the 2009 study. The 2018 Utility budget includes \$3,350,000 intended for the construction of regional stormwater basins on the properties purchased in 2017. The fund purchased two properties: the Schneider Property and the Livesey Property to be dedicated for stormwater purposes.

Cost to continue budgeted fuel expenses are reduced due to lower gasoline prices. Meetings and trainings expenses are increased to allow for membership expenses and additional trainings for staff.

PERFORMANCE MEASUREMENT

The US Environmental Protection Agency (EPA) has approved a Total Maximum Daily Load (TMDL) for the Rock River Basin for phosphorus and total suspended solids which includes the Yahara, Koshkonong and Maunesha Watershed. The City of Sun Prairie has areas that drain to all three watersheds. Municipal Separate Storm Sewer Systems (MS4s), are required to meet surface water quality standards in these watersheds. Each watershed will require reductions in P and TSS and will be achieved with different approaches.

Yahara River Watershed (1,746 acres)

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

Koshkonong Creek Watershed (3,864 acres)

A number of projects are needed to increase the phosphorous and total suspended solids reduction for this watershed. The 2018 construction of the NW Koshkonong Stormwater Facility will be the first proposed project to address the EPA requirements in this watershed.

TMDL COMPLIANCE - Reduction of Total Suspended Solids (TSS)

Watershed	TSS Load (tons/yr)	2017 Trapped (tons/yr)	2017 Reduction	Required Reduction
Maunesha River	8.6	6.7	77.6%	45%
Yahara River	194.8	96.5	49.5%	73%
Koshkonong Creek	564.6	247.6	43.9%	55%

TMDL COMPLIANCE - Reduction of Total Phosphorus (TP)

Watershed	TP Load (tons/yr)	2017 Trapped (tons/yr)	2017 Reduction	Required Reduction
Maunesha River	59	32	54.9%	36%
Yahara River	1,468	533	36.3%	61%
Koshkonong Creek	3,566	1,082	30.4%	54%

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
Stormwater Fund	\$333,058	\$26,008	\$359,066
FTE	5.30	0.00	5.30
2018			
	FTE	OT/Seasonal	Total
Stormwater Fund	\$345,814	\$16,420	\$362,234
FTE	5.30	0.00	5.30
Change			
	FTE	OT/Seasonal	Total
Dollars	\$12,756	-\$9,588	\$3,168
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
STORMWATER UTILITY						
Stormwater Operating Revenues						
Stormwater Management Fee	\$101,170	\$414,246	\$50,000	\$51,500	\$51,500	\$1,500
Stormwater Permit Fee	4,520	4,600	5,100	4,600	4,600	(500)
Residential Stormwater Fee	938,102	(1,081,515)	1,042,600	1,119,080	1,119,080	76,480
Non-residential Stormwater Fee	757,245	(879,630)	835,300	938,640	938,640	103,340
Forfeited discounts	5,909	5,000	3,700	5,000	5,000	1,300
Total	\$1,806,946	(\$1,537,299)	\$1,936,700	\$2,118,820	\$2,118,820	\$182,120
Expenditures						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
STORMWATER ADMINISTRATION						
Materials & Supplies	\$0	\$0	\$0	\$3,899	\$3,899	\$3,899
Contractual Services	222,171	70,001	68,980	78,762	78,762	9,782
Insurance	7,214	8,863	8,590	925	925	(7,665)
Professional Development	600	0	0	1,025	1,025	1,025
Total	\$229,985	\$78,864	\$77,570	\$84,611	\$84,611	\$7,041

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
STORMWATER MAINTENANCE						
Materials & Supplies	\$52,963	\$42,800	\$51,150	\$53,825	\$53,825	\$2,675
Contractual Services	149,617	101,000	165,600	167,100	167,100	1,500
Professional Development	384	1,000	1,100	1,400	1,400	300
Depreciation	942,730	950,000	900,000	950,000	950,000	50,000
Capital	940	22,400	23,711	0	0	(23,711)
Total	\$1,146,634	\$1,117,200	\$1,141,561	\$1,172,325	\$1,172,325	\$30,764

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
STORMWATER STREET CLEANING						
Materials & Supplies	\$19,169	\$24,200	\$31,400	\$29,400	\$29,400	(\$2,000)
Contractual Services	80,823	34,000	34,000	35,000	35,000	1,000
Total	\$99,992	\$58,200	\$65,400	\$64,400	\$64,400	(\$1,000)

Total Operating Expenses (Including Personnel)	\$ 1,728,848	\$ 1,792,533	\$ 1,874,612	\$ 1,964,055	\$ 1,970,187	\$ 95,575
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Operating Income (Loss)	\$78,098	(\$3,329,832)	\$62,088	\$154,765	\$148,633	\$86,545
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Stormwater Non-Operating Revenues						
Non-Operating Capital Contributions	\$450,023	\$0	\$0	\$0	\$0	\$0
Special Assessments	0	4,258	0	0	0	0
County Grants	50,000	0	0	0	0	0
Investment Income	9,151	12,000	6,700	7,575	7,575	875
Insurance Dividends & Recovery	1,566	308	1,258	3,270	3,270	2,012
Miscellaneous Revenues	1,650	3,000	0	3,000	3,000	3,000
Bond Proceeds	0	0	1,700,000	6,423,770	6,423,770	4,723,770
Bond Premium	10,445	0	0	0	0	0
Total	\$522,835	\$19,566	\$1,707,958	\$6,437,615	\$6,437,615	\$4,729,657

Expenditures						
Debt Service	\$172,547	\$177,776	\$802,526	\$1,088,019	\$1,146,409	\$343,883
Capital Projects	195,316	22,000	2,818,500	4,403,000	4,403,000	1,584,500
Total	\$367,863	\$199,776	\$3,621,026	\$5,491,019	\$5,549,409	\$1,928,383

Total Non-Operating	\$154,972	(\$180,210)	(\$1,913,068)	\$946,596	\$888,206	\$2,801,274
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TOTAL REVENUES & EXPENDITURES	\$233,070	(\$3,510,042)	(\$1,850,980)	\$1,101,361	\$1,036,839	\$2,887,819
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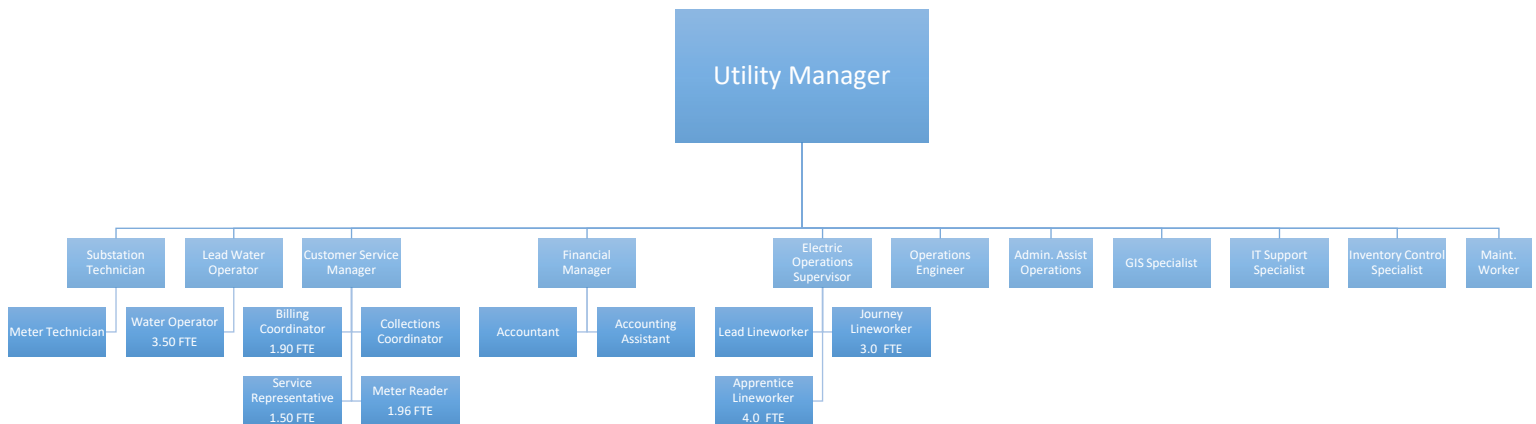
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ENTERPRISE FUNDS

Sun Prairie Utilities

MISSION

Provide low-cost electric and water service while maintaining a high standard of service. Public and employee safety are a priority.



DESCRIPTION

Sun Prairie Utilities (SPU) provides electricity to 14,955 customers and water to 10,835 customers, mostly within the municipality. SPU provided telecommunications services until the sale of the telecommunications assets to TDS Metrocom on May 8, 2017. An enterprise fund is used to record SPU revenues and expenditures.

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 regular maintenance activities.

All of the Utility's wholesale purchased power needs are supplied by WPPI Energy, a regional power company headquartered in Sun Prairie serving 51 locally-owned electric utilities. 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. A PSCW Annual Report is filed by April 1 each year.

2017 BUDGET HIGHLIGHTS

General Items

SPU installed a security system in its main office, five substations, seven wells, and three water towers in 2017.

In April 2017, the Utility Commission and City Council approved the sale of telecommunication assets to TDS Metrocom for \$2.88 million. In accordance with the agreement, TDS extended an offer of employment to the one SPU employee who worked solely for the telecommunications utility.

In large part due to TDS fiber optic infrastructure construction citywide, electric underground locating expenses paid to Diggers Hotline and the electric locating contractor were more than \$230,000 higher than budget as of November 2017. SPU personnel have also spent a significantly greater share of their time locating water mains and laterals.

Electric Department

The newest transformer at the Hwy 151 Substation sustained internal damage in mid-June 2017, likely due to a lightning strike. In the midst of rising summer loads, it created a problem that the Utility had to address quickly. A contracted engineering firm assisted with finding a used transformer that had been recently rebuilt by a reputable manufacturer. The Highway 151 Substation was brought back online within about one month. After it is repaired, the original transformer will be placed back into service at the Highway 151 Substation. The substitute transformer will be relocated to South Substation to replace an aging smaller transformer there. Relocation to the South Substation will require the purchase and installation of larger regulators, after which the existing regulators at South Substation will replace the older regulators in the Business Park Substation. The City's insurance carrier is in the final stages of determining the amount they will reimburse.

In addition to the substation work, crews worked to upgrade the Bird South Bay feeder extending from Bird Street Substation to Bristol Street and to provide service to all new residential and commercial properties.

SPU contracted with an engineering firm to conduct a long-range electric system study. The initial findings and recommendations are included in the 2018 budget initiatives.

New electric control system (SCADA) communication infrastructure was integrated into four of the five substations, with the Business Park Substation integration expected in the first half of 2018.

Water Department

In conjunction with City of Sun Prairie street reconstruction projects, the Utility replaced old water main, laterals, and hydrants in four areas of the city:

1. North Street/W. Goodland Street/W. Kohler Street
2. Wilson Street/Kelly Street/Flint Street
3. Luther Drive/Birkinbine Drive/W. Elm Street/Robert Drive
4. Brooks Drive

The painting of Sheehan Park water tower on Linnerud Drive was originally planned for 2017, but it is currently in the procurement process for completion in 2018.

A contracted vendor is working on a long-range water system study in 2017. The initial findings and recommendations have been incorporated into 2018 budget initiatives.

2018 BUDGET HIGHLIGHTS

The 2018 Capital Budget includes \$6.74 million of initiatives. Of these, \$2.14 million are expected to be funded with operating revenues and cash reserves; the remaining \$3.56 million are expected to be funded with borrowed funds.

For the Electric department, the main emphasis in 2018 are the prioritized items from the long-range electric system study completed in 2017. A priority are modifications to feeder circuits. Feeder circuits will be paired up, such that if either has a fault, it can be picked up temporarily by its partner. The following initiatives work toward this goal: McCoy Road/S. Thompson Road, Business Park/Egre Road, and Business Park/Madison Kipp. The fourth initiative is the extension of the Colorado circuit to Contitech (formerly Goodyear).

SPU will upgrade and expand the Business Park substation to allow more feeders to exit to the north in order to serve future businesses and industries. There are two initiatives associated with the upgrade

expansion: the purchase of a thin strip of land to the east of the substation and construction of a larger house to adequately fit the controls and existing substation operations equipment.

SPU will accelerate the overlay of LED street lighting throughout Sun Prairie by upgrading all street lighting to LED on City road reconstruction projects. As of 2017, SPU installs LED street and rental lighting in all new construction areas.

For the Water department, the main emphasis for capital items besides the replacement of water main on street reconstruction projects is completion of initiatives from the long-range water system study completed in 2017. The emphasis is on bolstering the low-pressure zone (typically bordered to the north by Main Street) currently served by Wells #3 and #8, along with the Sheehan Park Water Tower providing storage capacity. Well #3 Cliff Street, constructed in 1955, is the oldest well in the system by seven years. SPU is proactively pursuing a new well (Well #10) in the low-pressure zone to provide an additional reliable water source and eventually retire Well #3. To begin, a well study will be done to identify potential areas for a well, followed by the possibility of designing and constructing a test well. In addition, a pressure relief valve will be installed. This would actually operate similar to a well, in that it would monitor pressure on the low-pressure side and, when too low, open a valve to pump from the high-pressure zone into the low-pressure zone. This will provide an additional source of reliability to the somewhat vulnerable low-pressure zone.

The Advanced Metering Infrastructure (AMI) initiative will replace an estimated 2,000-meters per year from 2018 to 2022. The 2018 budget includes funding for a van to assist the Meter Technician in performing meter testing and installation field work related to the AMI initiative.

SPU will advance system mapping and field data for the water system through the purchase of new software. This is the final step of utility record integration into existing software. With this program, water property records will be imported and managed. A Fleet Management Program will also be included in the purchase. Staff is in place to now effectively advance, utilize, and manage both programs.

Computer network upgrades will be completed for both the office and shop areas. Wireless access points will be installed for staff, crew, and professional visitors.

The existing Bobcat loader has limited functionality because of its inability to lift and move much of the equipment in storage. The purchase of a Telehandler to replace the Bobcat loader will help meet most lifting requirements.

An Accountant and an IT Support Specialist will be added to Utility staff to address workload increases resulting from City growth.

PERFORMANCE MEASUREMENT

Sun Prairie Utilities' electric distribution system is analyzed and rated on reliability. There are three main Industry Standard Indices used to evaluate utilities. They are as follows:

SAIDI – System Average Interruption Duration Index: the average number of minutes that every customer was interrupted annually. Regional Average – 146 minutes; **SPU Goal – 60 minutes of outage**

SAIFI - System Average Interruption Frequency Index: the average number of times every customer was interrupted annually. Regional Average – 1.31 outages/customer; **SPU Goal – 1.00 Outages/Customer**

CAIDI – Customer Average Interruption Duration Index: for those customers experiencing an outage, the average time it takes to restore the outage. Regional Average – 111 minutes to restore; **SPU Goal - 60 minutes to restore**

Measure	Goal	2014	2015	2016	2017
System Avg. Interruption Duration Index	60.000	49.412	9.661	18.107	17.809
System Avg. Interruption Frequency Index	1.000	.768	.277	.567	.557
Customer Avg. Interruption Duration Index	60.000	64.360	34.872	31.945	31.945

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
SPU Fund	\$1,861,073	\$142,409	\$2,003,482
FTE	30.86	0.00	30.86
2018			
	FTE	OT/Seasonal	Total
SPU Fund	\$2,056,234	\$156,915	\$2,213,149
FTE	32.86	1.43	34.29
Change			
	FTE	OT/Seasonal	Total
Dollars	\$195,161	\$14,506	\$209,667
FTE	2.00	1.43	3.43

FINANCIAL SUMMARY	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
ELECTRIC						
Electric Operating Revenues						
Residential Sales	\$ 11,547,341	\$11,596,469	\$11,898,865	\$ 12,040,858	\$12,040,858	\$ 141,993
Rural Sales	\$ 14,202	\$ 14,343	\$ 14,873	\$ 14,891	\$ 14,891	\$ 18
Small Commercial & Industrial Sales	\$ 6,126,047	\$ 6,049,730	\$ 6,818,271	\$ 6,317,581	\$ 6,317,581	\$ (500,690)
Large Commercial & Industrial Sales	\$ 8,780,439	\$ 8,916,081	\$ 9,165,007	\$ 10,206,434	\$10,206,434	\$ 1,041,427
Public Street & Highway Lighting	\$ 361,668	\$ 378,882	\$ 393,815	\$ 386,515	\$ 386,515	\$ (7,300)
Interdepartmental Sales	\$ 201,996	\$ 202,748	\$ 205,000	\$ 203,000	\$ 203,000	\$ (2,000)
Forfeited Discounts	\$ 86,273	\$ 84,225	\$ 98,838	\$ 90,353	\$ 90,353	\$ (8,485)
Misc. Service Revenues	\$ 6,600	\$ 9,440	\$ 7,863	\$ 8,027	\$ 8,027	\$ 164
Rent From Electric Property	\$ 145,298	\$ 146,516	\$ 135,966	\$ 158,838	\$ 158,838	\$ 22,872
Interdepartmental Rents	\$ 111,688	\$ 108,588	\$ 113,681	\$ 108,346	\$ 108,346	\$ (5,335)
Other Electric Revenues	\$ 8,861	\$ 9,212	\$ 8,975	\$ 9,061	\$ 9,061	\$ 86
Total Operating Revenues	\$ 27,390,413	\$27,516,234	\$28,861,154	\$ 29,543,904	\$29,543,904	\$ 682,750
Electric Expenditures						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
ELECTRIC OPERATING EXPENSES						
Purchased Power	\$ 22,228,190	\$22,177,601	\$23,423,764	\$ 24,324,377	\$24,324,377	\$ 900,613
Distribution Expenses	\$ 732,150	\$ 1,135,515	\$ 817,623	\$ 1,078,266	\$ 1,078,266	\$ 260,643
Customer Accounts Expenses	\$ 293,103	\$ 304,863	\$ 306,523	\$ 303,940	\$ 303,940	\$ (2,583)
Sales Expenses	\$ 5,382	\$ 2,989	\$ 3,000	\$ 2,200	\$ 2,200	\$ (800)
Administrative and General Expenses	\$ 617,470	\$ 699,124	\$ 728,378	\$ 858,555	\$ 858,555	\$ 130,177
Depreciation Expense	\$ 1,244,296	\$ 1,328,975	\$ 1,342,923	\$ 1,395,483	\$ 1,395,483	\$ 52,560
Taxes	\$ 99,735	\$ 101,141	\$ 124,845	\$ 101,068	\$ 101,068	\$ (23,777)
Total Operating Expenses (Incl. Personnel)	\$ 25,220,326	\$25,750,208	\$26,747,056	\$ 28,063,889	\$28,063,889	\$ 1,316,833
Operating Income (Loss)	\$ 2,170,087	\$ 1,766,026	\$ 2,114,098	\$ 1,480,015	\$ 1,480,015	(\$634,083)
Electric Non-Operating Revenues						
Non-Operating Capital Contributions	\$ 236,954	\$ 403,142	\$ 176,500	\$ 230,700	\$ 230,700	\$ 54,200
Investment Income	\$ 758,667	\$ 803,115	\$ 758,837	\$ 834,414	\$ 834,414	\$ 75,577
Misc. Non-Operating Revenues	\$ 7,576	\$ 11,634	\$ 3,396	\$ 3,385	\$ 3,385	\$ (11)
Total	\$ 1,003,197	\$ 1,217,891	\$ 938,733	\$ 1,068,499	\$ 1,068,499	\$ 129,766
Electric Non-Operating Expenditures						
Transfers Out	\$ 896,704	\$ 968,023	\$ 1,005,690	\$ 997,332	\$ 997,332	\$ (8,358)
Depreciation Expense on Contributed Plant	\$ 255,591	\$ 261,030	\$ 254,506	\$ 266,295	\$ 266,295	\$ 11,789
Interest Expense	\$ 167,168	\$ 175,794	\$ 173,070	\$ 167,999	\$ 167,999	\$ (5,071)
Amort. of Premium, Disc, & Issuance Costs	\$ 1,361	\$ (6,362)	\$ (6,284)	\$ (6,409)	\$ (6,409)	\$ (125)
Capital Projects	\$ -		\$ -			
Total	\$ 1,320,824	\$ 1,398,485	\$ 1,426,982	\$ 1,425,217	\$ 1,425,217	\$ (1,765)
Total Non-Operating	\$ (317,627)	\$ (180,594)	\$ (488,249)	\$ (356,718)	\$ (356,718)	\$ 131,531
TOTAL REVENUES & EXPENDITURES	\$ 1,852,460	\$ 1,585,432	\$ 1,625,849	\$ 1,123,297	\$ 1,123,297	\$ (502,552)



FINANCIAL SUMMARY		2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WATER							
Water Operating Revenues							
Unmetered Sales	\$	8,098	\$ 10,513	\$ 6,000	\$ 9,306	\$ 9,306	\$ 3,306
Residential Sales	\$	1,757,643	\$ 1,779,273	\$ 1,794,208	\$ 1,786,740	\$ 1,786,740	\$ (7,468)
Multifamily Residential Sales	\$	195,788	\$ 199,550	\$ 210,900	\$ 205,225	\$ 205,225	\$ (5,675)
Commercial Sales	\$	385,284	\$ 396,869	\$ 371,343	\$ 402,822	\$ 402,822	\$ 31,479
Industrial Sales	\$	56,774	\$ 58,906	\$ 60,240	\$ 59,409	\$ 59,409	\$ (831)
Private Fire Protection	\$	61,637	\$ 62,419	\$ 64,000	\$ 63,218	\$ 63,218	\$ (782)
Public Fire Protection	\$	742,099	\$ 759,345	\$ 743,923	\$ 774,532	\$ 774,532	\$ 30,609
Public Authorities Sales	\$	34,947	\$ 34,317	\$ 37,675	\$ 34,632	\$ 34,632	\$ (3,043)
Interdepartmental Sales	\$	770	\$ 886	\$ 700	\$ 828	\$ 828	\$ 128
Forfeited Discounts	\$	14,346	\$ 14,741	\$ 14,763	\$ 14,896	\$ 14,896	\$ 133
Rents From Water Property	\$	215,199	\$ 228,104	\$ 220,357	\$ 205,493	\$ 205,493	\$ (14,864)
Other Water Revenues	\$	23,154	\$ 30,864	\$ 27,036	\$ 35,418	\$ 35,418	\$ 8,382
Total Operating Revenues	\$	3,495,739	\$ 3,575,787	\$ 3,551,145	\$ 3,592,519	\$ 3,592,519	\$ 41,374
Water Expenditures							
		2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
WATER OPERATING EXPENSES							
Pumping Expenses	\$	228,224	\$ 263,348	\$ 258,781	\$ 265,308	\$ 265,308	\$ 6,527
Water Treatment Expenses	\$	46,815	\$ 48,185	\$ 42,047	\$ 55,195	\$ 55,195	\$ 13,148
Transmission & Distribution Expenses	\$	281,608	\$ 325,114	\$ 695,686	\$ 748,013	\$ 748,013	\$ 52,327
Customer Accounts Expenses	\$	136,175	\$ 133,878	\$ 144,332	\$ 138,239	\$ 138,239	\$ (6,093)
Administrative and General Expenses	\$	527,810	\$ 544,253	\$ 542,277	\$ 609,083	\$ 609,083	\$ 66,806
Depreciation Expense	\$	504,870	\$ 536,611	\$ 533,300	\$ 604,650	\$ 604,650	\$ 71,350
Taxes	\$	26,876	\$ 27,329	\$ 26,015	\$ 23,903	\$ 23,903	\$ (2,112)
Total Operating Expenses (Incl. Personnel)	\$	1,752,378	\$ 1,878,718	\$ 2,242,438	\$ 2,444,391	\$ 2,444,391	\$ 201,953
Operating Income (Loss)	\$	1,743,361	\$ 1,697,069	\$ 1,308,707	\$ 1,148,128	\$ 1,148,128	(\$ 160,579)
Water Non-Operating Revenues							
Non-Operating Capital Contributions	\$	307,543	\$ 2,959,706	\$ 1,038,680	\$ 550,000	\$ 550,000	\$ (488,680)
Investment Income	\$	10,932	\$ 27,130	\$ 18,088	\$ 22,700	\$ 22,700	\$ 4,612
Misc. Non-Operating Revenues	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$	318,475	\$ 2,986,836	\$ 1,056,768	\$ 572,700	\$ 572,700	\$ (484,068)
Water Non-Operating Expenditures							
Transfers Out	\$	836,136	\$ 835,818	\$ 939,565	\$ 1,007,824	\$ 1,007,824	\$ 68,259
Depreciation Expense on Contributed Plant	\$	374,442	\$ 408,721	\$ 395,246	\$ 445,205	\$ 445,205	\$ 49,959
Interest Expense	\$	135,364	\$ 187,252	\$ 152,655	\$ 276,603	\$ 276,603	\$ 123,948
Amort. of Premium, Disc, & Issuance Costs	\$	33,056	\$ (4,504)	\$ (4,016)	\$ 36,338	\$ 36,338	\$ 40,354
Capital Projects	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$	1,378,998	\$ 1,427,287	\$ 1,483,450	\$ 1,765,970	\$ 1,765,970	\$ 282,520
Total Non-Operating	\$	(1,060,523)	\$ 1,559,549	\$ (426,682)	\$ (1,193,270)	\$ (1,193,270)	\$ (766,588)
TOTAL REVENUES & EXPENDITURES	\$	682,838	\$ 3,256,618	\$ 882,025	\$ (45,142)	\$ (45,142)	\$ (927,167)



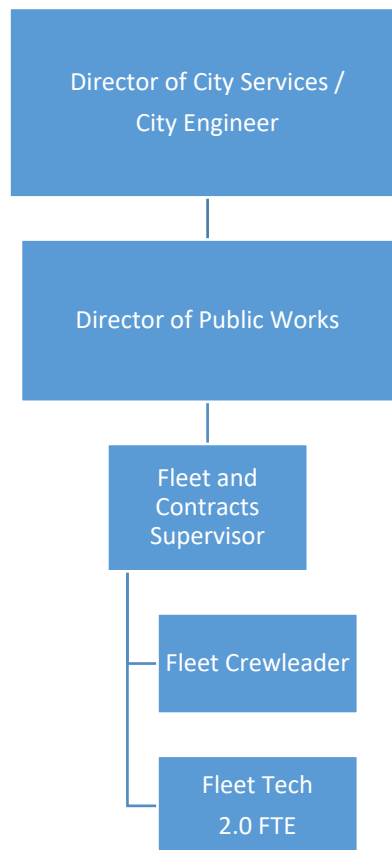
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ENTERPRISE FUNDS

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 has a streamlined annual maintenance contracts process. It has established defined preventive maintenance schedule informed by past data and trends.

2017 BUDGET HIGHLIGHTS

Fuel costs are below budget as costs remain low and the mild winter reduced the amount of plowing. Repair cost are trending down also due to the mild winter and reduced plowing. While snow removal is not the only type of operations performed by vehicles the repairs tend to be more expensive and frequent, due to wear and tear associated with plowing and deicing work.

2018 BUDGET HIGHLIGHTS

The fleet maintenance replacement plan provides for vehicles to be replaced on an established schedule. In addition to replacement, two new vehicles were requested by their respective departments and will be added to the City's fleet. A building maintenance vehicle will be purchased using general fund balance of \$17,000. Capital borrowing will provide an estimated \$25,000 to purchase an emergency medical service vehicle.

The 2018 cost to continue estimate will allow the Department to continue to implement and improve the internal service fund with the goal of funding all future vehicle replacements.

PERFORMANCE MEASUREMENT

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

Measure	2013	2014	2015	2016	2017
Work Orders	705	737	1,011	933	755
Preventive Maintenance %	73%	70%	78%	73%	75%
Outside Repair Costs	\$6,579	\$2,777	\$9,947	\$27,295	\$16,502
Total Repair Costs	\$242,669	\$198,300	\$225,936	\$380,994	\$288,438

The 2017 figures represent data as of August 18, 2017.

STAFFING SUMMARY

2017			
	FTE	OT/Seasonal	Total
General Fund	\$42,726	\$0	\$42,726
Fleet Fund	\$275,221	\$4,490	\$279,711
Total	\$317,947	\$4,490	\$322,437
FTE	4.00	0.00	4.00
2018			
	FTE	OT/Seasonal	Total
General Fund	\$43,778	\$0	\$43,778
Fleet Fund	\$295,378	\$5,980	\$301,358
Total	\$339,156	\$5,980	\$345,136
FTE	4.00	0.00	4.00
Change			
	FTE	OT/Seasonal	Total
Dollars	\$21,209	\$1,490	\$22,699
FTE	0.00	0.00	0.00

FINANCIAL SUMMARY

FLEET INSERVICE FUND

Fleet Operating Revenues						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Departmental Rent Charges	\$809,192	\$1,219,280	\$1,018,312	\$1,041,734	\$1,046,739	\$28,427
Total	\$809,192	\$1,219,280	\$1,018,312	\$1,041,734	\$1,046,739	\$28,427
Expenditures						
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
FLEET OPERATING EXPENSES						
Materials & Supplies	\$275,670	\$184,800	\$264,600	\$265,620	\$265,620	\$1,020
Contractual Services	26,182	23,230	23,250	32,235	32,235	\$8,985
Professional Development	315	1,000	1,200	1,200	1,200	\$0
Insurance	26,682	29,027	40,321	23,245	23,245	(\$17,076)
Depreciation	567,278	530,000	530,000	570,000	570,000	\$40,000
Capital	0	622,880	1,566,980	734,300	739,300	(\$827,680)
Total	\$896,127	\$1,390,937	\$2,426,351	\$1,626,600	\$1,631,600	(\$794,751)
Total Operating Expenses (Including Personnel)	\$1,190,837	\$1,656,948	\$2,706,062	\$1,922,073	\$1,932,958	(\$773,104)
Operating Income (Loss)	(\$381,645)	(\$437,668)	(\$1,687,750)	(\$880,339)	(\$886,219)	\$801,531

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
Fleet Non-Operating Revenues						
Grants	\$25,070	\$0	\$7,000	\$71,400	\$71,400	\$64,400
Investment Income	0	0	0	0	0	0
Sale of Material & Equipment	1,703	2,000	0	0	0	0
Insurance Dividends & Recovery	32,426	4,704	4,166	3,935	3,935	(231)
Miscellaneous Revenues	6,607	4,184	0	0	0	0
Bond Proceeds	0	0	1,063,900	285,200	310,200	(753,700)
Transfer In	0	0	127,744	67,600	67,600	(60,144)
Fund Balance Applied	0	0	40,702	56,366	56,366	15,664
Gain/(Loss) on Asset Disposal	(19,619)	0	68,000	0	0	(68,000)
Total	\$46,187	\$10,888	\$1,311,512	\$484,501	\$509,501	(\$802,011)
Expenditures						
Debt Service	\$23,682	\$188,701	\$192,805	\$309,540	\$309,540	\$116,735
Capital Projects	0	0	0	115,200	115,200	115,200
Total	\$23,682	\$188,701	\$192,805	\$424,740	\$424,740	\$231,935
Total Non-Operating	\$22,505	(\$177,813)	\$1,118,707	\$59,761	\$84,761	(\$1,033,946)
TOTAL REVENUES & EXPENDITURES	(\$359,140)	(\$615,481)	(\$569,043)	(\$820,578)	(\$801,458)	(\$232,415)

COMPONENT UNIT

Business Improvement District

MISSION

Support the development, improvement and promotion of the downtown area for the economic benefit of all businesses within the District. Promote the downtown area for the general social and economic benefit of the people of the City of Sun Prairie and its visitors.

Downtown Business
Improvement District
Manager/Marketing
Specialist

DESCRIPTION

The Business Improvement District shares the Downtown Business Improvement District Manager/Marketing Specialist with the Tourism Commission.

2017 BUDGET HIGHLIGHTS

Second Annual Streets of Sun Prairie event line up, increased total attendance by over 500 people, with weather playing a key role in increased attendance.

The first Fall Beer Taste, an Oktoberfest style event, will be held in 2017.

New events and committees have been created due to increased participation of BID businesses. Three new committees within Recruitment & Retention were created, with the goal creating more activity amongst the business.

Six bike racks were installed throughout the BID area in coordination with Public Works.

First year of a 70% staffed position through the City of Sun Prairie.

2018 BUDGET HIGHLIGHTS

Directional (wayfinding) signs and a portion of façade improvement grants will carryover as a 2018 expense.

The BID Board supports the Dream Park and will use fund balance for the expense.

PERFORMANCE MEASUREMENT

Promote the downtown area through special events.

Measure	2015	2016	2017
Wine ticket sales	N/A	389	311

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
BID						
Revenues						
BID Assessment	\$92,000	\$92,000	\$92,000	\$92,000	\$92,000	\$0
Investment Income	377	57	0	0	0	0
Miscellaneous & Other	11,876	27,500	8,850	25,000	25,000	16,150
Fund Balance Applied	0	27,416	27,416	35,266	35,266	7,850
Total Revenues	\$104,253	\$146,973	\$128,266	\$152,266	\$152,266	\$24,000
Expenditures						
Contractual Services	\$115,244	\$155,702	\$128,266	\$152,266	\$152,266	\$24,000
Total Expenditures	\$115,244	\$155,702	\$128,266	\$152,266	\$152,266	\$24,000

BID FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$83,926	\$72,935	\$72,935	\$72,935	\$72,935
Additions	104,253	146,973	128,266	152,266	152,266
Expenses	115,244	155,702	128,266	152,266	152,266
Ending Fund Balance	\$72,935	\$64,206	\$72,935	\$72,935	\$72,935

COMPONENT UNIT

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.

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), reviewing and providing direction on specific redevelopment proposals in these Districts, and facilitating the sale of City or CDA owned parcels in these 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.

2017 BUDGET HIGHLIGHTS

The CDA facilitated and approved the sale of a City-owned parcel in TIF 9 for a medical clinic.

The CDA acted as the primary working group for the Central Main Street Redevelopment Plan. It provided recommendations to the City Council regarding the redevelopment of the City-owned lot located at 132 Market Street.

The CDA initiated the review and update of the CDA's organizational resolution to an ordinance and initiated the review of a proposed application for TIF assistance.

2018 BUDGET HIGHLIGHTS

The CDA will continue to meet as necessary to consider requests for TIF assistance and offers to purchase City or CDA owned parcels. A 2018 focus will be the implementation of the Central Main Street Corridor Redevelopment Plan currently being worked on by the CDA.

PERFORMANCE MEASUREMENT

Beginning in 2017, the primary measures that will be monitored annually are listed below.

Measure	2017
Formal applications for financial assistance in redevelopment projects received, reviewed, and forwarded to CDA for consideration.	1
Recommendations by the CDA made relating to requests for financial assistance in redevelopment projects/Specific recommendations that were implemented and approved by the City Council.	1
Number of inquiries reviewed relating to acquisition of City or CDA-owned parcels	5
Sale or transfer of land	2
Completed projects resulting in the elimination of blight conditions, vacant buildings or parcels, or underutilized buildings or parcels	2
Planning efforts undertaken to advance redevelopment goals in the City	1

**The information for 2017 reflects data through July 31, 2017.*

FINANCIAL SUMMARY

	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED	INCREASE (DECREASE)
COMMUNITY DEVELOPMENT AUTHORITY						
Revenues						
Interest Income - Lease Rec	\$335,929	\$ 257,820	\$ 316,618	\$ 179,378	\$ 179,378	(\$137,240)
Interest Income - Restricted	36	3,035	0	35	35	35
Miscellaneous	1,000	1,000	0	1,000	1,000	1,000
Total Revenues	\$336,965	\$261,855	\$316,618	\$180,413	\$180,413	(\$136,205)
Expenditures						
Debt payments: Interest	\$417,850	\$341,701	\$316,618	\$179,378	\$179,378	(\$137,240)
Debt Issuance Expense	1,000	1,000	0	1,000	1,000	1,000
Total Expenditures	\$418,850	\$342,701	\$316,618	\$180,378	\$180,378	(\$136,240)

CDA FUND BALANCE					
	2016 ACTUAL	2017 PROJECTED	2017 BUDGET	2018 RECOMMEND	2018 APPROVED
Beginning Fund Balance	\$ 450,568	\$ 368,683	\$ 368,683	\$ 368,683	\$ 368,683
Additions	336,965	261,855	316,618	180,413	180,413
Expenses	418,850	342,701	316,618	180,378	180,378
Ending Fund Balance	\$368,683	\$287,837	\$368,683	\$368,718	\$368,718

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APPENDIX A: BUDGET RESOLUTION

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City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2018 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 14, 2017

Adopted: November 14, 2017

Resolution No.: 17/206

RESOLUTION

WHEREAS, on Tuesday, October 17, 2017 the Committee of the Whole met to consider the 2018 City of Sun Prairie Budget; and

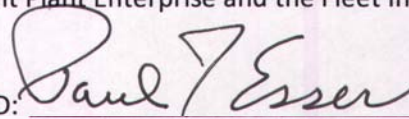
WHEREAS, after careful review and discussion, on October 17, 2017, the Committee of the Whole moved to recommend that City Council adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2018 as set forth in the attached schedule and made a part hereof; and

WHEREAS, on Tuesday, November 14, 2017 the City Council held a public hearing to consider the 2018 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on November 14, 2017, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2018 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 Sun Prairie Utilities, the Waste Water Treatment Plant Enterprise Fund and the Fleet Inservice 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 2018 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 Inservice Funds.

APPROVED: _____



Paul T. Esser, Mayor

Date Approved: November 14, 2017

Date Signed: November 15, 2017

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 14th day of November 2017, and submitted for signatures on the 15th day of November, 2017.

Elena Hilby, City Clerk

CITY OF SUN PRAIRIE

2018 Approved Budget Summary

All Fund Types

FUND TYPE	Projected 2018 Beginning			2018 EXECUTIVE BUDGET		Projected 2018 Ending		Property Tax Levy	
	Fund Balance		Revenues	Expenditures		Fund Balance		Contribution	
GENERAL FUND	\$	11,179,994	\$	24,519,132	\$	24,519,132	\$	11,179,995	\$ 15,715,348
SPECIAL REVENUE FUNDS									
Park Improvement Fund		909,227		244,300		218,500		935,027	-
Street Tree Fund		163,891		51,300		95,000		120,191	-
WDF-Revolving Loan Fund		147,780		4,638		-		152,418	-
Grants and Donations Fund		316,593		1,060,816		1,010,545		366,864	-
Sun Prairie Media Fund		370,832		425,501		422,279		374,054	-
Transportation Impact Fee Fund		2,348,796		192,500		1,639,719		901,577	-
Sanitation Fund		272,127		1,319,971		1,319,971		272,127	-
Library Fund		281,497		2,138,991		2,138,991		281,497	-
Total Special Revenue Funds		4,810,743		5,438,017		6,845,005		3,403,755	-
CAPITAL PROJECTS FUNDS									
Capital Projects		73,700		15,601,360		15,630,828		44,232	-
TIF No. 8		(1,228,030)		1,850,920		1,873,873		(1,250,983)	-
TIF No. 9		(604,727)		1,045,189		1,052,053		(611,591)	-
TIF No. 11		(108,508)		117,919		21,136		(11,725)	-
TIF No. 12		(1,605)		59,772		569,616		(511,449)	-
TIF No. 13		(14,500)		3,700,000		3,713,272		(27,772)	-
Development Projects		(99,263)		300,000		300,000		(99,263)	-
Total Capital Projects Funds		(1,982,933)		22,675,160		23,160,778		(2,468,551)	-
DEBT SERVICE FUNDS									
Debt Service Fund		118,775		6,622,506		6,622,506		118,775	6,460,924
TIF No. 6		(508,359)		139,270		11,195		(380,284)	-
Total Debt Service Funds		(389,584)		6,761,776		6,633,701		(261,509)	6,460,924
PERMANENT FUNDS									
Ashley Trust Fund		1,000		2		2		1,000	
Library Trust Fund		385,244		25,000		5,000		405,244	
Total Permanent Funds		386,244		25,002		5,002		406,244	
ENTERPRISE FUNDS									
Fleet Inservice		4,279,249		2,351,813		1,551,235		5,079,827	
Water Pollution Control		43,172,203		3,980,091		7,997,239		39,155,055	-
Stormwater Utility		37,328,234		8,556,435		7,453,173		38,431,496	-
Water & Light		73,715,677		38,106,488		39,067,804		72,754,361	-
Total Enterprise Funds		154,216,114		52,994,827		56,069,451		150,340,912	-
AGENCY FUNDS									
MPSISC		314,228		587,338		587,338		314,228	
Total Agency Funds		314,228		587,338		587,338		314,228	
COMPONENT UNITS									
Business Improvement District		81,717		152,266		152,266		81,717	-
Community Development Authority		369,137		180,413		180,378		369,172	-
Total Component Units		450,854		332,679		332,644		450,889	-
Grand Total		\$168,793,547		\$112,721,591		\$117,560,711		\$163,025,775	\$22,176,272

TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION

22,176,272

City of Sun Prairie, Wisconsin

RESOLUTION APPROVING THE
LEVYING OF PROPERTY TAXES
FOR CITY PURPOSES

Presented: November 14, 2017

Adopted: November 14, 2017

Resolution No.: 17/207

RESOLUTION

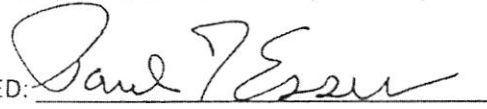
WHEREAS, on Tuesday, October 17, 2017, the Committee of the Whole met to consider the 2018 City of Sun Prairie Recommended Budget; and

WHEREAS, after careful review and consideration, 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 2018; and

WHEREAS, the amounts set forth in the 2018 budget require total property taxes to be levied in the amount of \$22,176,272.

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 2018 budget and that the same be placed on the tax roll for the year 2017, collectible in 2018, and that the total levy is hereby determined to be \$15,715,348.

APPROVED:


Paul T. Esser, Mayor

Date Approved: November 14, 2017

Date Signed: November 15, 2017

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 14th day of November, 2017, and submitted for signatures on the 15th day of November, 2017.


Elena Hilby, City Clerk

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APPENDIX B: FINANCIAL POLICIES

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City of Sun Prairie

Title: Budget Management and Amendment Policy	
Policy Source: Finance Committee	Creation Date: August 7, 2012
Application: Budget Management	Revision Date: April 4, 2017
Indexed as: Budget Amendment Policy	Total Pages: 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

A detailed listing of the various budgetary segments (excluding individual objects) is included in Appendix A of this policy.

The Council shall legally adopt the budget at the Department budgetary level.

Department Managers are responsible for managing their budget at the Department budgetary level, unless otherwise specified in this policy.

3. Objectives

- To ensure compliance with State Statute 65.90(5) pertaining to alterations to municipal budgets.
- To establish authority to approve budget amendments.
- To ensure departments comply with the budgetary guidelines established in the annual budget adopted by the City Council.
- To provide guidance to Department Managers for reporting and managing projected budget variances.

4. Policy

A. Department Managers

1. Department Managers are responsible for managing their budgets at the Department level for the General Fund, the Organizational Unit for the Special Revenue Fund and the Project level for the Capital Projects and the Fund level for the Debt Service Fund.

Department Managers may exceed the budget at the organizational unit level or the object level as long as the total Department expenditures do not exceed the budget as approved by the City Council, with the exceptions of the guidelines listed in Section 4.A.2. of this policy. The following examples are provided to help clarify Department Managers' responsibility:

- The Finance Department may exceed its budget in office supplies if it is under budget by an equal or greater amount in another expense such as communications or advertising and printing.
 - Public Works may exceed its Public Works Operations budget if it is under budget by an equal or greater amount in its Public Works Administration budget.
2. Department Managers shall adhere to the following guidelines when managing their budget:
 - i. Items Excluded from Adopted Budget: Departments shall not expend funds for items or projects expressly excluded from the current year's Adopted Budget without approval from the City Council.
 - ii. Salary and Fringe Benefit Objects: Anticipated budget savings due to an employee vacancy may not be used to supplement expenditure authority in another object category or organizational unit without approval as follows:
 - Less than \$2,500: Finance Director
 - \$2,500 to Less than \$15,000: City Administrator
 - \$15,000 or more: Committee of the Whole
 - iii. Capital Outlay Objects: Within the General Fund, budgetary funds may not be transferred to or from capital outlay objects without approval as follows:
 - Less than \$2,500: Finance Director
 - \$2,500 to Less than \$15,000: City Administrator
 - \$15,000 or more: Committee of the Whole

Requests from Departments for budget transfers will generally not be considered prior to June 30th of the current budget year.

3. Department Managers shall report projected or known budget variances as follows:

If the Department Manager projects that the budget variance cannot be absorbed elsewhere in the Department's budget without significantly compromising mandated or essential services, or eliminating a specific project approved in the budget, the Department Manager shall report the projected variance to the Finance Director. Departmental Managers shall report budget variances more than \$5,000, or more than 1.0% of the total Department budget. For example, if the Police Department's total budget is \$6,200,000, it is only required to report projected budget variances of \$62,000 or more.

The Finance Director shall include projected variances in the subsequent fiscal report presented to the Finance Committee. The Finance Committee shall be presented with options for managing budget variances such as reducing expenses in other areas, eliminating a planned project, approving a budget transfer, or use of the Contingency Fund. The Finance Committee may choose not to take any action with the understanding that the Department will have a deficit balance at year-end.

B. Capital Projects Fund

Anticipated budget savings resulting from lower-than-anticipated expenditures in one capital project may not be used to expand the scope of another project or fund a project not authorized by the City Council without the approval as follows:

- Less than \$5,000: City Administrator
- \$5,000 to Less than \$25,000: Public Works Committee
- \$25,000 or more: City Council

If the bid for a capital project that was included in the current year's Adopted Budget exceeds the amount budgeted for that project, a budget **amendment** in accordance with Section D. or E. of this policy shall be approved.

C. Fleet Inservice Fund

Anticipated budget savings resulting from lower-than-anticipated expenditures from the purchase of one vehicle or piece of equipment may not be used to increase the budget or upgrade of the purchase of another vehicle or piece of equipment not authorized by the City Council without the approval as follows

- Less than \$2,500: Finance Director
- \$2,500 to Less than \$15,000: City Administrator
- \$15,000 or more: Committee of the Whole

D. Department Level Expenditures: Budget transfers between Departments shall be considered **an amendment** to the Adopted Budget and must be approved by the City Council.

E. Fund Level Expenditures: Any increase in the total expenditure budget of a Fund shall be considered **an amendment** to the Adopted Budget and must be approved by the City Council.

F. Contingency Fund/Fund Balance: Any transfer to or from the contingency fund or other fund balance designations shall be considered **an amendment** to the Adopted Budget and must be approved by the City Council. The following exceptions apply:

- i. No approval is necessary for the annual lapse of the year-end operating surplus or deficit to fund balance.
- ii. Transfers from fund balance designations for the Library shall be approved by the Library Board. They do not require City Council approval.
- iii. Transfer from fund balance designations for the Business Improvement District shall be approved by the Business Improvement District Board. They do not require City Council approval.
- iv. Transfer from fund balance designations for the Tourism Commission shall be approved by the Tourism Commission. They do not require City Council approval.

5. Procedures

<u>Description</u>	<u>Procedure</u>
Salary and Fringe Benefit Transfers	Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.
Capital Outlay Transfers	Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.
Capital Projects Fund Transfers	Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts less than \$5,000 will be presented to the City Administrator for approval. Amounts of \$5,000 to \$25,000 will be submitted to the Public Works Committee for approval. Amounts of \$25,000 or more will be presented to the City Council for approval. The City Council may approve such a transfer by a majority vote.
Budget Amendments	All budget amendments shall be presented to the City Council for approval. Amendments must be approved by a two-thirds vote of the entire membership of the City Council. Upon approval of a budget amendment, the City Clerk shall publish a Class 1 notice within 10 days of the approval.

*The Budget Transfer Form shall be posted on the Finance Department's intranet site. A sample of the form can be found in Appendix B of this policy.

City of Sun Prairie Policy/Procedure

Title: Capital Improvement Policy	
Policy Source: Finance Department	Creation Date: January 17, 2017
Application: All Employees	Revision Date:
Indexed as: Capital Improvement	Total Pages: 4

1. General Policy

The purpose of this policy is the creation and preservation of the City's physical infrastructure including; roads and bridges, water, wastewater and stormwater systems; public buildings; parks and open spaces; and communication and information management equipment/infrastructure. Because these require a significant commitment of public resources, planning for capital improvements is a matter of prudent financial management. This Capital Improvement Policy provides the general principles under which the City's Capital Improvement Program (CIP) is developed and implemented.

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 City Planner, Public Service Director, Economic Development Director, Public Works Director, Recreation Director, Sun Prairie Utilities Manager, Water Pollution Control Director 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 which would result in significant savings in operating costs currently impacting the General Fund.
4. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
5. Projects which would provide new facilities with minimal or no operating costs.
6. Projects which would generate sufficient revenue to be essentially self-supporting in their operation.
7. Projects which would fulfill a City commitment (evidenced by previous inclusion in the Capital Improvement Plan and community support) to provide minimal facilities in areas which are deficient according to adopted standards.
8. Projects which would fulfill City Commitment (evidenced by previous inclusion in the Capital Improvement Plan and community support) to provide greater than minimal facilities.
9. Purchase of land for future projects at favorable prices prior to adjacent development.
10. Purchase of land for future City projects (landbanking).
11. Projects which have CIB expenses in future years, with no increase in General Fund operating costs continuation of a ten-year cycle street maintenance program).

12. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.
13. Projects which are grant funded but would requires increased operating costs in the General Fund.
14. Projects which are not grant funded and 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).

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CITY OF SUN PRAIRIE DEBT MANAGEMENT POLICY

Title: Debt Management Policy	
Policy Source: Committee of the Whole	Creation Date:12/06/2016
Application: Financial Management	Revision Date:
Indexed as: Debt Management Policy	Total Pages: 8

1. Statement of Policy. The City recognizes that the foundation of any well-managed program of capital financing is a comprehensive debt management policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy recognizes a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to the debt policy helps the City to maintain a sound debt position and protect its credit quality. Further advantages of a debt policy are:

- a. Enhances the quality of decisions by imposing order and discipline.
- b. Promotes consistency and continuity in decision making.
- c. Rationalizes the decision-making process.
- d. Identifies objectives for staff to implement.
- e. Demonstrates a commitment to long-term financial planning objectives.
- f. Is regarded positively by the rating services in reviewing credit quality.

2. Capital Improvement Planning. The City will develop and maintain a multi-year Capital Improvement Plan (CIP) for consideration and adoption by the City Council. The CIP will be for the coming five fiscal years and will be updated periodically. The CIP will contain the following information:

- a. A description of each project.
- b. A listing of the expected sources of funds for each project.
- c. Estimated timing for each project.

- d. An analysis of the debt financing required and the conformance of the planned financings with policy targets and the economic and fiscal resources of the City to bear such indebtedness over the next five years.

3. Limitations on Issuance of Debt

a. Legal Limits.

- i. General Obligation (G.O.) Debt Limit. The total principal amount outstanding of debt obligations carrying the G.O. pledge of the City may not exceed an amount equal to five percent of the City's equalized value (including any tax increments) as determined by the Wisconsin Department of Revenue. As identified in the "Affordability Targets" section of this policy, the City has imposed on itself a more restrictive direct debt burden limitation. If the City must issue debt as a result of an emergency situation such as recovery from a natural disaster, these limits will not be considered applicable to that debt.
- ii. Purpose and Authority. Debt obligations may be issued by the City under the authority of, and for the purposes defined in the following Chapters or Sections of the Wisconsin Statutes:
 - 1. Chapter 24 – State Trust Fund Loans
 - 2. Chapter 67 – G.O. Bonds and Notes
 - 3. Section 67.12(1)(a) – Tax and Revenue Anticipation Notes
 - 4. Section 66.0621 – Revenue Obligations
 - 5. Section 66.1335 – Housing and Community Development
 - 6. Section 66.0701 through 66.0733 – Special Assessment B Bonds

b. Public Policy Limits.

- i. Purposes of Debt Issuance. In determining whether a particular project is appropriately financed with debt obligations, the City Council will consider the following public policy objectives:
 - 1. It is the intent of the City to cash fund projects, in whole or in part, as an alternative to debt financing when practical. It is recognized, however, that most major projects will contain some element of debt financing. This also serves to promote taxpayer equity by amortizing the costs of improvements over their useful lives, providing the City the ability to charge those benefiting from the improvements over time.

2. The City may issue debt obligations to purchase capital assets and to fund infrastructure improvements when current revenues or fund balance/retained earnings are unavailable or reserved for other purposes.
 3. The City may also issue debt obligations to provide funds for the implementation of economic development projects. These types of projects will normally be undertaken within a tax incremental district, with debt service repaid from future tax increment collections.
 4. The City will not issue long-term debt obligations to provide funds for operating purposes. Issuance of short-term debt obligations to finance operating expenses will only be considered in the event of an extreme financial emergency.
- ii. Use of Derivatives. Derivatives are financial contracts or financial instruments whose value is derived from the value of something else (known as the underlying instrument). The City will, as a general practice, not enter into contracts and financing agreements involving interest rate swaps, floating/fixed rate auction or reset securities or other forms of debt bearing synthetically determined interest rates. The only type of derivative that will be considered for use by the City would be a State and Local Government Series (SLGS) Securities investment offered by the US Treasury or a Guaranteed Investment Contract (GIC) when used in conjunction with an advance refunding of the City's debt. The interest rate earned on time deposit SLGS securities is one basis point below the current estimated Treasury borrowing rate for a security of comparable maturity. Generally the City will always use SLGS for advance refunding escrow accounts but in the event that SLGS are not available from the US Treasury, the City would consider the use of a GIC but only after competitive proposals are taken from at least three vendors for same.

c. Financial Limits.

i. G.O. Debt.

1. Affordability & Debt Profile Targets. To provide for a capital financing program that is sustainable based on the financial resources of the City, and to further maintain a credit profile that will allow the City to maintain or improve its current rating on outstanding debt issues, the following affordability and debt profile targets are established.
 - a. Direct Debt Burden. The total direct debt principal outstanding at the end of each budget year will not exceed 1.75% of the



City's total equalized value for that year. Direct debt is defined as the total amount of outstanding G.O. and lease revenue debt principal less that portion of the principal that the City expects to abate with revenues of its water, sewer, storm water and electric utilities and further assuming utility user rates are maintained at a level that will generate net revenues in a sum sufficient to abate the payments.

- b. Percentage of Total Tax Levy Allocated for Debt Service. The portion of the City's total tax levy that will be used for payment of General Obligation debt will not exceed 30% of the total levy amount. Recognizing that for budget year 2016 the percent of the total levy used for debt payment was 32.92%, it is acknowledged that the City may not achieve this target level until 2019 based on current forecasting. Increases in the total tax levy will be allocated almost exclusively to providing increased resources for operations; to the extent feasible, the amount of the total tax Levy used for payment of General Obligation debt will not increase above the 2017 budgeted debt service levy.
- ii. Revenue Debt. The City may finance the capital needs of its revenue producing enterprise activities through the issuance of revenue-secured debt obligations. Prior to issuing revenue-secured debt obligations, the City will develop financial plans and projections showing the feasibility of the planned financing, required rates and charges needed to support the planned financing, and the impact of the planned financing on ratepayers. The amount of revenue-secured debt obligations will be limited by the feasibility of the overall financing plan, as well as any existing covenants related to debt obligations with a claim to the same revenue source.
- iii. Short-Term Debt.
 1. Bond or Note Anticipation Note. Where their use is judged to be prudent and advantageous, the City may choose to issue Bond or Note Anticipation Notes as a source of interim construction financing. Prior to their issuance, takeout financing must be planned for and determined to be feasible.
 2. Tax and Revenue Anticipation Notes. In the event of an extreme financial emergency, the City may issue Tax or Revenue Anticipation Notes to fund working cash flow needs. Before issuing such notes, cash flow projections will be prepared to ensure that funds will be available for timely repayment of the Notes.



- iv. Conduit Debt. The City may sponsor conduit financings for those activities (i.e., economic development, housing, health facilities, etc.) that have a general public purpose and are consistent with the City Council's overall service and policy objectives. All conduit financings must be non-recourse to the City.

4. Debt Structuring Practices.

- a. Maximum Term. The term of any debt obligations issued by the City should not exceed the economic life of the improvements that they finance. If financially feasible, the term should be shorter than the projected economic life. Whenever possible, the term of obligations issued will be ten years or less. Per this policy, the City may issue twenty year bonds for enterprise fund projects (i.e. storm water, sanitary sewer, water, etc.).
- b. Interest Rates. Debt obligations issued by the City will carry a fixed interest rate. If, in consultation with its Financial Advisor, the City determines that a variable interest rate offers specific advantages, it may choose to issue securities that pay a rate of interest that varies according to a predetermined formula or results from a periodic remarketing of the securities.
- c. Debt Service Structure. Whenever possible, debt will be structured so that annual principal and interest payments are approximately level. If necessary, debt structures may be "wrapped" to accommodate existing debt service payments to allow for the City's affordability targets to be maintained. Notwithstanding the foregoing, the City will attempt to structure debt so that interest payments are due not later than the first fiscal year following issuance, and principal payments not later than the second fiscal year following issuance. The City will avoid "balloon" repayment schedules that consist of low annual principal payments and one large payment due at the end of the term. An exception to the foregoing would be cases where it is anticipated that the City will have funds on hand sufficient to retire the balloon payment (e.g. tax increments, impact fees, land sale proceeds).
- d. Capitalized Interest. The City may elect to capitalize interest for any debt obligation, but depending on timing of issuance, it should first consider budgeting for the estimated interest expense, or appropriating the funds from other available sources. An exception to this policy would be cases where obligations are issued to finance projects within tax increment districts, and current district increment collections are projected to be insufficient to make interest payments. In these cases, the City will normally capitalize interest.

- e. Call Provisions. Call provisions for debt obligations will be made as short as possible consistent with achieving the best interest rates possible for the City. Obligations shall be callable at par.

5. Debt Issuance Practices

- a. Competitive Sale. The City will issue its debt obligations through competitive sale unless it is determined by the City and its Financial Advisor that a competitive sale would not be expected to produce the best results for the City. If the City determines that bids received through a competitive sale are unsatisfactory, or in the event no bids are received, the City may enter into negotiation for sale of the obligations
- b. Negotiated Sale. The City may consider negotiated sales of debt obligations in extraordinary circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions or City credit are unusually volatile or uncertain. If the City elects to negotiate the sale of a debt obligation, it will utilize a Financial Advisor with no interests in the underwriting of the transaction to represent it.
- c. State and Federal Revolving Loan Funds and Pools. As an alternative to open market financing, the City may elect to seek a loan through State or Federal programs when this will provide advantages to the City with respect to costs, interest rates, or terms. Examples of available loan programs include State Trust Fund Loans, Clean Water Fund Program Loans, Safe Drinking Water Fund Program Loans, and USDA Rural Development Loans.
- d. Refunding.
 - i. Advance Refunding. Federal tax law allows debt obligations to be refinanced one time prior to the obligation's earliest pre-payment date (call date). The City may issue such advance refunding bonds when legally permissible, and when net present value savings, expressed as a percentage of the par amount of the refunding bonds, equal or exceed a target of two percent.
 - ii. Current Refunding. Current refunding bonds may be issued to refinance existing debt obligations no earlier than sixty days prior to the obligation's earliest pre-payment date (call date). There is presently no limit to the number of times that an issue may be current refunded. The City may issue current refunding bonds when legally permissible, and whenever doing so is expected to result in a net economic benefit to the City.



- iii. Restructuring of Debt. Independent of potential savings, the City may choose to refund debt obligations when necessary to provide for an alternative debt structure. Refunding may also be undertaken as a means to replace and modernize bond covenants essential to management and operations.
- e. Credit Rating.
- i. Rating Service Relationships. The Director of Administrative Services is responsible for maintaining relationships with any rating service that currently assign ratings to the City's debt obligations. This effort shall include providing periodic updates on the City's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance. The City's Financial Advisor will assist in this effort.
 - ii. Use of Rating Services. The Director of Administrative Services, in consultation with the City's Financial Advisor, is responsible for determining whether or not a rating shall be requested on a particular financing, and which rating service(s) will be asked to provide a rating.
 - iii. Minimum Long-Term Rating Requirements. The City's minimum rating requirement for its long-term G.O. debt is "A" or higher. If a debt obligation cannot meet this requirement based on its underlying credit strength, then credit enhancement may be sought to achieve the minimum rating. If credit enhancement is unavailable or is determined by the Director of Administrative Services and the City's Financial Advisor to be uneconomical, the obligations may be issued without a rating.

6. Debt Management Practices

- a. Continuing Disclosure. The City is committed to continuing disclosure of financial and credit information relevant to its outstanding debt obligations and will abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure. The City Clerk is responsible for providing ongoing disclosure information and may be assisted by the City's Financial Advisor in the execution of this task.
- b. Investment of Debt Proceeds. The City will temporarily invest the proceeds of debt obligations in accordance with its investment policy. Interest earnings realized within construction accounts will be applied first towards payment of project costs, then for payment of debt service associated with the obligations.

- c. Arbitrage Rebate and Monitoring. The Director of Administrative Services will establish and maintain a system of record keeping and reporting to meet arbitrage rebate compliance requirements of the federal tax code. This effort will include tracking investment earnings on proceeds of debt obligations, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the City's outstanding debt obligations. Additionally, general financial reporting and certification requirements embodied in bond covenants shall be monitored to ensure that all covenants are complied with. The City's Financial Advisor may assist in the execution of these tasks.
7. **Review.** It is the intent of the City Council that this Debt Management Policy be reviewed periodically and revised as necessary.

City of Sun Prairie Fund Balance Policy

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 of 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.

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APPENDIX C: DEPARTMENT BY FUNCTIONAL AREA

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CITY OF SUN PRAIRIE

2018 Budget

Appendix C: Functional Area and Departmental Crosswalk

Functional Area	Department	Division
Conservation & Development	Public Works	Forestry
	Community Development	Planning
	Community Development	Economic Development
Culture, Recreation & Education	Public Works	Parks Maintenance
	Parks & Recreation Department	Administration & Rec Services
	Parks & Recreation Department	Family Aquatic Center
	Parks & Recreation Department	Historical Museum
General Government	Mayor	
	Council	
	Municipal Court	
	City Attorney	
	City Attorney	Human Resources
	City Administrator	
	Administrative Services	City Clerk & Elections
	Administrative Services	Finance
	Administrative Services	Assessing
	Administrative Services	Information Technology
Health & Human Services	Community Development	Building Maintenance
	Colonial Club	
	Sun Prairie Cemetary	
	YMCA Youth Programs	
	Youth and Family Commission	
Public Safety	Fire Department	
	Emergency Medical Services	
	Emergency Management	
	Community Development	Building Inspection
		Administration
		Patrol
		Investigation
		Communications
		Records
		District Liaison Officer
		Police Vehicle
		Community Policing
Public Works	Police	
	Engineering Department	
		Administration
		Operations
		Snow & Ice
		Traffic Control
	Public Works	Streets



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APPENDIX D: ALL FUNDS BUDGET SUMMARIES

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CITY OF SUN PRAIRIE

2018 Budget Summary

Fund Summary of Revenues and Expenditures

Revenue/Resources	FY 2016 Actual	FY 2017 Budget	% Change	FY 2017 Revised	% Change	FY 2018 Budget	% Change
General Fund	20,387,452	20,493,654	0.5%	20,432,649	-0.3%	22,153,411	8.4%
Special Revenue Funds	2,938,239	3,235,405	10.1%	3,258,298	0.7%	3,559,173	9.2%
Debt Service	10,841,495	6,824,592	-37.1%	6,824,592	0.0%	6,643,514	-2.7%
Capital Projects Fund	9,953,564	15,430,923	55.0%	16,285,648	5.5%	20,984,809	28.9%
Enterprise Funds	40,214,651	44,994,731	11.9%	44,994,731	0.0%	51,443,938	14.3%
Internal Service Fund	873,296	1,097,478	25.7%	2,240,727	104.2%	1,432,274	-36.1%
Permanent Funds	28,783	-	-100.0%	5,002	0.0%	5,002	0.0%
Total Revenues/Resources	85,237,480	92,076,783	8.0%	94,041,647	2.1%	106,222,121	13.0%

Expenditures/Uses	FY 2016 Actual	FY 2017 Budget	% Change	FY 2017 Revised	% Change	FY 2018 Budget	% Change
General Fund	21,345,881	21,117,177	-1.1%	21,144,280	0.1%	22,597,273	6.9%
Special Revenue Funds	2,722,227	4,900,514	80.0%	6,402,367	30.6%	5,214,543	-18.6%
Debt Service Funds	11,046,299	6,824,929	-38.2%	6,824,929	0.0%	6,633,701	-2.8%
Capital Projects Fund	8,503,610	17,452,209	105.2%	18,864,378	8.1%	23,071,501	22.3%
Enterprise Funds	34,053,382	39,911,302	17.2%	45,149,843	13.1%	53,333,393	18.1%
Internal Service Fund	1,214,519	2,303,767	89.7%	2,383,116	3.4%	2,357,698	-1.1%
Permanent Funds	5,453	5,002	-8.3%	5,002	0.0%	5,002	0.0%
Total Expenditures/Uses	78,891,371	92,514,900	17.3%	100,773,915	8.9%	113,213,111	12.3%



CITY OF SUN PRAIRIE

2018 Approved Budget Summary

Summary of Revenues and Expenditures by Function/Program

	FY 2018							
	General Fund	Special Revenue	Debt Service Funds	Capital Projects Fund	Enterprise Funds	Internal Service Funds	Permanent Funds	Component Units
Revenues								
Taxes	15,860,053	80,626	6,589,924	3,053,389	-	-	-	-
Special Assessments	15,500	1,100	-	-	-	-	-	92,000
Intergovernmental	3,219,270	1,045,675	800	107,690	-	71,400	-	-
Licenses and Permits	592,600	499,213	-	-	56,100	-	-	-
Fines and Forfeitures	188,000	10,000	-	-	-	-	-	-
Charges for Services	1,626,640	1,834,567	-	314,100	38,422,332	-	-	-
Interdepartmental Charges/Rents	-	-	-	2,389,250	312,174	1,046,739	-	-
Other	651,348	87,992	52,790	83,167	1,319,072	3,935	5,002	205,413
General Obligation Debt	-	-	-	15,037,213	10,553,560	310,200	-	-
Capital Contribution	-	-	-	-	780,700	-	-	-
Total Revenues	22,153,411	3,559,173	6,643,514	20,984,809	51,443,938	1,432,274	5,002	297,413
Transfers In	1,937,312	1,767,979	-	1,740,351	-	67,600	-	-
Transfers Out	1,904,979	1,645,319	-	89,277	1,820,251	-	-	53,416
Fund Balance Applied/Cash Reserves*	411,529	1,532,710	118,262	569,129	5,163,120	857,824	-	35,266
Total Funding Sources	22,597,273	5,214,543	6,761,776	23,205,012	54,786,807	2,357,698	5,002	279,263
Expenditures								
General Government	4,629,878	-	-	-	-	-	-	-
Public Safety	12,003,205	399,191	-	-	-	-	-	-
Public Works	2,804,312	2,234,341	-	-	-	-	-	-
Health and Human Resources	282,332	-	-	-	-	-	-	-
Culture, Recreation, Education	1,856,474	2,461,011	-	-	-	-	5,002	-
Conservation and Development	1,021,072	95,000	-	-	-	-	-	-
Water Pollution Control Facility	-	-	-	-	3,393,700	-	-	-
Stormwater Facility	-	-	-	-	1,970,187	-	-	-
Sun Prairie Utilities	-	-	-	-	31,404,685	-	-	-
Fleet Inservice Fund	-	-	-	-	-	1,199,208	-	-
Business Improvement District	-	-	-	-	-	-	-	98,850
Capital Outlay	-	25,000	2,725	20,247,923	13,667,910	848,950	-	-
Debt Service	-	-	6,630,976	2,823,578	2,896,911	309,540	-	180,378
Total Expenditures	22,597,273	5,214,543	6,633,701	23,071,501	53,333,393	2,357,698	5,002	279,228

* The City does not include a line item for Fund Balance applied/cash reserves in individual fund budgets except the General Fund.



CITY OF SUN PRAIRIE

2018 Approved Budget Transfer Schedule

All Funds

Transfers In

General Fund	53,416
General Fund	9,547
General Fund	12,729
General Fund	15,911
General Fund	15,911
General Fund	9,547
General Fund	1,820,251
Grants and Donations	189,174
Capital Projects	100,000
Capital Projects	1,614,719
Capital Projects	25,632
Sanitation Fund	17,668
Library Special Revenue Fund	1,561,137
Fleet Inservice Fund	37,000
Fleet Inservice Fund	30,600
	5,513,242

Transfers Out

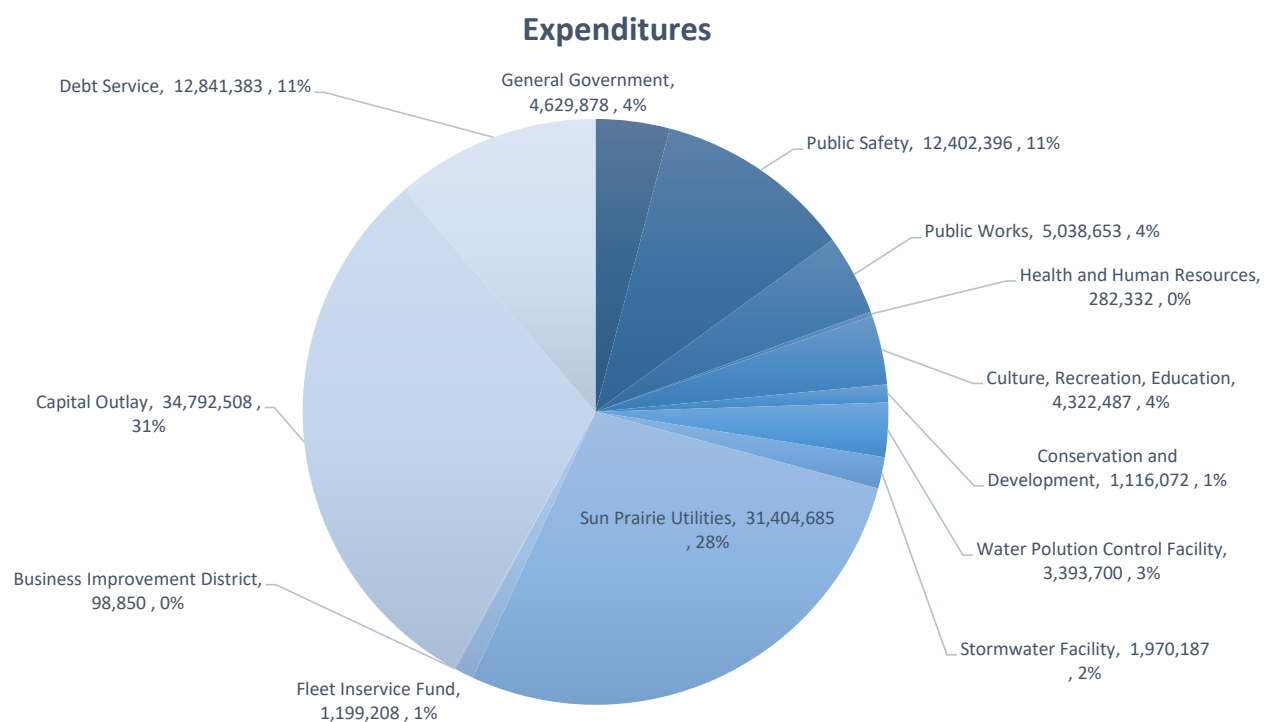
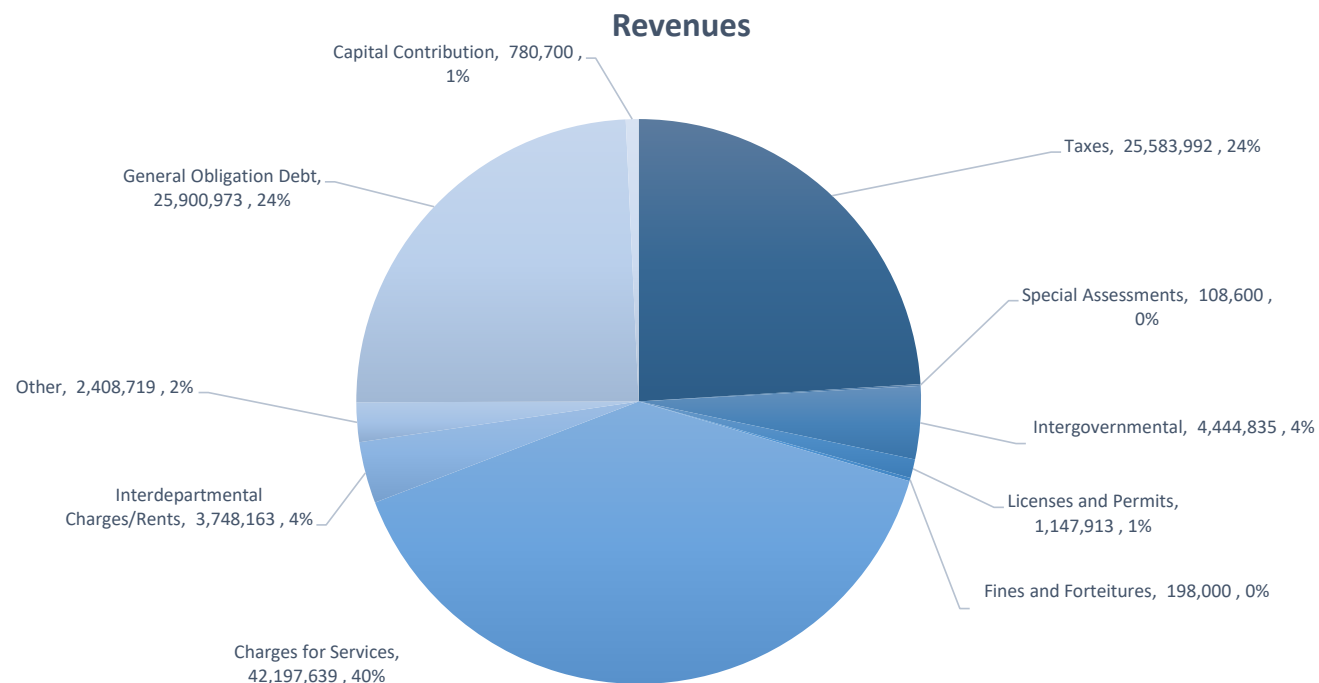
Business Improvement District	53,416
TID 8 Fund	9,547
TID 9 Fund	12,729
TID 11 Fund	15,911
TID 12 Fund	15,911
TID 13 Fund	9,547
Sun Prairie Utilities	1,820,251
General Fund	189,174
General Fund	100,000
Westside Traffic Impact Fee Fund	1,614,719
TID 9 Fund	25,632
General Fund	17,668
General Fund	1,561,137
General Fund	37,000
Grants and Donations Fund	30,600
	5,513,242



CITY OF SUN PRAIRIE

2018 Approved Budget Summary

Revenues and Expenditures by Function: All Funds



APPENDIX E: CIP PROJECTS SUMMARY

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CITY OF SUN PRAIRIE

CAPITAL IMPROVEMENT PLAN

Summary of 2018-2022 Projects

	ESTIMATED YEAR	PROJECT ESTIMATE	2018	2019	2020	2021	2022
Street Reconstruction							
Street Reconstruction Projects	2018	\$ 8,515,000	\$ 8,515,000	\$ -	\$ -	\$ -	\$ -
Street Reconstruction Projects	2019	9,210,000	-	9,210,000	-	-	-
Street Reconstruction Projects	2020	4,050,000	-	-	4,050,000	-	-
Street Reconstruction Projects	2021	3,950,000	-	-	-	3,950,000	-
Street Reconstruction Projects	2022	5,419,500	-	-	-	-	5,419,500
		\$ 31,144,500	\$ 8,515,000	\$ 9,210,000	\$ 4,050,000	\$ 3,950,000	\$ 5,419,500
Street Pavement Rehab							
Street Pavement Rehab Projects	2018	\$ 2,866,000	\$ 2,866,000	\$ -	\$ -	\$ -	\$ -
Street Pavement Rehab Projects	2019	2,033,250	-	2,033,250	-	-	-
Street Pavement Rehab Projects	2020	2,857,500	-	-	2,857,500	-	-
Street Pavement Rehab Projects	2021	2,338,750	-	-	-	2,338,750	-
Street Pavement Rehab Projects	2022	1,621,500	-	-	-	-	1,621,500
		\$ 11,717,000	\$ 2,866,000	\$ 2,033,250	\$ 2,857,500	\$ 2,338,750	\$ 1,621,500
Transportation Improvements							
Reiner Road Extension	2018	\$ 1,065,968	\$ 1,065,968	\$ -	\$ -	\$ -	\$ -
Grand-Hoepker Intersection Expansion	2018	1,367,072	102,530	1,264,542	-	-	-
Rattman Road Reconstruction	2018	152,622	152,622	-	-	-	-
		\$ 2,585,662	\$ 1,321,120	\$ 1,264,542	\$ -	\$ -	\$ -
Traffic Signals							
Reiner- O'Keeffe Signal	2018	\$ 236,000	\$ 236,000	\$ -	\$ -	\$ -	\$ -
Rattman-Main Traffic Signals	2019	288,350	-	288,350	-	-	-
		\$ 524,350	\$ 236,000	\$ 288,350	\$ -	\$ -	\$ -
Multi-Modal							
Black Wolf Trail Sidewalk	2018	39,000	39,000	-	-	-	-
Windsor Street Bike Path Replacement	2018	149,444	149,444	-	-	-	-
Allison Street Sidewalk	2018	26,000	26,000	-	-	-	-
Vandenburg St Sidewalk	2018	20,000	20,000	-	-	-	-
S. Walker Way Sidewalk	2019	75,000	-	75,000	-	-	-
Frederick Street Sidewalk	2019	75,000	-	75,000	-	-	-
Windsor Street Bike Path Replacement	2019	51,300	-	51,300	-	-	-
N. Thompson Road Bike Path Replacement	2019	65,667	-	65,667	-	-	-
Providence Bike Trail Connection	2019	75,000	-	75,000	-	-	-
Clamar Drive Sidewalk	2020	55,000	-	-	55,000	-	-
N. Thompson Road Bike Path Replacement	2020	134,289	-	-	134,289	-	-
N. Bristol Street Bike Path Replacement	2020	25,339	-	-	25,339	-	-
Commercial Avenue Bike Path Replacement	2021	44,000	-	-	-	44,000	-
Grove Street Bike Path Replacement	2022	51,794	-	-	-	-	51,794
		\$ 886,833	\$ 234,444	\$ 341,967	\$ 214,628	\$ 44,000	\$ 51,794
Vehicles							
Pickup Truck	2018	\$ 26,000	\$ 26,000	\$ -	\$ -	\$ -	\$ -
Pick - Up	2018	26,000	26,000	-	-	-	-
Pick-up with plow	2018	42,000	42,000	-	-	-	-
Flatbed Dump Body with Plow	2018	50,000	50,000	-	-	-	-
Pickup Truck	2018	26,000	26,000	-	-	-	-
Administrative Vehicle - PW	2019	29,000	-	29,000	-	-	-
Pick Up Truck	2019	27,000	-	27,000	-	-	-
Single Axle Chipper/Anti-Icing Truck	2019	130,000	-	130,000	-	-	-
Tractor Backhoe	2019	125,000	-	125,000	-	-	-
Service Body Truck	2019	43,000	-	43,000	-	-	-
One Ton Dump Body with Snow Plow	2019	52,000	-	52,000	-	-	-
Roller	2019	35,000	-	35,000	-	-	-
Rapid Attack Truck	2019	400,000	-	400,000	-	-	-
Pick-up Truck for Fire	2020	50,000	-	-	50,000	-	-
Fire Car 4 Replacement	2020	50,000	-	-	50,000	-	-
Passenger Van	2020	30,000	-	-	30,000	-	-
Hot Box Trailer	2020	33,000	-	-	33,000	-	-
Lawn Sweeper	2020	35,000	-	-	35,000	-	-



		ESTIMATED YEAR	PROJECT ESTIMATE	2018	2019	2020	2021	2022
Motor Grader	2021		290,000	-	-	-	290,000	-
Wheeled End Loader	2021		220,000	-	-	-	220,000	-
Flatbed Dump Truck	2021		53,000	-	-	-	53,000	-
Wheeled End Loader with plow and wing	2022		230,000	-	-	-	-	230,000
Patrol Truck	2022		241,000	-	-	-	-	241,000
Pick Up Truck w/ Plow	2022		50,000	-	-	-	-	50,000
			\$ 2,293,000	\$ 170,000	\$ 841,000	\$ 198,000	\$ 563,000	\$ 521,000

Park Improvements

FAC Pump & Strainer Replacement	2018	\$ 121,900	\$ 121,900	\$ -	\$ -	\$ -	\$ -	\$ -
Blankenheim Park Playground Replacement	2018	26,500	26,500	-	-	-	-	-
Davison Park Playground Replacement	2018	27,250	27,250	-	-	-	-	-
Liberty Square Park Shelter	2018	150,000	150,000	-	-	-	-	-
Smith's Crossing Park Shelter & Restroom	2018	158,000	8,000	150,000	-	-	-	-
Sheehan Park Trail Lighting	2018	36,000	36,000	-	-	-	-	-
Concession Stand Renovation	2019	40,000	-	20,000	20,000	-	-	-
Hunter's Ridge Park Playground Replacement	2019	37,000	-	37,000	-	-	-	-
Birkinbine Park Playground Replacement	2019	27,000	-	27,000	-	-	-	-
Bike Loop Wayfinding Signs	2019	45,000	-	15,000	15,000	15,000	-	-
FAC Splash Pad	2019	210,000	-	10,000	200,000	-	-	-
Wyndham Hills Park Trail Lighting	2019	28,000	-	28,000	-	-	-	-
Bath House Ceiling Staining	2020	80,000	-	-	80,000	-	-	-
Grandview Park Playground Replacement	2020	28,000	-	-	28,000	-	-	-
Stonehaven Park Playground Replacement	2020	32,500	-	-	32,500	-	-	-
Skate Park Additions	2020	90,000	-	-	90,000	-	-	-
Reserve Plat Park Parking Lot	2020	100,000	-	-	100,000	-	-	-
Sunny Valley Park Playground Replacement	2021	31,000	-	-	-	31,000	-	-
Royal Oaks Park Playground Replacement	2021	40,000	-	-	-	40,000	-	-
Reserve Plat Dog Park Fencing	2021	40,000	-	-	-	40,000	-	-
Pheasant Run Park Playground Replacement	2022	26,000	-	-	-	-	-	26,000
Cardinal Crest Park Playground Replacement	2022	33,500	-	-	-	-	-	33,500
Fox Point Multi-Use Court	2022	50,000	-	-	-	-	-	50,000
Thoreau Multi-Use Court	2022	50,000	-	-	-	-	-	50,000
Westwynde Multi-Use Court	2022	50,000	-	-	-	-	-	50,000
Hunter's Ridge Multi-Use Court	2022	50,000	-	-	-	-	-	50,000
		\$ 1,607,650	\$ 369,650	\$ 287,000	\$ 565,500	\$ 126,000	\$ 259,500	

Facilities

City Hall Cooling Tower	2018	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Solar Panel Installation at City Hall	2018	150,000	150,000	-	-	-	-	-
City Hall Bathroom Updates	2018	94,000	54,000	40,000	-	-	-	-
City Hall Entry Door and Frame Replacement	2018	47,000	47,000	-	-	-	-	-
Fire / EMS Parking Lot Replacement	2018	26,900	26,900	-	-	-	-	-
Fleet Services Parking Lot Replacement	2018	75,200	75,200	-	-	-	-	-
Salt Shed One Repair	2018	40,000	40,000	-	-	-	-	-
West Side Community Building Expansion	2018	1,500,000	150,000	1,350,000	-	-	-	-
Parcel B Mart Enterprises, LLC Land Purchase	2018	3,699,075	3,699,075	-	-	-	-	-
Salt Shed #2 Cold Storage Bin	2019	60,000	-	60,000	-	-	-	-
Sheehan Park Central Parking Lot Replacement	2019	27,200	-	27,200	-	-	-	-
Record Management System	2019	164,000	-	82,000	82,000	-	-	-
City Hall LED Conversion	2019	110,100	-	110,100	-	-	-	-
Liebert Unit Replacement - 2nd Floor City Hall	2020	28,000	-	-	28,000	-	-	-
Network Cabling Replacement Project	2020	200,000	-	-	200,000	-	-	-
Library Roof Replacement	2020	350,000	-	-	350,000	-	-	-
Angell St Parking Lot Replacement	2020	25,300	-	-	25,300	-	-	-
Library Parking Lot	2021	195,000	-	-	-	25,000	170,000	-
		\$ 6,891,775	\$ 4,342,175	\$ 1,669,300	\$ 685,300	\$ 25,000	\$ 170,000	

Water Pollution Control Facility~

Remove Clearwater From Sewer System	2018	\$ 2,040,000	\$ 400,000	\$ 345,000	\$ 510,000	\$ 500,000	\$ 285,000	
Phosphorous Treatment and Plant Capacity Upgrades	2018	13,890,000	890,000	300,000	12,500,000	200,000	-	
Upgrade Shonas Lift Force Main	2018	441,000	441,000	-	-	-	-	
Replace Columbus Lift Station	2018	200,000	200,000	-	-	-	-	
Replace Hickory Grove Lift Station	2021	90,000	-	-	-	90,000	-	
Replace Influent Wet Well Controls and VFD's	2021	70,000	-	-	-	70,000	-	
Replace Anoxic Tank Mixers (4)	2021	52,000	-	-	-	52,000	-	
Replace Anoxic Tank Recirculation. Pumps (2)	2021	33,000	-	-	-	33,000	-	
Replace Secondary Clarifier Baffles	2021	38,000	-	-	-	38,000	-	
Replace RAS Pumps (3)	2021	60,000	-	-	-	60,000	-	
Replace WAS Pumps (2)	2021	26,000	-	-	-	26,000	-	



	ESTIMATED YEAR	PROJECT ESTIMATE	2018	2019	2020	2021	2022
Replace Aeration Tanks Blowers (4)	2021	330,000	-	-	-	330,000	-
Replace Digester Covers	2021	280,000	-	-	-	280,000	-
Replace W3 Pump Controls	2021	70,000	-	-	-	70,000	-
Replace GBT Feed Pumps (2)	2021	28,000	-	-	-	28,000	-
Replace Biosolids Boiler Recirculation. Pumps (3)	2021	30,000	-	-	-	30,000	-
Replace Biosolids Conveyor	2021	58,000	-	-	-	58,000	-
Replace SCADA System Wiring & PLCs	2021	75,000	-	-	-	75,000	-
Replace New Holland Tractor	2021	25,000	-	-	-	25,000	-
Replace Wheeled End Loader	2021	220,000	-	-	-	220,000	-
Replace #4 Raw Wastewater Pump	2021	90,000	-	-	-	90,000	-
Replace Grit Pumps(2)	2021	40,000	-	-	-	40,000	-
Replace Primary Tank Collectors	2021	100,000	-	-	-	100,000	-
Replace Secondary Clarifier Scum Pumps(2)	2021	40,000	-	-	-	40,000	-
Replace Aeration Channel Blowers(3)	2021	75,000	-	-	-	75,000	-
Replace Thompson 6" Portable Pump	2021	25,000	-	-	-	25,000	-
Replace WAS Tanks Blowers(3)	2021	75,000	-	-	-	75,000	-
Replace 80 Kw Portable Generator	2021	30,000	-	-	-	30,000	-
Replace UV Tank Blowers(2)	2022	60,000	-	-	-	-	60,000
Replace Filter Building Heat/Venting System	2022	30,000	-	-	-	-	30,000
		\$ 18,621,000	\$ 1,931,000	\$ 645,000	\$ 13,010,000	\$ 2,660,000	\$ 375,000
Stormwater Utility							
NW Koshkonong Facility	2018	\$ 3,350,000	\$ 3,350,000	\$ -	\$ -	\$ -	\$ -
TMDL - MMSD Adaptive Management	2018	90,000	18,000	18,000	18,000	18,000	18,000
Three Wheeled Street Sweeper	2019	225,000	-	225,000	-	-	-
TMDL - Water Quality Projects	2019	800,000	-	200,000	200,000	200,000	200,000
Utility Box Truck with Mounted Crane	2019	57,000	-	57,000	-	-	-
S Koshkonong Facility	2019	550,000	-	50,000	500,000	-	-
Skid Steer Loader	2020	53,000	-	-	53,000	-	-
		\$ 5,125,000	\$ 3,368,000	\$ 550,000	\$ 771,000	\$ 218,000	\$ 218,000
Sun Prairie Utilities							
Automatic Meter Reading System	2018	1,500,000	500,000	500,000	500,000	-	-
		\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -
		\$ 82,896,770	\$ 23,853,389	\$ 17,630,409	\$ 22,851,928	\$ 9,924,750	\$ 8,636,294

New assets are highlighted in gray.

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APPENDIX F: FINANCIAL MANAGEMENT PLAN

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CITY OF SUN PRAIRIE

2018 Approved Budget

Financial Management Plan

The City of Sun Prairie with its municipal advisor began the process of developing a five-year financial management plan (FMP) in 2016. Its purpose is to provide a five-year perspective on the financial condition of the City's general fund along with the City's Library Special Revenue Fund and the Sanitation Fund. These funds are all property tax supported or fee supported; residents are assessed the fee on their annual property tax bill. Property taxes are the second largest operating revenue citywide and the largest operating revenue for the general fund.

Additionally, the FMP assists the city manage its debt. The FMP reviews the city's debt capacity and its relation to the city's levy limit as well as the qualification of state aids in the form of expenditure restraint. Currently, the city receives approximately \$560,000 a year to maintain general operating fund expenditures under a factor of net new construction and CPI.

The financial management plan included a forecast of the equalized value based on a five-year average of growth and adjustments for any known increases or decreases such as the closure of Tax Incremental Financing District #6 in 2020. This will assist the city in forecasting the amount of additional property tax revenue available due to growth and appreciation.

Economic Appreciation @ 50% of 2014-2017 average (1.7%)

New Construction @ 50% of 2014-2017 average (1.35%)

Projection of TID OUT Equalized Value									
Projected TID OUT Equalized Value			Economic Change		New Construction		TID Closure or Other Adjustment		
2018	2,936,573,910	3.05%	48,388,650	1.70%	38,521,660	1.35%			0.00%
2019	3,026,134,849	3.05%	49,864,429	1.70%	39,696,511	1.35%			0.00%
2020	3,123,990,958	3.23%	51,385,216	1.70%	40,907,193	1.35%	5,563,700		0.18%
2021	3,219,267,826	3.05%	53,046,860	1.70%	42,230,008	1.35%			0.00%
2022	3,317,450,490	3.05%	54,664,706	1.70%	43,517,958	1.35%			0.00%

Revenues other than property taxes were based on an individual decision of no increase or a prior five-year average as determined by the nature of the revenue.

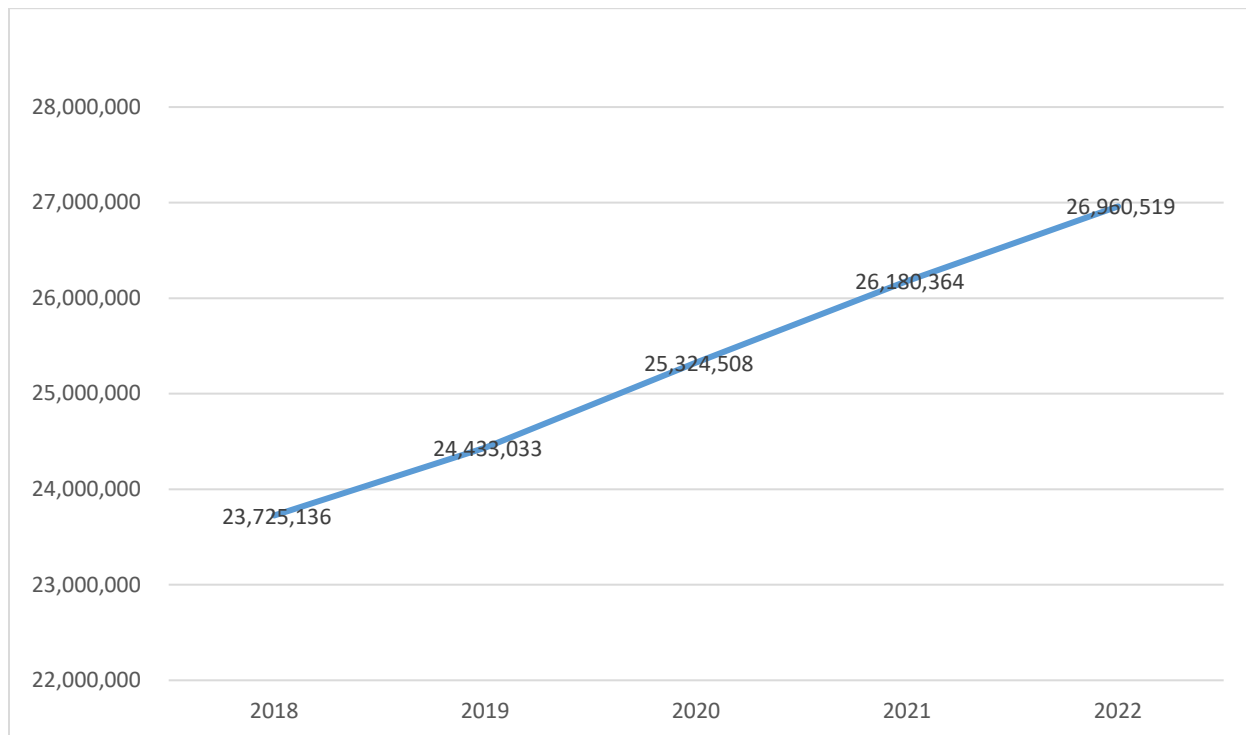


GENERAL FUND REVENUE/SOURCES PROJECTION

	2018	2019	2020	2021	2022
Property Taxes	15,933,466	16,592,742	17,433,018	18,235,038	18,958,652
Other Taxes	131,247	133,440	135,677	137,959	140,287
Special Assessments	-	-	-	-	-
Intergovernmental Revenues	3,232,918	3,219,059	3,205,771	3,193,039	3,180,851
Licenses and Permits	567,208	569,408	571,828	574,490	577,418
Fines and Forfeitures	200,248	200,248	200,248	200,248	200,248
Public Charges for Services	1,233,087	1,233,087	1,233,087	1,233,087	1,233,087
Investment Income	40,000	40,000	40,000	40,000	40,000
Miscellaneous Revenue	165,463	165,463	165,463	165,463	165,463
Other Financing Sources	2,221,499	2,279,586	2,339,416	2,401,040	2,464,513
Total Revenues/Resources	23,725,136	24,433,033	25,324,508	26,180,364	26,960,519

Based on the forecast of revenues and the net new construction the city determined it would increase the property tax levy such that the increase to the average residential home would not increase more than 2%. Staff prepared the operating budget with this recommendation, however subsequently the Council moved to increase the tax to the average residential home to 3% to fund priorities of the Council.

GENERAL FUND REVENUES/SOURCES PROJECTION



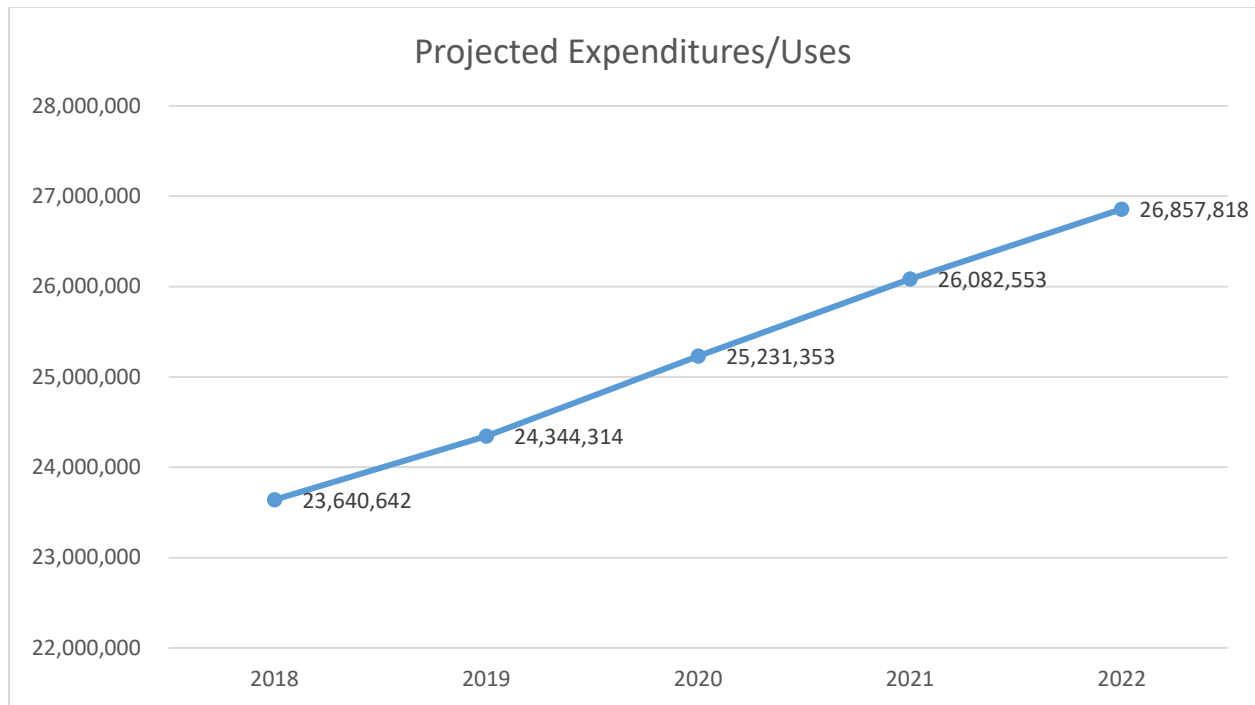
The city also completed a forecast of expenditures using the following factors for increases in the cost of operations. Expenditure projections incorporated known changes in expenditures, such as contractually required residential refuse and recycle collection costs.

DEFINITION	INCREASE	EXPLANATION
Commodities	2.00%	Fuel & Mileage, Office Supplies, Operating Supplies, Utilities, Uniforms, Office Furniture & Equipment
Employee Insurance*	5.00%	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

*For 2018 only, an additional 5% increase (total of 10%) is assumed.

GENERAL FUND EXPENDITURES/USES

	2018	2019	2020	2021	2022
General Government	4,689,850	4,833,979	4,983,711	5,137,944	5,296,610
Public Safety	11,639,372	11,989,534	12,421,543	12,839,422	13,225,672
Public Works	3,155,433	3,236,147	3,376,214	3,497,754	3,586,349
Health and Human Services	1,508,987	1,547,935	1,620,269	1,681,966	1,724,873
Culture, Recreation and Education	275,347	283,607	292,115	300,879	309,905
Conservation and Development	643,534	663,967	685,313	707,267	729,792
Other Financing Uses	1,728,119	1,789,145	1,852,188	1,917,321	1,984,617
Total Expenditures/Uses	23,640,642	24,344,314	25,231,353	26,082,553	26,857,818



These forecasts provided information necessary for budgetary decisions. The most influential was determining whether the city could maintain expenditures low enough to qualify for the expenditure restraint state aid payment. The forecast indicated, based on the annual increase in expenditures, that the city was unlikely to qualify for this aid for most of the 2018-2022 plan years.

Base Scenario

Budget Year	2018	2019	2020	2021	2022
Payment Year	2019	2020	2021	2022	2023
Forecasted Net New Construction (60%)*	1.38%	0.81%	0.81%	0.81%	0.81%
Forecasted CPI-U Increase	1.00%	1.50%	2.00%	2.50%	3.00%
Maximum Increase to Qualify	2.40%	2.30%	2.80%	3.30%	3.80%
Projected Increase	4.10%	3.00%	3.60%	3.40%	3.00%
Qualify	No	No	No	No	Yes

*Net New Construction Capped @ 2% Under Current Law

During the development of the 2018 budget, the city moved to maintain the growth in expenditures and forego the expenditure restraint aid payment in 2019. The decision to increase expenditures was influenced by the timing of the closure of Tax Increment Financing District #7 and the increasing general fund balance, which will offset the loss of state aid in 2019.

The FMP also addressed the city's debt position. A review of the Five-Year Capital Improvement Plan (CIP), debt associated with the CIP, and projected city growth indicates the city is likely 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 2016 debt limit was \$138,612,290. The city had total general obligation debt outstanding at the end of 2016 of \$53,112,875 or 38.32% of the debt limit. The following is a table of projected debt based on borrowing needs as identified in the five-year CIP.

Debt Limit Projection

Year	COMB EXIST & NEW PRIN	% OF LIMIT	RESIDUAL CAPACITY
2017	59,006,921	39.54%	90,228,464
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

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 2018 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.

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APPENDIX G: GLOSSARY

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CITY OF SUN PRAIRIE

2018 Approved Budget

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 formed in 1984 by the Financial Accounting Foundation (FAF) to develop 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 the following criteria:

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 such items as tax payments, fees from 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 Financing (TIF) – This is a public financing method that is 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.

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.



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.