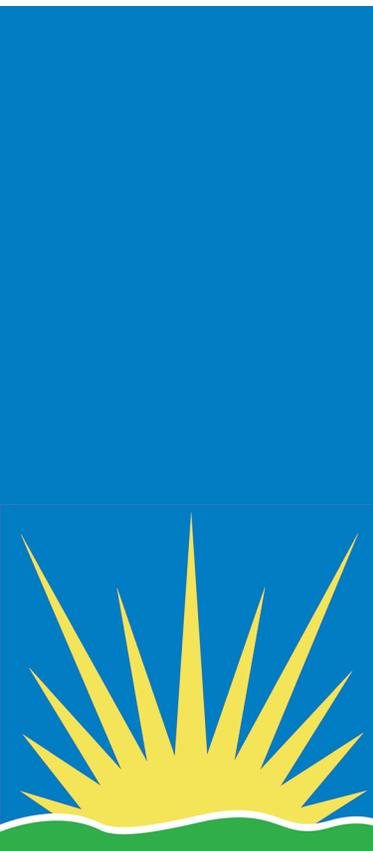
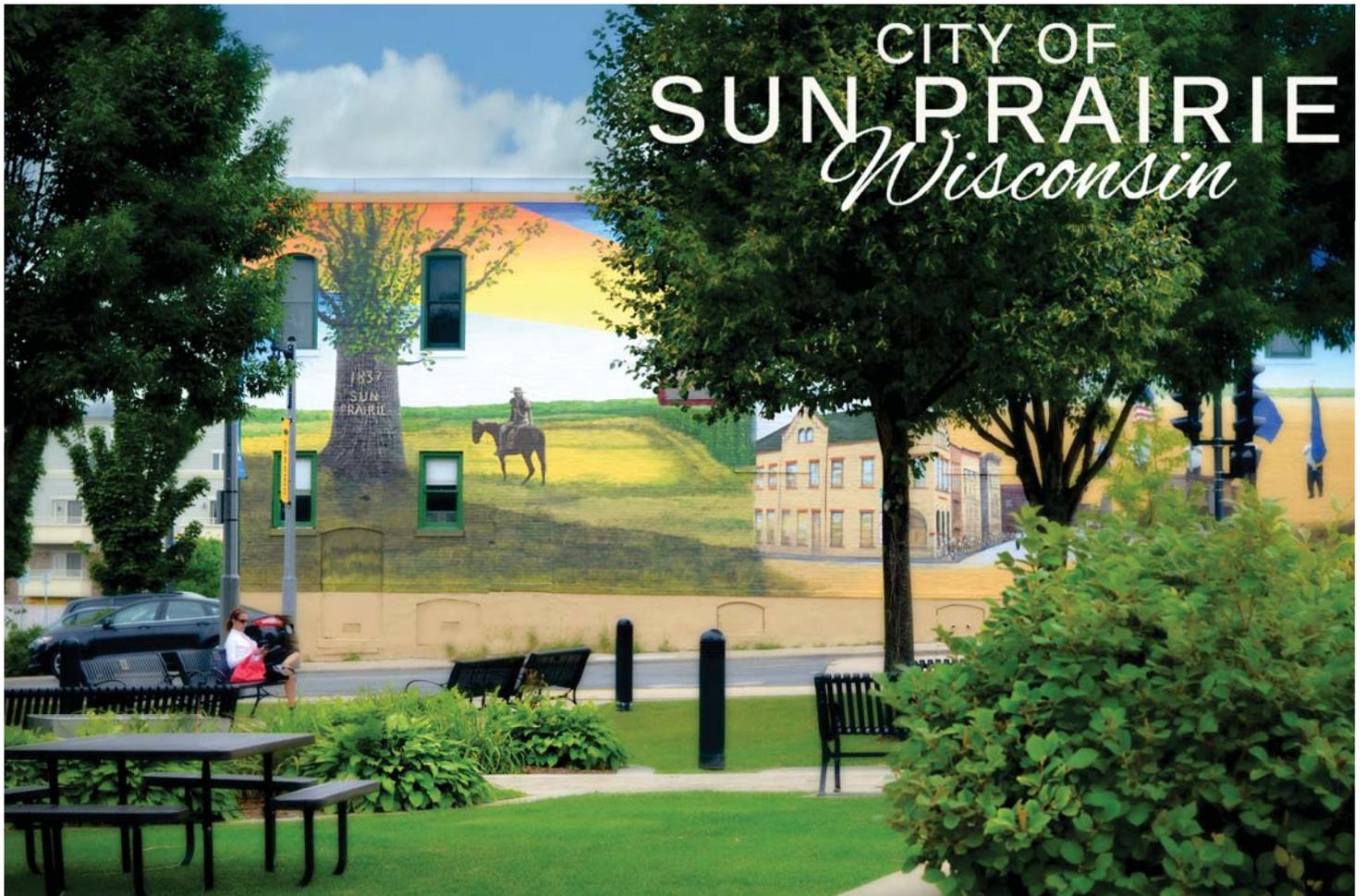


CITY OF
SUN PRAIRIE
Wisconsin

**2016 Approved
Budget Document**





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.

CITY OF SUN PRAIRIE
DIRECTORY OF OFFICIALS
2015-2016

MAYOR

Paul Esser



COUNCIL MEMBERS



Mary Polenski
Council President
Aldermanic District 4



Bill Connors
Aldermanic District 2



Russell Fassbender
Aldermanic District 1



Michael Jacobs
Aldermanic District 3



Hariah Hutkowski
Aldermanic District 1



George Frank
Aldermanic District 3



Diane McGinnis
Aldermanic District 2



Al Guyant
Aldermanic District 4



CITY OF SUN PRAIRIE

2015-2016

ADMINISTRATION

City Administrator	Aaron Oppenheimer
Director of Administrative Services	Connie DeKemper
City Treasurer	Kristin Vander Kooi
City Assessor	Debbie Mason
City Clerk	Diane Hermann-Brown
City Engineer	Daryl Severson
Director of Community Development	Scott Kugler
Sun Prairie Media Center Director	Jeffrey Robbins
Director of Building Inspection	Dennis Allen
Director of Public Works	Lee Igl
Director of Economic Development	Neil Stechschulte
EMS Director	Kep Anderson
Human Resources Director	Brenda Sukenik
Information Technology Director	Paul Watkins
Library Director	Svetha Hetzler
Police Chief	Pat Anhalt
WWTP Superintendent	John Krug
Sun Prairie Utilities Manager	Rick Wicklund

City of Sun Prairie Community Profile



Population - 31,810

Source: WI Dept of Administration est for 2015

Median Age - 33.5

Source: Census Bureau ACS 2009-2013

Age Breakdown

Source: Census Bureau ACS 2009-2013

- 35% Under 24
- 32% Age 25-44
- 24% Age 45-64
- 9% Over 65

Housing

Source: Census Bureau ACS 2009-2013

- 61% Owner Occupied
- 39% Renter Occupied

Acres of Parks - 425

Miles of Trails - 34.7 paved off-street

Median Household Income - \$66,544

Source: Census Bureau ACS 2009-2013

Top Employers

- 1,054 Sun Prairie Schools
- 781 QBE
- 295 Prairie Athletic Club
- 241 Veyance Technologies
- 250 Frontier
- 226 Woodman's Food Market
- 225 Wisconsin Distributors
- 213 City of Sun Prairie
- 212 Copp's Grocery
- 210 Walmart



City of Sun Prairie Community Profile

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 who has the responsibility for carrying out Council policies and administering City operations. The City Council appoints the City department heads as specified in the City’s ordinances.

Education

Primary and Secondary Education

- 1 Public High School (grades 10-12)
- 1 Upper Middle School (grades 8 & 9)
- 2 Middle Schools (grades 6 & 7)
- 7 elementary schools (grades K-5)

Community Comparisons (Cities in Dane County)

Population

	2014 Estimate	2010 Census
Madison	245,691	233,209
Sun Prairie	31,752	29,364
Fitchburg	27,154	25,260
Middleton	18,671	17,442
Stoughton	13,039	12,611
Verona	12,003	10,619
Monona	7,859	7,533
Edgerton*	5,513	5,461

General Fund Operating Budget

	General Fund	
Madison	273,465,954	Ex Bdgt
Sun Prairie	22,176,805	
Fitchburg	19,684,246	
Middleton	24,539,559	
Stoughton	14,856,001	Ex Bdgt
Verona	7,348,000	
Monona	5,480,290	
Edgerton*	3,394,772	

Property Tax Rate

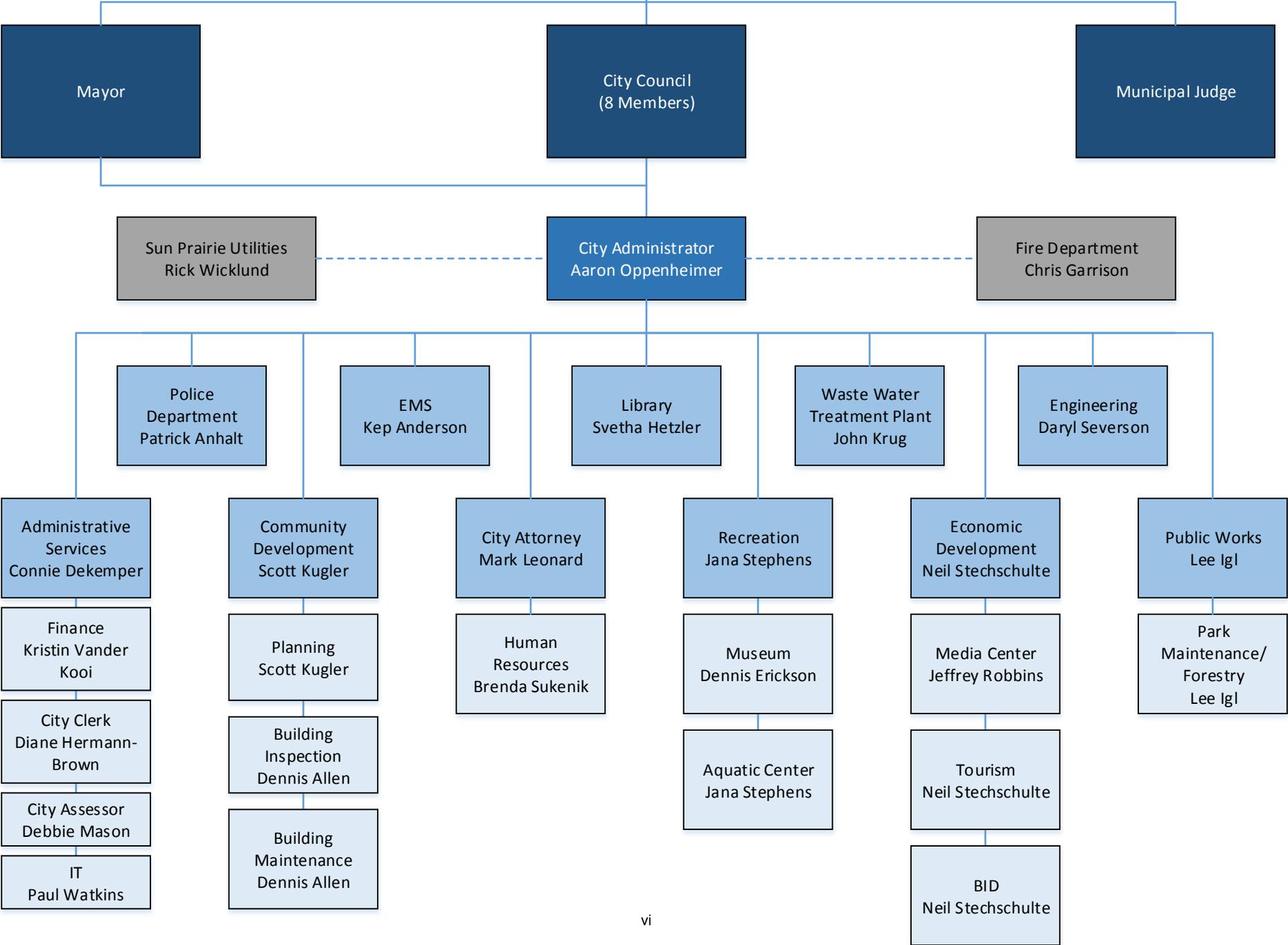
	Rate Per \$1,000
Madison	9.5000
Stoughton	8.6200
Sun Prairie	8.3433
Fitchburg	8.2880
Edgerton*	7.6281
Verona	6.7052
Middleton	6.5900
Monona	6.2090

City Limits

	Square Miles
Madison	84.70
Fitchburg	35.21
Sun Prairie	12.25
Middleton	9.12
Verona	6.36
Stoughton	5.09
Edgerton*	4.14
Monona	3.35

* - Edgerton is in both Rock County and Dane County

Citizens of Sun Prairie
Population: 31,810



**CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
TABLE OF CONTENTS**

<u>TAB</u>	<u>DESCRIPTION</u>	
I	<u>Executive Summary</u>	
	Budget Initiative Summary	1
	Approved Budget Amendments	3
	Resolutions and Public Notices	5
	Summary of Local Property Taxes	9
	City Fund List	11
II	<u>Revenues and Expenditures Summary</u>	
	General Fund Revenues	12
	General Fund Expenditures	15
	Personnel Costs Summary	18
III	<u>General Fund Department Budgets</u>	
	Mayor and City Council	19
	City Council	21
	Municipal Court	23
	City Attorney	25
	City Administrators Office	31
	Administrative Services	34
	Police Department	53
	Fire Department	66
	Emergency Medical Service	77
	Public Works Department	75
	Engineering	89
	Public Library	95
	Seniors	100
	Cemetery	104
	Youth Programs	106
	Youth and Families	107
	Recreation	108
	Community Development	121
	Economic Development	132
	Transfers	136
IV	<u>Special Revenue Funds</u>	
	Special Revenue Fund	
	Transit Commission	137
	Tourism Commission	140

<u>TAB</u>	<u>DESCRIPTION</u>	
	Police Programs	143
	Library Programs.....	144
	Museum Programs.....	145
	Westside Transportation Impact Fee	146
	Sun Prairie Media Center Fund.....	148
	Refuse and Recycle Fund	158
	Wisconsin Development Fund	161
	Park Improvement Fund	163
	Street Tree Fund	165
V	<u>Capital Projects Fund</u>	
	Summary	166
	Tax Increment Financing Districts No. 7, 8, 9 and 11	170
VI	<u>Debt Service Fund</u>	
	General Debt Service Budget.....	182
	Tax Increment Financing District No. 6.....	187
VII	<u>Enterprise Funds</u>	
	Sun Prairie Utilities Commission (Water and Light).....	190
	Water Pollution Control Facility.....	245
	Stormwater Utility	250
	Fleet In-service Fund.....	256
VIII	<u>Component Units</u>	
	Business Improvement District.....	261
	Community Development Authority	264
IX	<u>Appendix</u>	
	A - Line Item Budget.....	266

CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
 2016 Budget Initiative Summary

Dept	Description	Total	Outside Revenues	Traffic Imp. Fee Fund	Park Fund	Capital Imprv Fund	Department Requested	Council Approved	Council Approved Tax Levy
Municipal Court									
1	Wage Increase for Judge	620	-	-	-	-	620	620	620
		\$ 620	\$ -	\$ -	\$ -	\$ -	\$ 620	\$ 620	\$ 620
Clerk's Office/Elections									
1	Wage Increase for Election Officials	12,552					12,552	12,552	12,552
2	Election Assistance & Extended	2,518					839	2,518	2,518
3	Late Processing Fees	-					-	-	-
4	Operator License Fee Increase	(3,360)	(3,360)				(3,360)	(3,360)	(3,360)
5	Special Assessment Rush Fee	(2,400)	(2,400)				(2,400)	(2,400)	(2,400)
6	Tobacco License Increase	(2,040)	(2,040)				(2,040)	(2,040)	(2,040)
7	Package Tracking System	4,887					4,887	-	-
8	Agenda Management Software (Alder Guyant Initiative)	8,448					-	-	-
		\$ 20,605	\$ (7,800)	\$ -	\$ -	\$ -	\$ 10,478	\$ 7,270	\$ 7,270
Administration									
1	Community Outreach and Communications Coordinator (May 1st)	29,313					29,313	-	-
		\$ 29,313	\$ -	\$ -	\$ -	\$ -	\$ 29,313	\$ -	\$ -
Human Resources									
1	Diversity	20,500					11,500	11,500	11,500
		\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ 11,500	\$ 11,500	\$ 11,500
Finance									
1	Tyler Investment Assessment	9,565					9,565	7,174	7,174
2	Financial Management Plan (Mayor's Initiative)	21,000					-	17,640	17,640
		\$ 30,565	\$ -	\$ -	\$ -	\$ -	\$ 9,565	\$ 24,814	\$ 24,814
Police Department									
1	School Liason Officer	26,336	18,435				26,336	26,336	7,901
2	Crossing Guard at Bird St & Stonehaven (Alder Connors)	2,975					-	-	-
		\$ 26,336	\$ 18,435	\$ -	\$ -	\$ -	\$ 26,336	\$ 26,336	\$ 7,901
Emergency Medical Service									
1	Increase LTE Paramedic Wage	17,495					17,495	17,495	17,495
		\$ 17,495	\$ -	\$ -	\$ -	\$ -	\$ 17,495	\$ 17,495	\$ 17,495
Public Works									
1	Audible Pedestrian Crossing Buttons	10,000				10,000	10,000	10,000	-
2	Beautification of Street Medians	25,000					25,000	10,000	10,000
3	Additional PT Employee	22,500					22,500	22,500	6,750
4	Barricade Rental Fee	(180)	(180)				(180)	(180)	(180)
		\$ 57,320	\$ (180)	\$ -	\$ -	\$ 10,000	\$ 57,320	\$ 42,320	\$ 16,570
Engineering									
1	Automatic Level	2,500					2,500	2,500	1,500
2	Reiner-O'Keeffe Signal Study	3,000		1,953			3,000	3,000	1,047
		\$ 5,500	\$ -	\$ 1,953	\$ -	\$ -	\$ 5,500	\$ 5,500	\$ 2,547
Library									
1	FT Teen Librarian	31,867					31,867	31,867	31,867
2	Library Materials Increase	26,000					26,000	5,000	5,000
3	Training and Workshops	5,000					5,000	-	-
		\$ 62,867	\$ -	\$ -	\$ -	\$ -	\$ 62,867	\$ 36,867	\$ 36,867
Youth & Families Commission									
1	Community School Director	60,000					60,000	30,000	30,000
		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 30,000	\$ 30,000
Health and Human Services									
1	Colonial Club Facility Assistance (Mayor's Initiative)	25,000					25,000	10,000	10,000
		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 10,000	\$ 10,000

CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
2016 Budget Initiative Summary

Dept	Description	Total	Outside Revenues	Traffic Imp. Fee Fund	Park Fund	Capital Imprv Fund	Department Requested	Council Approved	Council Approved Tax Levy
Parks Maintenance									
1	Ball Diamond Drag	3,500			3,500		3,500	3,500	-
2	KaiVac System	4,000			4,000		4,000	4,000	-
3	Wind Screen- Pickle Ball	12,000			12,000		12,000	-	-
4	Parks/Open Space Plan	30,000			30,000		30,000	30,000	-
5	S. Bird St. Sidewalk Installation	36,000			36,000		36,000	-	-
6	Sheehan Park Bike Path Installation	20,000	-	-	20,000	-	20,000	20,000	-
7	Street Tree Fee Increase	(634)	-	-	(634)	-	(634)	(8,359)	-
		\$ 105,500	\$ -	\$ -	\$ 104,866	\$ -	\$ 105,500	\$ 49,141	\$ -
Forestry									
1	ISA Arborist Certification and WAA	850					850	850	850
2	WAA and ISCA Memberships	580	-	-	-	-	580	580	580
		\$ 1,430	\$ -	\$ -	\$ -	\$ -	\$ 1,430	\$ 1,430	\$ 1,430
Planning									
1	Comprehensive Plan Update	65,000					65,000	-	-
2	National APA Conference	1,500					1,500	1,500	1,500
3	Revive TIF 8 FIG Program	50,000	-	-	-	-	50,000	50,000	-
		\$ 116,500	\$ -	\$ -	\$ -	\$ -	\$ 116,500	\$ 51,500	\$ 1,500
Economic Development									
1	Marketing	2,800					2,800	2,800	2,800
2	Contractual/Professional Services	7,500					7,500	7,500	7,500
3	Meetings & Training	9,450					9,450	9,450	1,738
4	Xceligent Property Listing	3,600	-	-	-	-	3,600	-	-
		\$ 23,350	\$ -	\$ -	\$ -	\$ -	\$ 23,350	\$ 19,750	\$ 12,038
Sun Prairie Media Center									
1	Studio Cameras and TriCaster Mini	40,000					40,000	40,000	-
2	Reclassify Production Coordinator to	9,800	-	-	-	-	9,800	9,800	-
		\$ 49,800	\$ -	\$ -	\$ -	\$ -	\$ 49,800	\$ 49,800	\$ -
Wastewater Treatment Plan									
1	Clean South Digester	80,000					80,000	80,000	-
2	Biosolid Hauling	38,000					38,000	38,000	-
3	Sewer Lateral Inspections	25,000					25,000	25,000	-
4	CMOM	15,000					15,000	15,000	-
5	End Loader Tire Replacement	10,300					10,300	10,300	-
6	Portable Hoist	3,200					3,200	3,200	-
7	UPS Fan and Capacitor Replacement	6,300	-	-	-	-	6,300	6,300	-
8	Abandon Uplands Lift Station	37,000	-	-	-	-	37,000	37,000	-
		\$ 214,800	\$ -	\$ -	\$ -	\$ -	\$ 214,800	\$ 214,800	\$ -
Stormwater									
1	Manhole Cutter	24,000					24,000	24,000	-
2	Hydro CAD Upgrade	792	-	-	-	-	792	792	-
		\$ 24,792	\$ -	\$ -	\$ -	\$ -	\$ 24,792	\$ 24,792	\$ -
GRAND TOTAL - ALL INITIATIVES									
		\$ 892,293	\$ 10,455	\$ 1,953	\$ 104,866	\$ 10,000	\$ 852,166	\$ 623,935	\$ 180,551

**City of Sun Prairie
2016 Budget
Summary of Budget Amendments**

	Expenditures	Revenues	Fund Balance	Tax Levy	ERP	NOTES
Amendment 1						
City Administrators initiative and base budget						
Wage Increase for Election Officials	6,276			6,276	yes	
Election Assistance & Extended Hours (5:00)	839			839	yes	
Increase Operator License Fee		3,360		(3,360)	yes	
Increase Special Assessment Rush Fee		2,400		(2,400)	yes	
Increase Tobacco License Fee		2,040		(2,040)	yes	
Purchase Package Tracking System	4,886			4,886	yes	
Add Community Outreach and Coordinator	29,313			29,313	yes	
Diversity and Retention initiatives	20,500			20,500	yes	
Tyler Investment Assessment	9,565			7,174	yes	
Add'l School Liason Officer	26,336	18,435		7,901	yes	
Increase LTE Parametic Wages	17,495			17,495	yes	
Audible Pedestrian Crossing Buttons	10,000			10,000	yes	
Beautification of Street Medians	10,000			10,000	yes	
Additional PT Employee	22,500	15,750		6,750	yes	
Barricade Rental Fee		180		(180)	yes	
Automatic Level	2,500	1,000		1,500	yes	
Reiner-O'Keefe Signal Study	3,000	1,953		1,047	yes	
FT Teen Librarian	23,901			23,901	yes	
ISA Arborist	850			850	yes	
WAA and ISCA Memberships	580			580	yes	
Comprehensive Plan Update	65,000			65,000	yes	
National APA Conference	1,500			1,500	yes	
Marketing - Economic Development	2,800			2,800	yes	
Contractual Professional Services	7,500			7,500	yes	
Meetings & Training	9,450	7,713		1,738	yes	
Xceligent Property Listing	3,600	2,880		720	yes	
Ball Diamond Drag	3,500					Park Fund
Pickle Ball Wind Screen	12,000					Park Fund
KaiVac System	4,000					Park Fund
Parks/Open Space Plan	30,000					Park Fund
Sheehan Park Bike Path Installation	20,000					Park Fund
Street Tree Fund Increase		634				Street Tree Fund
Studio Cameras for SPMC	40,000					Sun Prairie Media Center Fund
Reclassify Production Coordinator Position	9,800					Sun Prairie Media Center Fund
Clean South Digester WWTP	80,000					Water Pollution Control Facility
Biosolid Hauling	38,000					Water Pollution Control Facility
Sewer Lateral Inspections	25,000					Water Pollution Control Facility
CMOM	15,000					Water Pollution Control Facility
End Loader Tire Replacement	10,300					Water Pollution Control Facility
Portable Hoist	3,200					Water Pollution Control Facility
UPS Fan And Capacitor	6,300					Water Pollution Control Facility
Abandon Uplands Lift Station	37,000					Water Pollution Control Facility
Manhole Cutter	24,000					Stormwater Fund
Hydro CAD Upgrade	792					Stormwater Fund
Amendment 2						
Remove Community Outreach Coordinator	(29,313)	-		(29,313)	yes	
Amendment 3						
Add Community Schools Funding	60,000			60,000	Yes	
Amendment 4						
Remove Pachage Tracking System	(4,887)			(4,887)	Yes	
Amendment 5						
Increase Street Tree charge to \$325.00	-	-		-	no	Tree Fund
Amendment 6						
Move Audible Crossing Buttons to CIP	(10,000)			(10,000)	yes	To CIP
Amendment 7						
Only fund half of the Comprehensive Plan Update	(32,500)			(32,500)	Yes	
Amendment 8						
Add Façade Grant in TIF 8	50,000	-		-	no	TIF 8
Amendment 9						
Remove Xceligent Program	(720)			(720)	Yes	
Amendment 10						
Increase Library materials	5,000	-		5,000	yes	
Amendment 11						
Start Teen Librarian full time on 1/1/2016	7,966	-		7,966	yes	

City of Sun Prairie
 2016 Budget
 Summary of Budget Amendments

	Expenditures	Revenues	Fund Balance	Tax Levy	ERP	NOTES
Amendment 12						
Financial Management Plan	21,000	3,360		17,640	yes	
Amendment 13						
Judge Wage Increase	620		-	620	yes	
Amendment 14						
Increase Absentee Voting to 7:00 pm	1,679	-	-	1,679	yes	
Amendment 15						
Increase Election Workers Wages	6,276			6,276	yes	
Amendment 16						
Remove Pickle Ball Windscreen	(12,000)					Park Fund
Amendment 17						
Increase Rush Fee to \$150		-		-	yes	General Fund
Amendment 18						
Remove a portion of the Diversity Initiative	(9,000)			(9,000)	Yes	
Amendment 19						
Decrease Community Schools	(30,000)			(30,000)	Yes	
Amendment 20						
Remove Comprehensive Plan Update	(32,500)			(32,500)	Yes	
Amendment 21						
Increase annual funding to Colonial Club	10,000			10,000	Yes	CAPITAL PROJECTS FUND
Amendment 22						
Move portion of Park St and Market St project to Cap Projects	50,000	-	-	-		TIF 8
TOTAL AMENDMENTS	<u>\$ 688,904</u>	<u>\$ 59,705</u>	<u>\$ -</u>	<u>\$ 180,551</u>		

City of Sun Prairie, Wisconsin

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

Presented: November 24, 2015

Adopted: November 24, 2015

File Number: 12,428

Resolution No.: 15/211

RESOLUTION

WHEREAS, on Tuesday, November 24, 2015, the Committee of the Whole met to consider the 2016 City of Sun Prairie Recommended Budget; and

WHEREAS, after careful review and consideration, the Committee moved to recommend that City Council adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2016; and

WHEREAS, the amounts set forth in the 2016 budget require total property taxes to be levied in the amount of \$20,195,115.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2016 budget and that the same be placed on the tax roll for the year 2015, collectible in 2016, and that the total levy is hereby determined to be \$20,195,115.

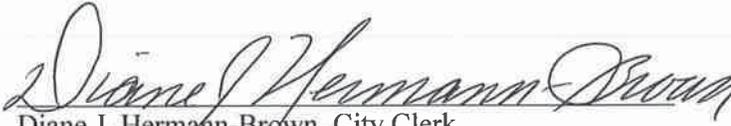
APPROVED:


Paul T. Esser, Mayor

Date Approved: November 24, 2015

Date Signed: December 2, 2015

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 24th day of November, 2015, and submitted for signatures on the 30th day of November, 2015.


Diane J. Hermann-Brown, City Clerk

**CITY OF SUN PRAIRIE
2016 APPROVED BUDGET SUMMARY
ALL FUND TYPES**

FUND TYPE	Projected		2016 APPROVED BUDGET		Projected		Property Tax Levy Contribution
	2016 Beginning Fund Balance		Revenues	Expenditures	2016 Ending Fund Balance		
GENERAL FUND	\$ 9,715,751	\$	22,176,805	\$ 22,176,805	\$	9,715,751	\$ 13,546,268
SPECIAL REVENUE FUNDS							
Park Improvement Fund	1,096,182		116,000	336,160		876,022	-
Street Tree Fund	204,618		48,359	110,000		142,977	-
WDF-Revolving Loan Fund	97,498		16,151	-		113,649	-
Special Revenue Fund	20,300		910,760	922,418		8,642	-
Sun Prairie Media Fund	289,903		364,000	372,738		281,165	-
Transportation Impact Fee Fund	2,363,883		461,500	151,551		2,673,832	-
Sanitation Fund	4,515		1,278,591	1,278,591		4,515	-
Library Trust Fund	79,884		50,000	50,000		79,884	-
SPECIAL REVENUE FUNDS	4,156,783		3,245,361	3,221,458		4,180,686	-
CAPITAL PROJECTS FUNDS							
Capital Projects	151,823		5,584,453	5,595,500		140,776	-
TIF No. 7	1,948,303		920,148	595,523		2,272,928	-
TIF No. 8	(1,082,541)		2,445,296	2,549,184		(1,186,429)	-
TIF No. 9	(1,108,079)		551,149	348,100		(905,030)	-
TIF No. 10	(44,697)		-	4,150		(48,847)	-
TIF No. 11	(17,200)		4,000	57,680		(70,880)	-
Development Projects	(106,485)		40,000	40,000		(106,485)	-
CAPITAL PROJECTS FUNDS	(258,876)		9,545,046	9,190,137		96,033	-
DEBT SERVICE FUNDS							
Debt Service Fund	(7,014)		6,688,652	6,688,652		(7,014)	6,648,847
TIF No. 6	(103,755)		164,108	167,828		(107,475)	-
DEBT SERVICE FUNDS	(110,769)		6,852,760	6,856,480		(114,489)	6,648,847
ENTERPRISE FUNDS							
Fleet Inservice	225,046		2,019,642	2,008,979		235,709	-
Water Pollution Control	8,031,929		4,174,500	5,921,909		6,284,520	-
Stormwater Utility	1,941,597		5,646,620	6,040,086		1,548,131	-
Water & Light	14,850,487		35,662,171	33,290,457		17,222,201	-
ENTERPRISE FUNDS	24,824,013		47,502,933	47,261,431		25,054,852	-
COMPONENT UNITS							
Business Improvement District	67,343		139,500	139,500		67,343	-
Community Development Authority	532,489		341,701	341,701		532,489	-
COMPONENT UNITS	599,832		481,201	481,201		599,832	-
GRAND TOTALS	\$ 39,030,489	\$	89,804,106	\$ 89,187,512	\$	39,640,140	\$ 20,195,115
TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION							\$ 20,195,115

City of Sun Prairie, Wisconsin

**A RESOLUTION APPROVING
THE 2016 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 24, 2015

Adopted: November 24, 2015

File Number: 12,427

Resolution No.: 15/210

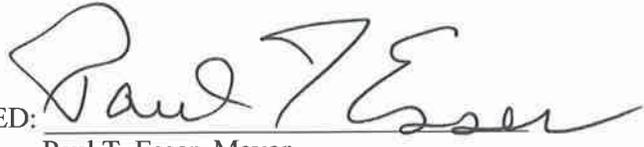
RESOLUTION

WHEREAS, on Tuesday, November 24, 2015 the Committee of the Whole held a public hearing to consider the 2016 City of Sun Prairie Recommended Budget; and

WHEREAS, the Committee has carefully examined the same and various items therein and found them to be true and correct and to properly represent the income anticipated and the required expenditures of the City and all funds and departments as set forth in said budget; and

WHEREAS, after careful review and discussion, on November 24, 2015, 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 2016 as set forth in the attached schedule and made a part hereof inclusive of all funds including the General Fund, Capital Projects Funds, Special Revenues Funds, Debt Service Funds, the Stormwater Utility, the Water and Light Utility, the Waste Water Treatment Plant Enterprise Funds and the Fleet Inservice Fund.

NOW, THEREFORE, BE IT RESOLVED that 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 2016 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.

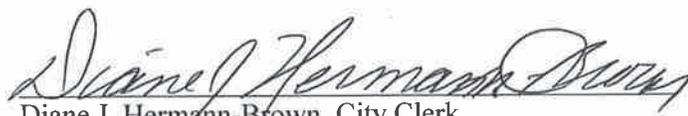
APPROVED: 

Paul T. Esser, Mayor

Date Approved: November 24, 2015

Date Signed: December 2, 2015

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 24th day of November 2015, and submitted for signatures on the 30th day of November, 2015.


Diane J. Hermann-Brown, City Clerk

**CITY OF SUN PRAIRIE
2016 BUDGET DOCUMENT**

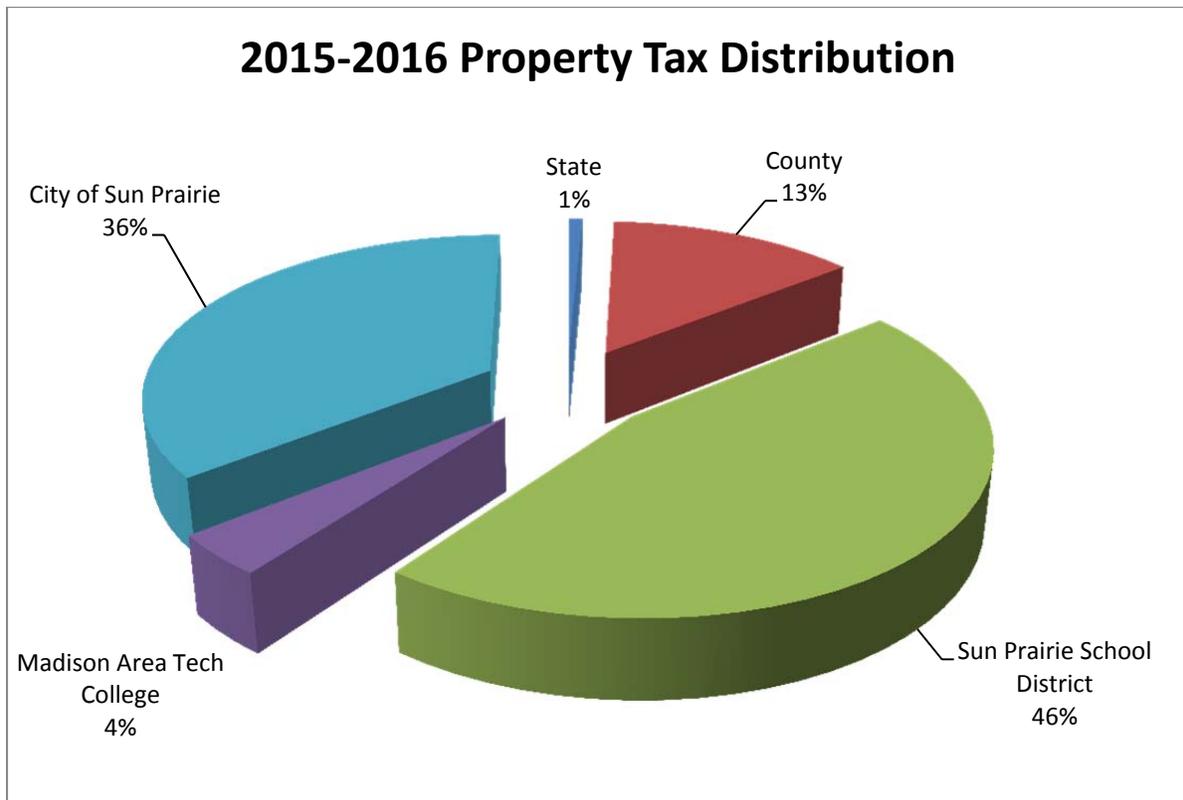
	2015 ESTIMATED	2015 BUDGET	2016 RECOMMENDED	2016 APPROVED	% CHANGE INCREASE (DECREASE)
REVENUES					
Taxes (Other than Property)	\$ 20,000	\$ 123,650	\$ 125,150	\$ 125,150	
Special Assessments	700	20,000	11,000	11,000	
Intergovernmental Revenues	3,837,379	3,741,817	3,842,291	3,893,445	
Licenses & Permits	464,644	577,020	528,320	536,300	
Fines, Forfeitures & Penalties	194,835	202,000	200,000	200,000	
Public Charges for Services	1,303,502	1,279,350	1,099,870	1,302,550	
Interest & Miscellaneous	928,590	441,316	431,848	431,848	
Other Financing Sources	1,906,313	2,045,028	2,093,594	2,130,244	
TOTAL REVENUES	8,655,963	8,430,181	8,332,073	8,630,537	2.38%
EXPENDITURES					
General Government	204,283	206,029	210,198	210,818	
City Attorney's Department	569,241	506,095	521,568	533,068	
City Administrator's Office	249,106	249,106	256,093	256,093	
Administrative Services	2,378,310	2,504,800	2,750,185	2,773,129	
Police Department	7,132,157	7,282,824	7,311,931	7,391,677	
Fire Department	693,713	859,470	910,770	910,770	
Emergency Medical Services	1,574,137	1,538,913	1,586,676	1,604,171	
Public Works	3,272,900	3,160,659	3,104,493	3,138,423	
Engineering	648,885	630,731	615,446	616,946	
Library	1,629,146	1,655,423	1,702,867	1,739,734	
Health & Human Services	189,757	186,000	187,170	227,170	
Recreation	766,055	760,280	495,971	776,571	
Community Development	1,289,315	1,302,960	1,292,960	1,284,460	
Economic Development	191,754	192,513	189,626	201,664	
Transfers to Other Funds	414,110	804,040	173,947	173,947	
Contingency Fund	-	100,711	404,818	338,165	
TOTAL EXPENDITURES	21,202,870	21,940,554	21,714,718	22,176,805	1.08%
Excess (Deficiency) of Revenues					
Over Expenditures	(12,546,907)	(13,510,373)	(13,382,645)	(13,546,268)	
Surplus Funds Applied	-	439,178	-	-	
Local Property Taxes	12,902,100	13,007,745	13,382,645	13,546,268	4.14%
NET SURPLUS (DEFICIT)	355,193	(63,450)	(0)	(0)	
Fund Balance-Beginning of Year	9,360,558	9,360,558	9,715,751	9,715,751	
Fund Balance-End of Year (*Est.)	\$ 9,715,751	\$ 9,297,108	\$ 9,715,751	\$ 9,715,750	



City of Sun Prairie 2016 Annual Budget
Summary of Local Property Taxes
Breakdown of Overall Tax Bill

Residents of Sun Prairie School District
Tax Levy

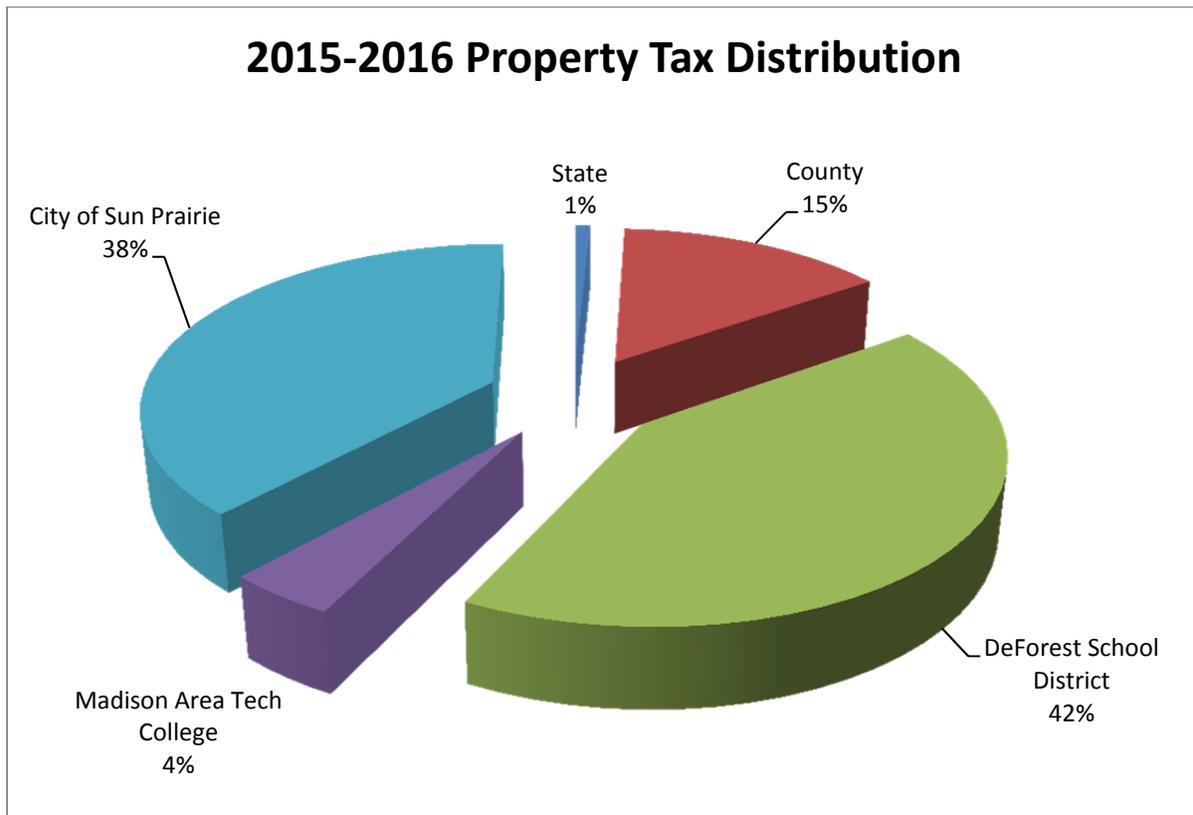
	Apportioned Levy	Rate Per Thousand	% Change From 2014
State	435,497	0.1709966	0.80%
County	8,075,943	3.1709970	4.70%
Sun Prairie School District	32,653,729	12.8376852	0.30%
Madison Area Tech College	2,379,761	0.9344067	0.10%
City of Sun Prairie	21,249,832	8.3436888	-1.70%
	64,794,762	25.457774	-0.20%
Less: State School Credit	5,323,041	2.090078	7.20%
Net Rate	59,471,721	23.367697	-0.80%





Residents of DeForest School District Tax Levy

	Apportioned Levy	Rate Per Thousand	% Change From 2014
State	435,497	0.1709966	0.80%
County	8,075,943	3.1709970	4.70%
DeForest School District	36,389	11.2620346	0.30%
Madison Area Tech College	2,379,761	0.9344067	0.10%
City of Sun Prairie	21,249,832	8.3436888	-1.70%
	<u>32,177,422</u>	<u>23.8821238</u>	-0.20%
Less: State School Credit	5,323,041	2.0900777	7.20%
Net Rate	26,854,381	21.7920461	-0.80%



**CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
CITY FUND LIST**

GENERAL FUND

GENERAL GOVERNMENT

DEPT # DEPARTMENT

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

PUBLIC SAFETY

DEPT # DEPARTMENT

210 POLICE DEPARTMENT
220 FIRE DEPARTMENT
230 EMERGENCY MEDICAL SERVICE
240 BUILDING INSPECTION
250 EMERGENCY MANAGEMENT

PUBLIC WORKS

DEPT # DEPARTMENT

310 PUBLIC WORKS
330 ENGINEERING

CULTURE, RECREATION, CONSV, DEVELOPMENT

DEPT # DEPARTMENT

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

SPECIAL REVENUE FUNDS

FUND # FUND

200 SPECIAL REVENUE FUND
210 TRANSPORTATION IMPACT FEE FUND
220 SUN PRAIRIE MEDIA CENTER FUND
230 REFUSE & RECYCLE FUND
240 REVOLVING LOAN FUND
250 PARK FUND

COMPONENT UNITS

FUND # FUND

810 BUSINESS IMPROVEMENT DISTRICT
850 COMMUNITY DEVELOPMENT AUTHORITY

CAPITAL PROJECT FUNDS

FUND # FUND

400 CAPITAL PROJECTS FUND
490 DEVELOPMENT PROJECTS FUND
507 TIF DISTRICT NO. 7 FUND
508 TIF DISTRICT NO. 8 FUND
509 TIF DISTRICT NO. 9 FUND
510 TIF DISTRICT NO. 10 FUND
511 TIF DISTRICT NO. 11 FUND

DEBT SERVICE FUNDS

FUND # FUND

300 DEBT SERVICE FUND
506 TIF DISTRICT NO. 6 FUND

ENTERPRISE FUNDS

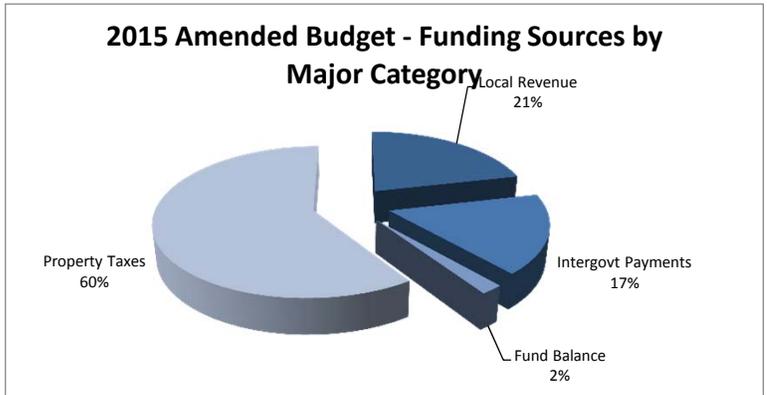
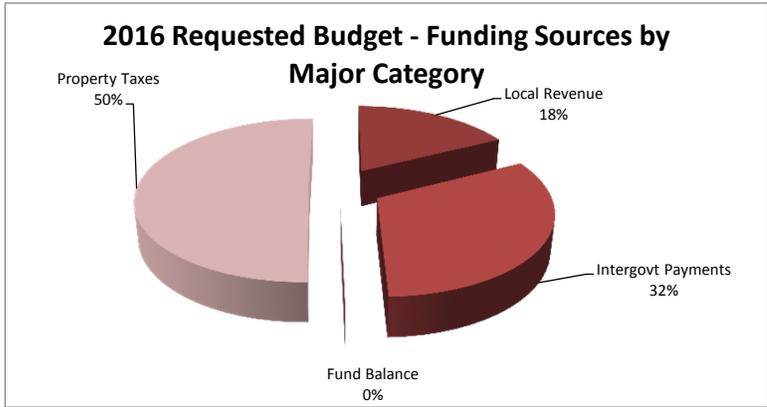
FUND # FUND

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

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
GENERAL FUND REVENUES BY FUNCTION

	2013 ACTUALS	2014 ACTUALS	2015		2016 REQUESTED BUDGET	2016 COMMITTEE BUDGET	2016 APPROVED BUDGET
			PROJECTED	AMENDED BUDGET			
TAXES (EXCLUDING LEVY)	115,660	128,670	20,000	123,650	125,150	125,150	125,150
SPECIAL ASSESSMENTS	14,539	39,359	700	20,000	11,000	11,000	11,000
LICENSES AND PERMITS	497,035	554,216	464,644	577,020	528,320	536,300	536,300
FINES, FORFEITS & PENALTIES	214,561	212,879	194,835	202,000	200,000	200,000	200,000
PUBLIC CHARGES FOR SERVICES	1,676,580	2,437,079	1,303,502	1,279,350	1,099,870	1,302,550	1,302,550
INVESTMENT INCOME	23,346	12,962	42,383	40,000	40,000	40,000	40,000
MISCELLANEOUS REVENUE	539,792	524,716	886,207	401,316	391,848	391,848	391,848
OTHER FINANCING SOURCES	1,771,886	1,924,204	1,906,313	2,045,028	2,093,594	2,130,244	2,130,244
LOCAL REVENUES	4,853,399	5,834,085	4,818,584	4,688,364	4,489,782	4,737,092	4,737,092
INTERGOVERNMENTAL REVENUE	3,586,067	3,744,368	3,837,379	3,741,817	3,842,291	3,893,445	3,893,445
TOTAL REVENUES	8,439,466	9,578,453	8,655,963	8,430,181	8,332,073	8,630,537	8,630,537
USE OF FUND BALANCE	-	-	-	439,178	-	-	-
TOTAL REVENUE & FUND BALANCE	8,439,466	9,578,453	8,655,963	8,869,359	8,332,073	8,630,537	8,630,537
GENERAL PROPERTY TAX LEVY	12,475,499	12,741,648	12,902,100	13,007,745	13,382,645	13,556,268	13,546,268
TOTAL SOURCES	20,914,965	22,320,101	21,558,063	21,877,104	21,714,718	22,186,805	22,176,805



CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
GENERAL FUND REVENUES

		2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 APPROVED	INCREASE (DECREASE)
PROPERTY TAXES							
GENERAL PROPERTY TAXES	10004000-401000	\$ 12,475,499	\$ 12,741,648	\$ 13,007,745	\$ 13,007,745	\$ 13,546,268	\$ 538,523
ILLEGAL TAXES	10004000-401500	-	-	(106,189)	-	-	-
PROPERTY TAX CHARGEBACKS	10004000-403000	-	-	544	-	-	-
	SUB-TOTAL	12,475,499	12,741,648	12,902,100	13,007,745	13,546,268	538,523
OTHER TAXES							
PUBLIC ACCOMODATION TAX	10004100-414000	19,329	18,846	18,000	16,000	17,150	1,150
PAYMENTS IN LIEU OF TAXES	10004100-415000	95,377	109,109	-	105,650	106,500	850
INTEREST AND PENALTY ON TAXES	10004100-418000	954	715	2,000	2,000	1,500	(500)
	SUB-TOTAL	115,660	128,670	20,000	123,650	125,150	1,500
SPECIAL ASSESSMENTS							
INTEREST SPECIAL ASSESSMENTS	10004200-428000	10,824	1,279	700	10,000	1,000	(9,000)
DELQ SA HELD BY COUNTY	10004200-429000	3,715	38,081	-	10,000	10,000	-
	SUB-TOTAL	14,539	39,359	700	20,000	11,000	(9,000)
INTERGOVERNMENTAL REVENUE							
FEDERAL GRANTS - POLICE	10004300-432205	900	-	2,088	-	-	-
STATE SHARED REVENUE	10004300-434100	682,940	694,715	691,616	691,616	690,658	(958)
STATE EXPENDITURE RESTRAINT	10004300-434200	606,516	584,773	569,947	569,946	570,852	906
STATE AID - EXEMPT COMPUTERS	10004300-434300	212	292,309	373,372	290,000	370,000	80,000
STATE FIRE INSURANCE TAX	10004300-434400	81,469	93,388	89,386	92,000	89,000	(3,000)
STATE GRANTS - GENERAL	10004300-435000	-	-	4,870	-	-	-
STATE GRANTS - POLICE	10004300-435210	10,331	10,450	9,455	9,500	9,000	(500)
STATE GRANTS - PUBLIC WORKS	10004300-435220	-	9,747	9,747	-	-	-
STATE GRANTS - EMS	10004300-435230	6,869	4,617	4,643	6,800	4,000	(2,800)
STATE AID - ROAD ALLOTMENT	10004300-435310	1,548,866	1,414,562	1,482,017	1,482,017	1,514,344	32,327
STATE AID - CONNECTING STREETS	10004300-435330	53,645	53,755	54,117	54,117	54,509	392
STATE GRANTS - RECYCLING	10004300-435450	47,056	47,104	-	-	-	-
COUNTY AID - LIBRARY	10004300-437520	403,285	399,292	406,576	406,576	424,118	17,542
SCHOOL DISTRICT - PD LIASION	10004300-438210	138,277	139,657	139,545	139,245	166,964	27,719
MISCELLANEOUS GRANTS	10004300-438215	5,701	-	-	-	-	-
	SUB-TOTAL	3,586,067	3,744,368	3,837,379	3,741,817	3,893,445	151,628
LICENSES AND PERMITS							
LIQUOR & MALT BEV. LICENSES	10004400-441100	25,861	28,149	32,683	27,200	28,000	800
BARTENDER LICENSES	10004400-441150	9,597	10,793	11,503	9,000	13,360	4,360
CIGARETTE LICENSES	10004400-441200	800	920	1,083	820	3,040	2,220
ELECTRICAL CONTRACTOR LICENSES	10004400-441300	4,770	-	-	-	-	-
OTHER BUSINESS LICENSES	10004400-441900	8,483	6,332	6,508	6,500	6,000	(500)
DOG LICENSES	10004400-442200	8,441	9,502	9,131	10,000	9,000	(1,000)
BUILDING PERMITS	10004400-443100	147,018	146,377	114,273	165,000	155,000	(10,000)
OCCUPANCY PERMITS	10004400-443150	13,225	9,225	8,225	10,000	8,000	(2,000)
PLUMBING PERMITS	10004400-443200	68,543	70,915	49,557	75,000	65,000	(10,000)
ELECTRICAL PERMITS	10004400-443300	72,703	75,959	60,852	85,000	70,000	(15,000)
HVAC PERMITS	10004400-443400	70,685	74,420	55,096	85,000	70,000	(15,000)
STREET OPENING PERMITS	10004400-443500	8,950	21,600	18,792	12,000	15,000	3,000
STORMWATER EROSION CONT FEE	10004400-443852	33,174	35,954	28,533	30,000	30,000	-
ZONING AND PLAT APPROVAL FEES	10004400-444100	13,492	39,095	40,929	35,000	35,000	-
OTHER PERMITS AND FEES	10004400-449300	11,293	24,976	21,479	20,000	22,400	2,400
WEIGHTS & MEASURES	10004400-449400	-	-	6,000	6,500	6,500	-
	SUB-TOTAL	497,035	554,216	464,644	577,020	536,300	(40,720)
FINES, FOREFEITS, AND PENALTIES							
COURT PENALTIES AND COSTS	10004500-451100	147,503	164,101	140,862	150,000	150,000	-
PARKING VIOLATIONS	10004500-451300	67,058	48,778	53,973	52,000	50,000	(2,000)
	SUB-TOTAL	214,561	212,879	194,835	202,000	200,000	(2,000)
PUBLIC CHARGES FOR SERVICES							
CLERK FEES	10004600-461400	45,024	35,023	36,595	35,000	35,000	-
INFORMATION TECHNOLOGY FEES	10004600-461800	53	40	177	100	100	-
POLICE DEPARTMENT FEES	10004600-462100	14,602	14,329	22,518	8,000	14,000	6,000
POLICE LIFESKILLS FEES	10004600-462102	5,785	-	-	-	-	-
POLICE ANIMAL POUND FEES	10004600-462105	390	360	193	400	250	(150)
AMBULANCE FEES	10004600-462300	729,350	869,939	777,074	754,000	775,000	21,000
EMS TOWNSHIPS CHARGES	10004600-462305	51,451	54,239	53,900	54,000	58,020	4,020
BUILDING INSPECTION CHARGES	10004600-462400	13,835	8,002	3,476	7,500	7,500	-
SEWER INSPECTION CHARGES	10004600-462405	8,374	4,650	4,281	4,000	4,000	-

CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
GENERAL FUND REVENUES

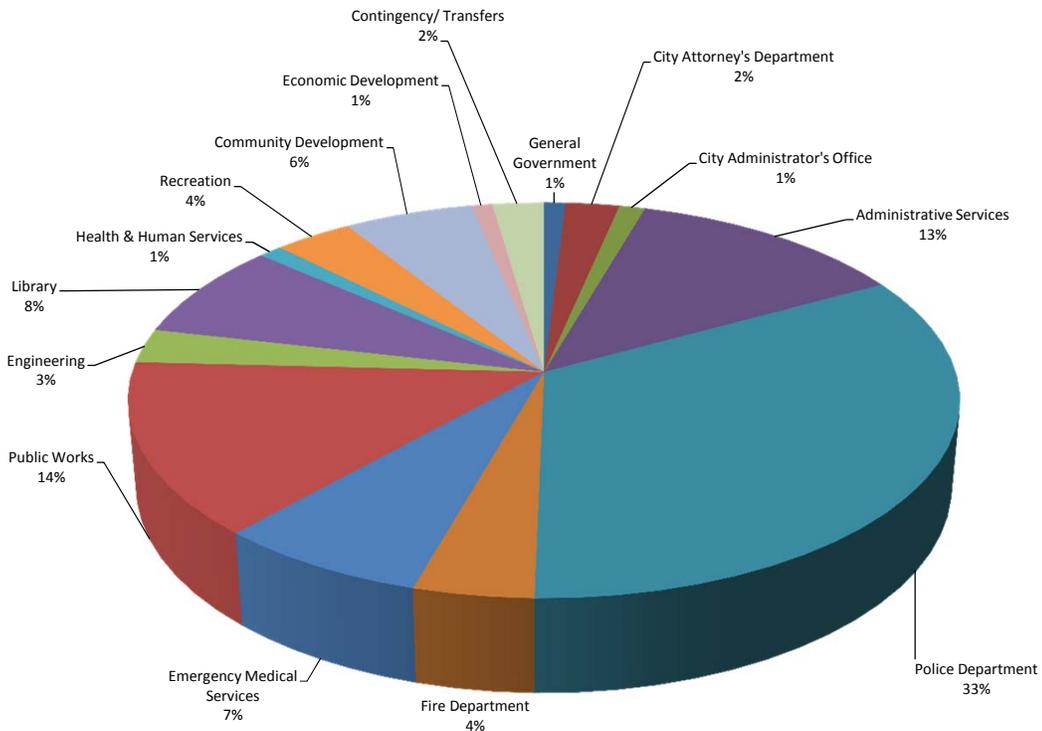
		2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 APPROVED	INCREASE (DECREASE)
PUBLIC WORKS MISC CHARGES	10004600-463100	9,328	7,495	15,100	5,500	7,180	1,680
RECYCLING CHARGES	10004600-463200	405,819	415,601	-	-	-	-
REFUSE CHARGES	10004600-463205	-	637,406	-	-	-	-
APPLIANCE COLLECTION CHARGES	10004600-463250	498	-	-	-	-	-
ENGINEERING MISC CHARGES	10004600-463300	2,679	1,706	27	4,500	1,000	(3,500)
ENGINEERING REVIEW FEES	10004600-463305	1,084	8,878	11,521	6,500	8,000	1,500
PARKS MISCELLANEOUS CHARGES	10004600-465500	14,789	15,285	15,100	15,000	15,000	-
FAMILY AQUATIC CENTER FEES	25504600-465502	187,972	184,095	191,644	213,250	192,000	(21,250)
SUMMER RECREATION FEES	10004600-465503	129,771	125,309	101,896	125,000	125,000	-
WINTER RECREATION FEES	10004600-465504	55,776	53,211	70,000	46,600	60,500	13,900
PLANNING MISC CHARGES	10004600-466100	-	410	-	-	-	-
ECONOMIC DEVEL MISC CHARGES	10004600-466200	-	1,100	-	-	-	-
	SUB-TOTAL	1,676,580	2,437,079	1,303,502	1,279,350	1,302,550	23,200
INVESTMENT INCOME							
INVESTMENT INCOME	10004700-471000	23,346	12,962	42,383	40,000	40,000	-
	SUB-TOTAL	23,346	12,962	42,383	40,000	40,000	-
MISCELLANEOUS REVENUE							
MISCELLANEOUS RENTS	10004800-482100	24,686	25,064	25,000	26,000	25,000	(1,000)
SALE OF CITY PROPERTY	10004800-483000	-	4,300	-	-	-	-
POLICE AUCTION	10004800-483100	-	-	-	1,000	-	(1,000)
SALE OF MATERIAL AND EQUIPMENT	10004800-483200	128,575	130,938	62,000	-	-	-
PUBLIC WORKS CHARGEBACKS	10004800-483400	-	15	-	-	-	-
INSURANCE DIVIDEND & RECOVERY	10004800-484000	106,921	78,244	69,028	60,000	35,000	(25,000)
DONATIONS - GENERAL	10004800-485000	1,910	1,946	-	-	-	-
DONATIONS - MUSEUM	10004800-485530	-	-	5,000	5,000	-	(5,000)
DONATIONS - PARKS & RECREATION	10004800-485550	300	25	-	-	-	-
DONATIONS - CONCERTS IN THE PA	10004800-485552	1,635	1,120	1,050	1,000	1,000	-
CAMERA REPLACEMENT	10004800-488102	-	3,825	3,000	3,000	3,000	-
PAYMENT FROM CATV	10004800-488510	11,526	11,177	9,054	9,054	13,789	4,735
UTILITY REIMBURSEMENT	10004800-488800	60	-	-	-	-	-
PAYMENT FROM WWTP UTILITY	10004800-488810	71,067	73,098	75,300	85,854	80,953	(4,901)
PAYMENT FROM STORMWATER UTILITY	10004800-488850	82,768	110,000	142,000	142,000	153,106	11,106
MISCELLANEOUS REVENUES	10004800-489000	88,792	73,073	490,800	68,408	80,000	11,593
AG USE PENALTIES	10004800-489200	21,552	11,892	3,975	-	-	-
	SUB-TOTAL	539,792	524,716	886,207	401,316	391,848	(9,468)
OTHER FINANCING SOURCES							
CITY ATTORNEY CHARGEBACKS	10004900-481300	-	1,435	-	2,500	-	(2,500)
HUMAN RESOURCES CHARGEBACKS	10004900-481550	3,000	5,000	5,000	-	5,000	5,000
FINANCE CHARGEBACKS	10004900-481600	2,000	2,000	-	-	-	-
FLEET LABOR CHARGEBACKS	10004900-483110	16,723	20,593	-	-	-	-
ENGINEERING CHARGEBACKS	10004900-483300	77,244	270,338	61,438	111,500	85,360	(26,140)
ECONOMIC DEV CHARGEBACKS	10004900-486210	-	-	-	15,000	-	(15,000)
TRANSFER IN	10004900-492100	8,781	6,000	191,027	191,027	185,332	(5,695)
TRANSFER IN - PARK FUND	25504900-492100	6,900	-	30,000	75,001	20,900	(54,101)
TRANSFER IN - W&L PILOT	10004900-492199	1,657,238	1,618,838	1,618,848	1,650,000	1,833,652	183,652
	SUB-TOTAL	1,771,886	1,924,204	1,906,313	2,045,028	2,130,244	85,216
FUND BALANCE APPLIED							
REPLACEMENT FUND		-	-	-	439,178	-	(439,178)
	SUB-TOTAL	-	-	-	439,178	-	(439,178)
GENERAL FUND REVENUES		\$ 20,914,965	\$ 22,320,101	\$ 21,558,063	\$ 21,877,104	\$ 22,176,805	\$ 299,702

THIS PAGE LEFT BLANK INTENTIONALLY

**CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
GENERAL FUND EXPENDITURES**

	2013	2014	2015		2016	2016	2016
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	PROJECTED EXPENDITURES	BUDGET	REQUESTED BUDGET	COMMITTEE BUDGET	APPROVED BUDGET
General Government	199,405	194,143	204,283	206,029	210,198	210,818	210,818
City Attorney's Department	566,756	514,168	569,241	506,095	521,568	533,068	533,068
City Administrator's Office	249,641	261,255	249,106	249,106	256,093	256,093	256,093
Administrative Services	2,302,868	2,404,982	2,378,310	2,504,800	2,750,185	2,773,129	2,773,129
Police Department	6,451,757	4,147,788	7,132,157	7,282,824	7,311,931	7,391,677	7,391,677
Fire Department	395,826	694,734	693,713	859,470	910,770	910,770	910,770
Emergency Medical Services	1,416,815	1,578,418	1,574,137	1,538,913	1,586,676	1,604,171	1,604,171
Public Works	5,074,018	4,973,949	3,272,900	3,160,659	3,104,493	3,138,423	3,138,423
Engineering	514,578	564,123	648,885	630,731	615,446	616,946	616,946
Library	1,510,938	1,682,367	1,629,146	1,655,423	1,702,867	1,739,734	1,739,734
Health & Human Services	179,364	187,099	189,757	186,000	187,170	237,170	227,170
Recreation	620,046	643,778	766,055	760,280	495,971	776,571	776,571
Community Development	1,131,108	1,068,139	1,289,315	1,302,960	1,292,960	1,284,460	1,284,460
Economic Development	102,187	110,659	191,754	192,513	189,626	201,664	201,664
	20,715,307	19,025,602	20,788,760	21,035,803	21,135,953	21,674,693	21,664,693
Contingency/Fund Balance	3,017	517	-	100,711	173,947	173,947	173,947
Transfers	92,200	-	414,110	804,040	404,818	338,165	338,165
Total General Expenses	20,810,524	19,026,119	21,202,870	21,940,554	21,714,718	22,186,805	22,176,805

**2016 RECOMMENDED BUDGET - GENERAL FUND
EXPENDITURES BY FUNCTION**



CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
GENERAL FUND EXPENDITURES BY DEPARTMENT

		2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE <u>(DECREASE)</u>
GENERAL GOVERNMENT	DEPT							
MAYOR	110	41,067	38,951	39,987	39,987	38,837	38,837	(1,150)
COUNCIL	115	62,765	58,832	65,156	64,406	68,001	68,001	3,595
MUNICIPAL COURT	120	95,573	96,360	99,141	101,636	103,360	103,980	2,344
	SUB-TOTAL	199,405	194,143	204,283	206,029	210,198	210,818	4,789
CITY ATTORNEY'S DEPARTMENT								
CITY ATTORNEY	130	302,086	244,654	250,054	219,902	228,366	228,366	8,464
HUMAN RESOURCES	155	264,670	269,514	319,187	286,193	293,202	304,702	18,509
	SUB-TOTAL	566,756	514,168	569,241	506,095	521,568	533,068	26,973
CITY ADMINISTRATOR'S OFFICE	DEPT							
ADMINISTRATION	150	249,641	261,255	281,072	249,106	256,093	256,093	6,987
	SUB-TOTAL	249,641	261,255	281,072	249,106	256,093	256,093	6,987
ADMINISTRATIVE SERVICES DEPARTMENT								
CITY CLERK	140	226,181	207,298	215,729	228,028	233,892	236,410	8,382
ELECTIONS	140	18,630	60,412	26,954	37,305	113,310	125,862	88,557
FINANCE	160	441,805	511,952	541,715	491,307	494,715	519,517	28,211
RISK MANAGEMENT	165	342,006	346,993	371,229	355,150	425,440	408,512	53,362
ASSESSING	170	353,074	296,678	361,724	359,284	399,100	399,100	39,816
INFORMATION TECHNOLOGY	180	921,172	981,649	860,959	1,033,726	1,083,728	1,083,728	50,002
	SUB-TOTAL	2,302,868	2,404,982	2,378,310	2,504,800	2,750,185	2,773,129	268,329
POLICE DEPARTMENT	DEPT							
POLICE DEPARTMENT	210	6,451,757	4,147,788	7,121,957	7,268,824	7,304,931	7,384,677	115,853
EMERGENCY MANAGEMENT	250	-	-	10,200	14,000	7,000	7,000	(7,000)
	SUB-TOTAL	6,451,757	4,147,788	7,132,157	7,282,824	7,311,931	7,391,677	108,853
FIRE DEPARTMENT								
FIRE DEPARTMENT	220	395,826	694,734	693,713	859,470	910,770	910,770	51,300
	SUB-TOTAL	395,826	694,734	693,713	859,470	910,770	910,770	51,300
EMERGENCY MEDICAL SERVICE								
EMERGENCY MEDICAL SERVICE	230	1,416,815	1,578,418	1,574,137	1,538,913	1,586,676	1,604,171	65,258
	SUB-TOTAL	1,416,815	1,578,418	1,574,137	1,538,913	1,586,676	1,604,171	65,258
PUBLIC WORKS	DEPT							
PUBLIC WORKS DEPARTMENT	310	3,092,406	2,989,589	2,406,065	2,297,777	2,333,826	2,366,326	68,549
REFUSE & RECYCLING	320	1,358,511	1,418,394	-	-	-	-	-
PARKS AND MAINTENANCE	550	577,940	525,144	797,154	793,189	697,248	697,248	(95,941)
FORESTRY	650	45,161	40,822	69,681	69,693	73,419	74,849	5,156
	SUB-TOTAL	5,074,018	4,973,949	3,272,900	3,160,659	3,104,493	3,138,423	(22,236)
ENGINEERING	DEPT							
ENGINEERING	330	514,578	564,123	648,885	630,731	615,446	616,946	(13,785)
	SUB-TOTAL	514,578	564,123	648,885	630,731	615,446	616,946	(13,785)
LIBRARY	DEPT							
LIBRARY	520	1,510,938	1,682,367	1,629,146	1,655,423	1,702,867	1,739,734	84,311
	SUB-TOTAL	1,510,938	1,682,367	1,629,146	1,655,423	1,702,867	1,739,734	84,311

CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
GENERAL FUND EXPENDITURES BY DEPARTMENT

		2013	2014	2015	2015	2016	2016	INCREASE
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>BUDGET</u>	<u>REQUESTED</u>	<u>APPROVED</u>	<u>(DECREASE)</u>
HEALTH & HUMAN SERVICES	DEPT							
SENIOR CITIZENS PROGRAM	541	155,000	160,000	160,000	160,000	160,000	170,000	10,000
YOUTH & FAMILY COMMISSION	542	1,864	4,099	6,257	2,500	2,670	2,670	170
YOUTH PROGRAMS	545	15,000	15,000	15,000	15,000	15,000	45,000	30,000
CEMETERY	549	7,500	8,000	8,500	8,500	9,500	9,500	1,000
SUB-TOTAL		179,364	187,099	189,757	186,000	187,170	227,170	41,170
RECREATION	DEPT							
MUSEUM	530	30,132	28,658	39,833	42,480	47,647	47,647	5,167
RECREATION PROGRAMS	550	358,124	366,710	419,292	399,219	448,324	448,324	49,105
FAMILY AQUATIC CENTER	550	231,790	248,410	306,930	318,581	-	280,600	(318,581)
SUB-TOTAL		620,046	643,778	766,055	760,280	495,971	776,571	(264,309)
COMMUNITY DEVELOPMENT	DEPT							
PLANNING	610	345,159	325,540	372,776	391,450	363,560	365,060	(26,390)
BUILDING MAINTENANCE	320	431,833	386,836	554,374	544,819	511,100	501,100	(43,719)
BUILDING INSPECTION	330	354,116	355,763	362,165	366,691	418,300	418,300	51,609
SUB-TOTAL		1,131,108	1,068,139	1,289,315	1,302,960	1,292,960	1,284,460	(18,500)
ECONOMIC DEVELOPMENT	DEPT							
ECONOMIC DEVELOPMENT	620	102,187	110,659	191,754	192,513	189,626	201,664	9,151
SUB-TOTAL		102,187	110,659	191,754	192,513	189,626	201,664	9,151
TRANSFERS & CONTINGENCY	DEPT							
TRANSFERS	690	92,200	-	414,110	804,040	404,818	338,165	(465,875)
PERSONNEL CONTINGENCY	150	3,017	517	-	15,000	15,000	15,000	-
GENERAL CONTINGENCY	160	-	-	-	85,711	158,947	158,947	73,236
SUB-TOTAL		95,217	517	414,110	904,751	578,765	512,112	(392,639)
GENERAL FUND EXPENDITURES		20,810,524	19,026,119	21,234,836	21,940,554	21,714,718	22,176,805	(44,348)

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
PERSONNEL COSTS

DEPARTMENT	STAFFING			SALARIES, WAGES & BENEFITS		
	2015 FTE	2016 FTE	Change	2015	2016	Change
MAYOR & COUNCIL	*	*	*	78,749	81,281	2,532
MUNICIPAL COURT	1.00	1.00	-	89,567	91,840	2,273
CITY ATTORNEY	2.00	2.00	-	200,535	196,141	(4,394)
CITY CLERK & ELECTIONS	3.00	3.25	0.3	220,455	310,843	90,388
ADMINISTRATION	2.00	2.00	-	223,995	224,081	86
HUMAN RESOURCES	2.50	2.50	-	231,022	236,959	5,937
FINANCE	4.50	4.50	-	394,770	405,937	11,167
ASSESSING	4.25	4.75	0.50	288,533	367,433	78,900
INFORMATION TECHNOLOGY	4.63	4.63	-	458,530	492,192	33,662
BUILDING MAINTENANCE	2.00	2.00	-	111,923	132,150	20,227
POLICE DEPARTMENT	72.40	72.90	0.50	6,225,498	6,420,891	195,393
EMERGENCY MEDICAL SERVICE	14.50	14.50	-	1,228,206	1,283,764	55,558
BUILDING INSPECTION	4.00	4.00	-	333,742	384,436	50,694
PUBLIC WORKS	9.95	9.70	(0.25)	756,549	790,421	33,872
PARKS MAINTENANCE	5.50	6.00	0.50	489,578	501,228	11,650
FORESTRY	0.60	1.00	0.40	63,643	66,444	2,801
ENGINEERING	6.50	6.25	(0.25)	558,126	561,936	3,810
ECONOMIC DEVELOPMENT	2.00	2.00	-	169,250	172,701	3,451
LIBRARY	22.96	23.04	0.08	1,206,414	1,279,568	73,154
MUSEUM	*	*	*	11,027	21,192	10,165
YOUTH AND FAMILIES	*	*	*	1,750	1,920	170
RECREATION PROGRAMS	3.00	3.00	-	295,936	306,838	10,902
FAMILY AQUATIC CENTER	*	*	*	156,175	156,725	550
PLANNING	3.75	3.75	-	334,167	351,326	17,159
TOTAL: GENERAL FUND	171.0	172.8	1.7	14,128,140	14,838,247	710,107
SUN PRAIRIE MEDIA CENTER	4.7	3.9	(0.8)	258,073	274,887	16,814
REFUSE & RECYCLE FUND	0.7	0.5	(0.2)	14,204	18,725	4,521
SUN PRAIRIE UTILITIES	30.5	32.0	1.5	1,437,530	1,495,801	58,271
WASTEWATER UTILITY	10.0	10.0	-	781,476	839,791	58,315
STORMWATER UTILITY	4.3	4.3	-	275,493	280,987	5,494
FLEET INSERVICE FUND	4.0	4.0	-	295,731	307,380	11,649
TOTAL ALL FUNDS	221.2	223.5	2.2	17,190,647	18,055,818	865,171

THIS PAGE LEFT BLANK INTENTIONALLY



Mayor Paul Esser



Mission:

The Mayor strives to provide Sun Prairie residents and businesses with the high level of city services and the quality infrastructure they have come to expect in a fiscally responsible manner. He strives to seek a balance between the representation of the citizens of the City of Sun Prairie as divided by Aldermanic districts and as an entire municipality.

Department 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/liasons/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 her/his mission for the future. The mayor also serves as a voting chairperson of the plan commission and chairs and represents the city on the community development authority.

2016 Budget Highlights:

The 2016 budget focuses on establishing a long-term vision for the City of Sun Prairie. The City will accomplish this goal by investing in the strategic planning tools to ensure Sun Prairie is prepared for the future and continues to grow responsibly. These tools include:

- A Five Year Comprehensive Plan for the City of Sun Prairie
- A Five Year Open Space Plan
- A Financial Management Plan
- The establishment of the City’s new Diversity Initiative to increase diversity and ensure that the City’s workforce reflects the community it serves

Financial Summary:

	2013	2014	2015	2015	2016	2016	INCREASE
	ACTUAL	ACTUAL	PROJECTED	BUDGET	REQUESTED	APPROVED	(DECREASE)
MAYOR (110-00)							
Personnel Services	\$ 21,530	\$ 21,991	\$ 22,593	\$ 22,593	\$ 21,530	\$ 21,530	\$ (1,063)
Materials & Supplies	548	565	400	400	400	400	-
Contracted Services	1,384	545	1,200	1,200	1,200	1,200	-
Professional Development	17,006	15,850	15,794	15,794	15,707	15,707	(87)
Capital Items	599	-	-	-	-	-	-
TOTAL	\$ 41,067	\$ 38,951	\$ 39,987	\$ 39,987	\$ 38,837	\$ 38,837	\$ (1,150)



Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Mayor	elected	elected	-	22,593	21,530	(1,063)



Council Members



Mary Polenski
Council President
Aldermanic District 4



Bill Connors
Aldermanic District 2



Russell Fassbender
Aldermanic District 1



Michael Jacobs
Aldermanic District 3



Hariah Hutkowski
Aldermanic District 1



George Frank
Aldermanic District 3



Diane McGinnis
Aldermanic District 2



Al Guyant
Aldermanic District 4



Mission:

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

Department 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.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
CITY COUNCIL (115-00)							
Personnel Services	\$ 55,437	\$ 51,896	\$ 56,156	\$ 56,156	\$ 59,751	\$ 59,751	\$ 3,595
Materials & Supplies	1,142	88	808	750	750	750	-
Contracted Services	5,502	5,713	6,000	6,000	6,000	6,000	-
Professional Development	85	1,135	2,192	1,500	1,500	1,500	-
Capital Items	599	-	-	-	-	-	-
Total	\$ 62,765	\$ 58,832	\$ 65,156	\$ 64,406	\$ 68,001	\$ 68,001	\$ 3,595

Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Council	elected	elected	-	56,156	59,751	3,595



Mission:

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

Department Description:

The municipal court judge is elected for a term of 4 years by the citizens of Sun Prairie. The municipal court judge adjudicates guilt and innocence during court proceedings and educates staff regarding changes in appropriate law.

2016 Budget Highlights:

There are no notable changes in the 2016 budget.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
Personnel Services	\$ 85,627	\$ 86,382	\$ 88,771	\$ 89,571	\$ 91,220	\$ 91,840	\$ 2,269
Contracted Services	8,719	8,588	8,580	10,000	10,000	10,000	-
Professional Development	1,227	1,390	1,790	2,065	2,140	2,140	75
Total	\$ 95,573	\$ 96,360	\$ 99,141	\$ 101,636	\$ 103,360	\$ 103,980	\$ 2,344



Staffing Analysis:

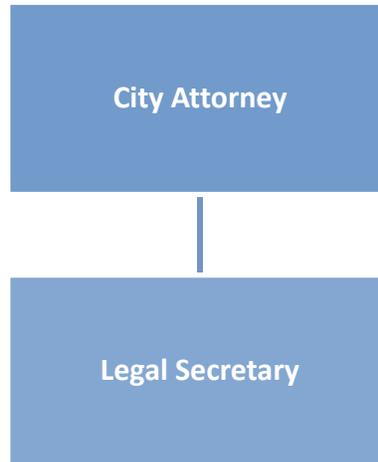
Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Municipal Judge	elected	elected	-	30,693	31,313	620
Municipal Court Clerk	1.0	1.0	-	58,012	60,527	2,515
Overtime	-	-	-	862	-	(862)
Total	-	-	-	89,567	91,840	2,273

Measurements:

Item	2011	2012	2013	2014
Number of Traffic Citations processed	1,286	1,223	1,500	1,467
Number of Ordinance Citations processed	920	844	920	862
Number of Court Trials	13	25	19	25

Achievements:

The municipal court clerk helped to create and implement a municipal writ program. An accomplishment that included the development of an Access data base, police procedure, and payment processing procedures.



Mission:

It is the mission of the City Attorney’s Office to 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. 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. The most efficient delivery of the legal services required under the City Charter requires full-time in house counsel and additional expertise of out-side contractual legal services. This insures that the office is able to effectively anticipate and avoid risk and actionable legal problems. This policy most effectively promotes avoidance of City liability thereby reducing the overarching costs incurred for legal services.

Department Description:

The staff provides full time legal services and collection support for all other departments, boards, City Council and the Mayor. The Office of the City Attorney, by necessity, relies on outside counsel to assist with expertise and volume of work as needed.

2016 Budget Highlights:

The office is charged with providing the highest quality legal services as befit the needs of the City of Sun Prairie. The modest increases in the budget for costs to continue acknowledge that mandate. The primary increase is to a fund necessary increase for outside counsel. Our City has continued to grow exponentially and the general economic growth and prosperity comes with a concomitant increase in service demands. This will allow in-house counsel to continue to focus on the substantial day-to-day needs of the organization while providing needed support on complex issues.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
CITY ATTORNEY (130)							
Personnel Services	\$ 112,181	\$ 193,829	\$ 190,629	\$ 200,535	\$ 196,141	\$ 196,141	\$ (4,394)
Materials & Supplies	743	1,247	1,250	500	1,500	1,500	1,000
Contracted Services	186,820	42,093	50,300	11,250	21,600	21,600	10,350
Professional Development	2,342	7,070	7,875	7,617	8,625	8,625	1,008
Capital Items	-	415	-	-	500	500	500
Total	\$ 302,086	\$ 244,654	\$ 250,054	\$ 219,902	\$ 228,366	\$ 228,366	\$ 8,464

Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
City Attorney	1.0	1.0	-	122,185	115,785	(6,400)
Legal Secretary	1.0	1.0	-	78,350	80,356	2,006
Overtime	-	-	-	-	-	-
Total	2.0	2.0	-	200,535	196,141	(4,394)

Measurements:

Municipal Court	2013	2014	2015
OWI	91	87	28
Retail Theft	157	220	114
THC	130	107	49



Pretrial Statistics	2013	2014	2015
Pretrial Conferences	141	173	130
Forfeitures from PT Conference	31,442	47,188	13,670
All forfeitures	339,924	353,770	170,413

Collections	2013	2014	2015
EMS/court	40,719/75,825	56,122/139,310	36,721/101,172
EMS 4/8/2003 to present			Total: 484,076
Forfeitures 5/13/02 to present			Total: 1,430,672.

2015 Achievements:

Through July of 2015 the City Attorney’s Office has prosecuted 94 municipal court cases. Forfeitures have been assessed in the amount of \$15,865.55.

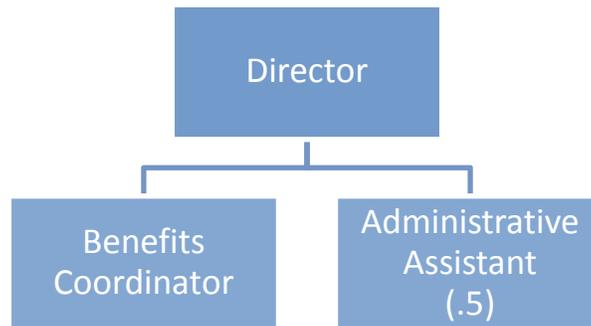
All assessed forfeitures including pretrial cases through July 15, 2015 amount to \$155,671.71.

Collections through 7/15/15 amount to \$99,211.87 with an additional \$36,756.73 for ambulance collections. Since 2002, the City Attorney’s Office has collected \$1,428,421.61 for the general fund.

In addition to the many other day-to-day duties, the City Attorney’s Office has drafted nine major development agreements half way through 2015. This is a substantial increase considering nine agreements total were consummated in 2014.

The attorney’s office, along with its other day-to-day responsibilities, amended or drafted 14 City ordinances through the first six months of 2015. This is a significant increase over the 9 amendments/drafts that were required in 2014 and in 2013.

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

To provide assistance in attracting and retaining a diverse and highly qualified workforce.

Department Description:

The Human Resources Department is comprised of the Director, Benefits Coordinator and sharing of one full-time administrative support position with the Finance Department. The City’s budget is made up of 75% personnel costs including wages, benefits, and liability insurance coverage. Even though the population has grown 23% since 2005, we are currently operating at the same level of staffing.

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

2016 Budget Highlights:

The Human Resources Department will attempt to conduct services in the same manner and expense as 2015. However, one initiative is included in the 2016 budget to increase the City’s recruitment efforts in support of the newly adopted Diversity Initiative.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
HUMAN RESOURCES (155-00)							
Personnel Services	\$ 220,515	\$ 223,662	\$ 231,053	\$ 231,053	\$ 236,959	\$ 236,959	\$ 5,906
Materials & Supplies	855	1,661	800	800	800	800	-
Contracted Services	41,464	43,277	82,758	50,158	50,158	61,658	11,500
Professional Development	1,836	914	4,576	4,182	5,285	5,285	1,103
Total	\$ 264,670	\$ 269,514	\$ 319,187	\$ 286,193	\$ 293,202	\$ 304,702	\$ 18,509



Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Human Resources Director	1.0	1.0	-	111,579	114,555	2,976
Employee Benefits Coordinator	1.0	1.0	-	84,516	86,698	2,182
Confidential Secretary	0.5	0.5	-	34,927	35,706	779
Total	2.5	2.5	-	231,022	236,959	5,937

Measurements:

Performance Measures	2010	2011	2012	2013	2014	2015 ¹
Policies or Ordinances revised/drafted	4	7	1	3	6	3
Job descriptions updated	11	7	7	8	16	8
Positions reviewed by job evaluation system	16	0	5	5	29	17
Positions filled (PT/FT)	33	21	28	28	35	28
Average number of days to fill positions	-	-	New measure	44	54	38
Applications received (% minority applicants)	1924	1063	963 (8%)	1479 (7%)	1709 (14%)	1144 (16%)
Worker's compensation claims filed (Cost of claims)	17 (81,161)	30 (60,200)	24 (151,664)	25 (342,647)	18 (125,452)	8 (171,878)
Lost days due to Workers Compensation injuries/illnesses	71	127	101	225	34	92
Annual Turnover rate (non-seasonal) (FT Turnover rate)	15% (7)	11% (7)	7% (6.9)	8% (5.7)	16% (16)	8% (9)
FMLA Requests (Hours Used)	59 (7029)	47 (4350)	70 (5514)	67 (6602)	47 (6250)	47 (3967)
Increase in Health Plan	4.6%	1.2%	4.9%	3.65%	4.6%	2.5%
No. authorized FT positions (No. authorized PT positions)	175 (38)	174 (33)	170 (33)	170 (33)	171 (33)	178 (33)

Goals:

- Retain well-qualified and productive employees
- Support managers in improving customer service
- Increase diversity of workforce and committee membership to reflect surrounding population
- Assist managing organization's risk and provide a safe working environment
- Maintain an appropriate level of employee benefits given annual budget restraints

¹ Estimate as of August 15, 2015.



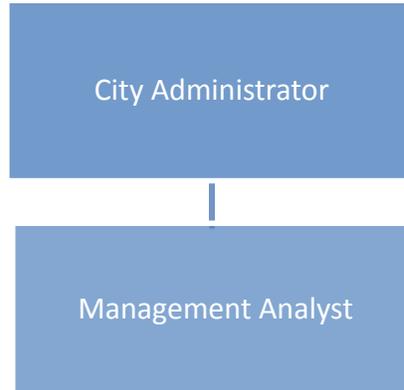
Strategies:

- Provide guidance to employees, managers, and elected officials on employment and labor relations.
- Research and implement “best practices” in salary/benefit administration and personnel policy development.
- Comply with healthcare change mandates and filing requirements.
- Coordinate with departments to improve City’s employee safety record and reduce worker’s compensation claims.
- Monitor employee time-off issues relating to Workers Compensation, Light Duty, Disability Accommodations, Family Medical Leave (FMLA), and unpaid leave. Provide initiatives to improve employee attendance.

2015 Achievements

The Human Resources division completed a comprehensive strategic report on the cost of health insurance and proposed goals for the next several years. We coordinated a larger number of recruitment processes due to the full-time turnover rate in 2015 and updated a report on the nonunion compensation and retirement for consideration in the 2016 budget process. Staff is continuing to implement portions of the ACA (Affordable Care Act) mandates and is preparing for the reporting requirements in 2015/2016

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

To carry out the policies and implement the goals established by the Mayor and City Council in providing services to the citizens in the most effective and economical manner while promoting awareness and understanding of services, policies, information, programs, and priorities that result in an informed and participative community.

Department Description:

The City Administrator's department works with the City's governing body, the community and the City staff to professionally implement City Council policy decisions and efficiently direct the City's operation sand activities in accordance with sound management principles.

2016 Budget Highlights:

There are no notable changes in the 2016 budget.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
CITY ADMINISTRATOR (150)							
Personnel Services	\$ 210,802	\$ 223,614	\$ 249,264	\$ 223,927	\$ 224,081	\$ 224,081	\$ 154
Materials & Supplies	1,647	691	1,200	1,200	1,200	1,200	-
Contracted Services	29,531	27,082	14,000	13,000	13,000	13,000	-
Professional Development	7,661	9,868	16,079	10,479	17,312	17,312	6,833
Capital Items	3,017	517	529	15,500	15,500	15,500	-
Total	\$ 252,658	\$ 261,772	\$ 281,072	\$ 264,106	\$ 271,093	\$ 271,093	\$ 6,987



Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
City Administrator	1.0	1.0	-	151,262	159,522	8,260
Administrative Assistant	1.0	-	(1.0)	72,733	-	(72,733)
Management Analyst	-	1.0	1.0	-	64,559	64,559
Total	2.0	2.0	-	223,995	224,081	86

Objectives:

- Continue the development of a “customer-driven” organizational culture among the staff.
- Strengthen the relationship between the City Council and staff – building bridges in communication to facilitate the relationship.
- Continue the informative, cooperative endeavor of providing the best available information for the City Council to remain effective and successful in their offices.
- Meet the service provision and service level demand of the citizens while ensuring the most cost effective delivery of those services.
- Continue efforts toward more effective communication strategies with citizens through enhanced public awareness and public education programs.
- Anticipate the future population and area growth of the city as a result of continued development, ensuring staff meet the expectations of existing and new residents.

Activities:

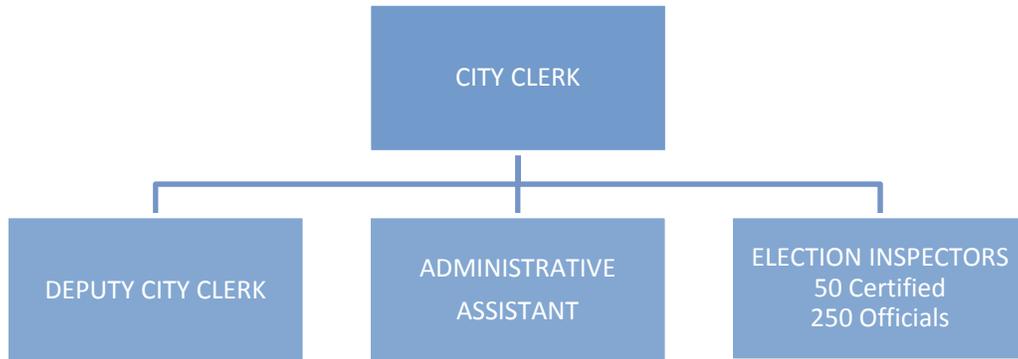
- Direct the effective and efficient performance of all city employees and coordinating and expediting all city services, functions and programs.
- Carry out all directives approved by the common council which require administrative implementation through the active direction and coordination of the various city departments.
- Direct, coordinate and expedite the activities of all city departments, except for such authority vested by Wisconsin Statutes in certain boards and commissions. Make or direct such studies as are necessary to answer the most economical, efficient operation of such departments, sources and programs from the various departments when deemed necessary.
- Administer all day-to-day operations and services provided by the city government including supervision of all departments in the monitor and enforce all city ordinances, resolutions, state statutes and council directives.
- Establish and implement administrative procedures to increase the effectiveness and efficiency of the city government.
- Facilitate communication between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.
- Promote the economic well-being and growth of the city through public and private sector cooperation.



2015 Achievements:

- The City Launched a new website and a web app to improve functionality and usefulness for its visitors
- The Gang Steering Committee completed its report and presented their findings to a joint meeting between the City Council and the School Board
- “Inside Your City” won the “Best in Show Award” from the Wisconsin Community Media and the Mildred Thompson Award for service to the Media Center and Library

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

The City Clerk’s Office is dedicated to serve the public and represent democracy by ensuring the integrity of open government and of the election process by enhancing open, fair, impartial and trusted government which is in compliance with statutory and ordinance requirements.

Department Description:

To perform the duties required by the City Clerk’s Office to serve as the custodian of official records, serve as election administrator, and issue all license and permits as required by City Ordinance and State Statutes.

2016 Budget Highlights:

The 2016 Elections operating budget has increased due to the addition of two elections (two elections in odd years and four elections in the even years).

The 2016 Budget has several initiatives for elections which include:

- An increase in the Election Official wages
- .25 office assistance position
- Additional Clerk’s Office staff for the April and November elections
- Extended hours until 7:00pm for the April and November elections.

Significant Challenge – Election Law Changes

There were significant election law changes in 2014 and 2015. This will require a complete change in training materials, as well as materials used at the polls and Clerk’s Office when the Voter ID requirements are implemented in 2016. Staff and Election Officials will also have to be retrained on the procedures and requirements of Voter ID and any new legislation.



Financial Summary:

City Clerks Office	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
CITY CLERK (140)							
Personnel Services	\$ 197,688	\$ 183,510	\$ 190,294	\$ 201,964	\$ 206,372	\$ 208,890	\$ 6,926
Materials & Supplies	528	961	1,400	1,179	1,445	1,445	266
Contracted Services	24,938	20,512	20,050	20,400	21,500	21,500	1,100
Professional Development	3,027	2,315	3,985	4,485	4,575	4,575	90
Total	\$ 226,181	\$ 207,298	\$ 215,729	\$ 228,028	\$ 233,892	\$ 236,410	\$ 8,382

Elections	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
ELECTIONS (140-15)							
Personnel Services	\$ 11,791	\$ 41,848	\$ 12,000	\$ 18,400	\$ 89,401	\$ 101,953	\$ 71,001
Materials & Supplies	5,381	11,440	7,745	7,745	12,250	12,250	4,505
Contracted Services	1,409	2,658	2,750	6,500	7,000	7,000	500
Professional Development	49	107	100	300	300	300	-
Capital Items	-	4,359	4,359	4,360	4,359	4,359	(1)
Total	\$ 18,630	\$ 60,412	\$ 26,954	\$ 37,305	\$ 113,310	\$ 125,862	\$ 76,005

Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
City Clerk	1.00	1.00	-	91,879	93,457	1,578
Deputy Clerk	1.00	1.00	-	56,032	57,500	1,468
Administrative Assistant	1.00	1.25	0.25	50,992	52,186	1,194
Overtime	-	-	-	538	538	-
Seasonal	-	-	-	-	2,518	2,518
Boards & Committees	-	-	-	2,691	2,691	-
Election Officials	-	-	-	18,000	100,876	82,876
Overtime	-	-	-	323	1,077	754
Total	3.00	3.25	-	220,455	310,843	90,388



Measurements:

ELECTION YEAR	PRESIDENTIAL 1996	PRESIDENTIAL 2008	2010	PRESIDENTIAL 2012	2014
NUMBER OF ELECTIONS	5	4	3	6	3
REGISTERED VOTERS	11,873	14,837	16,286	18,341	18,036
NOVEMBER ELECTION					
# OF VOTERS	7,811	14,835	10,903	16,238	12,944
VOTER TURNOUT	58%	84%	68%	89%	72%
ABENTEES	411	5,956		6,015	3,435
Special Voting Facilities Served	4			8	8 + 4 new
ABSENTEE %	5.30%	38.60%		37%	
ELECTION DAY REGISTRATIONS	1,478	2,059		1,978	1,840
LATE REGISTRATIONS		799		707	541
ACTUAL EXPENSES INCURRED	\$13,720	\$75,778		\$113,202	\$56,097
ANNUAL COST PER REGISTERED VOTER	\$1.16			\$6.17	\$3.11
COST PER REGISTERED VOTER	\$0.23			\$1.03	\$1.04
CLERKS OFFICE STAFF	2 FT			3 FT + 400 LTE Hrs	3 FT+ 516.6 LTE Hrs

	2014	2013	2012	2011	2010
Council & Special Meetings	21	31	31	30	32
Committee of the Whole	40	55	50	50	55
TOTAL	61	86	81	80	87



	8/2015	2014	2013	2012	2011	2010
CARNIVAL PERMIT	1	1	1	1	1	1
CIGARETT LICENSES	28	31	26	24	27	25
DOG LICENSES	1,192	1,251	1,152	1,151	1,062	1,105
PET PARK PERMITS	517	628	547			
LIQUOR ESTABLISHMENTS LICENSES	93	93	77	83	91	89
OPERATOR LICENSES	336	478	392	361	296	310
TEMPORARY NIGHTCLUB LICENSES	1	1	1	1	1	1
NIGHTCLUB LICENSES	6	6	5	6	8	7
SECONDHAND LICENSES	6	4	4	4	4	4
SOLICITORS PERMITS	25	29	57	29	54	29
PICNIC/TEMP. B PERMIT (\$10/event)	14	13	12	10	8	8
SPECIAL EVENT PERMITS	4	5	3	2	4	2
STREET USE PERMITS	23	23	20	17	18	24
TAXI DRIVERS	16	26	10	21	30	30
VENDING MACHINES	118	108	129	122	248	210
REAL ESTATE SPECIAL ASSESSMENTS	588	867	997	765	554	569

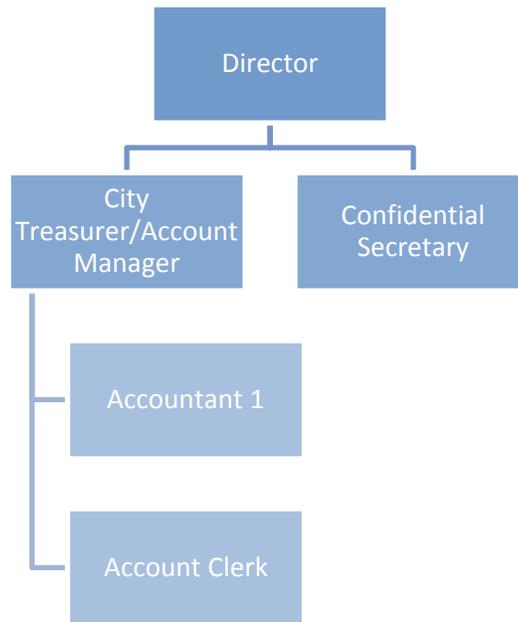
2015 Achievements:

Significant Achievement – Provide Trust and Transparency in Elections

The City Clerk hosted a Wisconsin Technology Project Session for the National Conference of State Legislators. The session was comprised of representative from the State Senate, Assembly, Reference Bureau, Legal Counsel, Government Accountability Board, County and Municipal Clerks. The morning session was used to showcase the technology that we use in Sun Prairie, as well as a demonstration of the administration of security and accountability requirements of the State Statutes.

Significant Achievement – Technology

The Clerk’s Office worked with IT to develop the ability to scan a driver license so the data will automatically populate into the form or database. This will be implemented for the fall elections and hopefully will then be implemented for licensing databases in 2015.



Mission:

To ensure the City’s long-term fiscal sustainability by implementing sound budgetary accounting practices in accordance with Generally Accepted Accounting Standards. Promote financial stewardship and safekeeping of City assets and ensure a sound relationship with adjoining governmental agencies. Continuously provide excellent financial support and consultant services to City departments.

Department 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, and annual budget and financial statement presentation. The City Treasurer/Account manager resides with the Finance Department and it should be noted that the City Treasurer is an appointed position.

2016 Budget Highlights:

The City Council approved the following:

- Contracting for professional services to complete a financial management plan
- Contracting to analyze the City’s financial software and make recommendations for changes to create efficiencies.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
FINANCE DEPARTMENT (160-00)							
Personnel Services	\$ 344,873	\$ 365,007	\$ 386,866	\$ 358,520	\$ 371,734	\$ 371,722	\$ 13,202
Materials & Supplies	45,138	47,448	65,227	65,282	55,841	55,841	(9,441)
Contracted Services	49,398	69,743	75,860	63,900	61,960	86,774	22,874
Professional Development	2,223	2,971	2,900	3,605	5,180	5,180	1,575
Bad Debt	173	26,783	10,862	-	-	-	-
Contingency	-	-	-	83,261	158,947	158,947	75,686
Total	\$ 441,805	\$ 511,952	\$ 541,715	\$ 574,568	\$ 653,662	\$ 678,464	\$ 103,896

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Finance Director	1.00	1.00	-	119,924	123,263	3,339
Treasurer/Accounting Management	1.00	1.00	-	94,518	97,701	3,183
Accountant I	1.00	1.00	-	71,176	72,105	929
Account Clerk	1.00	1.00	-	74,226	74,658	432
Confidential Secretary	0.50	0.50	-	34,926	35,710	784
Overtime/Holdiay/Seasonal	-	-	-	-	2,692	2,692
Vacancy/Turnover	-	-	-	(36,395)	(34,407)	1,988
Total	4.50	4.50	-	358,375	371,722	13,347

Measurements:

Item	2011	2012	2013	2014	2015 YTD
Amount paid by EFT	0	0	0	0	\$109,788.27
Amount paid by Procurement Card	0	\$504,001.59	\$715,029.16	\$1,844,878.93	\$1,349,982.05



Item	2011	2012	2013	2014	2015 YTD
Credit Card/e-Check Cash Collected	0	0	0	17,011.89	155,691.61
Taxes Paid by Credit Card/e-Check	0	0	0	325,121.59	110,571.10

Item	2011	2012	2013	2014	2015 YTD
City of Sun Prairie Unqualified Audit Opinion	Yes	Yes	Yes	Yes	Yes
City of Sun Prairie GO Bond Rating	N/A	Aa2	Aa2	Aa2	Aa2

2015 Achievements:

The Finance Department has implemented several software enhancements to the City’s general ledger/accounting system as follows:

- Upgrade of the MUNIS system. This allows for more customization of data entry screens. This is necessary for internal controls and the integrity of data.
- Implementation of the ACH payment method for City accounts payable payments.
- Implementation of the MUNIS Document Management system. This will enhance the documentation for purchasing. The actual ordering, approving and receiving can be accomplished through workflow and the data is stored in MUNIS. This will also enhance the human resource side as personnel will have access to payroll checks and W-2’s online.
- Implementation of the procurement card process through MUNIS. This will enhance the workflow for the procurement purchasing process. The approval process will be documented through the MUNIS system.

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

Provide a comprehensive risk management program to minimize the City’s property and casualty liabilities and to ensure the health and safety of employees, residents and guests utilizing City services and facilities.

Department Description

The Risk Department uses a combination of insurance programs, including self-insurance and commercial insurance, to minimize adverse effects from unplanned events. The Department is responsible for the administration of the City’s general liability, auto liability, property insurance, and other miscellaneous insurance programs and investigates the appropriateness of claims against the City. The Department also manages the implementation, administration and continued enhancement of the Worker’s Compensation program.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
Insurance	\$ 342,006	\$ 346,993	\$ 371,229	\$ 355,000	\$ 425,290	\$ 408,362	\$ 53,362
Professional Development	-	-	-	150	150	150	-
Total	\$ 342,006	\$ 346,993	\$ 371,229	\$ 355,150	\$ 425,440	\$ 408,512	\$ 53,362

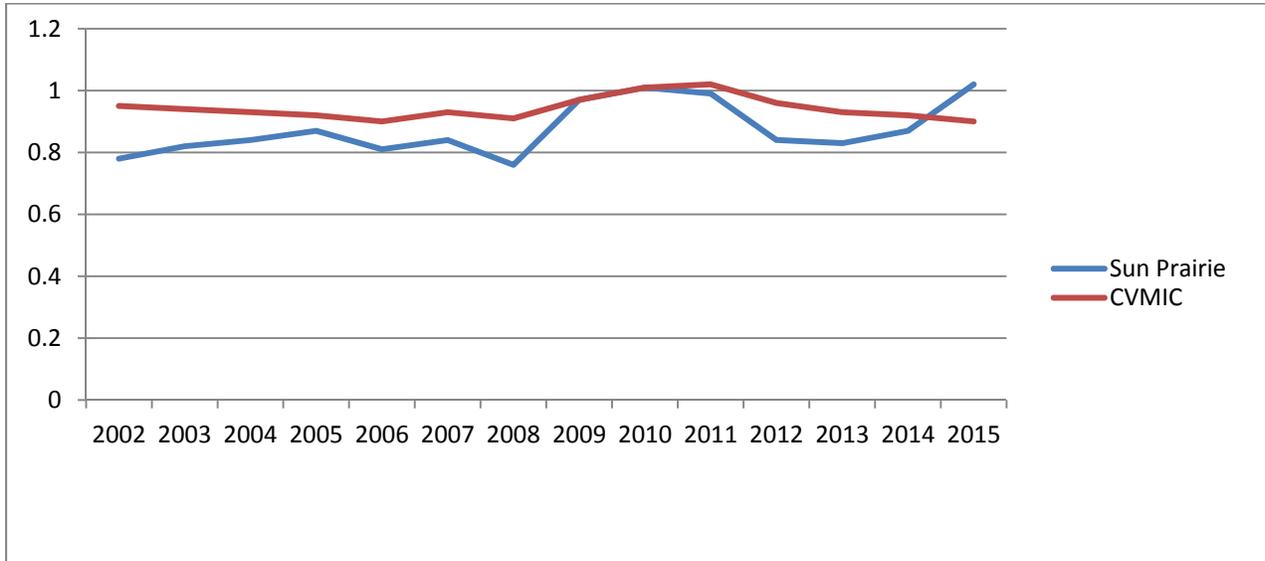
Measurements:

Worker's Compensation Losses by Year

Year	Claims	Paid	Reserve	Recovery	Incurred
2006	44	\$105,875	\$0	\$0	\$105,875
2007	48	\$425,722	\$0	\$0	\$425,722
2008	43	\$33,776	\$0	\$1,097	\$32,679
2009	33	\$106,525	\$0	\$5,148	\$101,377
2010	17	\$78,061	\$0	\$550	\$77,510
2011	30	\$61,236	\$0	\$1,036	\$60,200
2012	24	\$149,924	\$0	\$942	\$148,981
2013	25	\$214,681	\$114,387	\$2,267	\$326,802
2014	18	\$69,192	\$56,261	\$0	\$125,452
2015	8	\$59,852	\$112,026	\$0	\$171,878
	290	\$1,304,844	\$282,674	\$11,041	\$1,576,476



Worker's Compensation Experience Modification Factor



Auto-Physical Damage Loss Report

Year	Total Claim	Reserve	Paid	Collection	Incurred
2007	10	\$ -	\$ 32,590.24	\$ 3,375.00	\$ 29,215.24
2008	10	\$ -	\$ 11,920.73	\$ 5,067.69	\$ 6,853.04
2009	16	\$ -	\$ 59,016.26	\$ 12,769.44	\$ 46,246.82
2010	3	\$ -	\$ 8,817.75	\$ -	\$ 8,817.75
2011	3	\$ -	\$ 19,434.10	\$ 14,211.45	\$ 5,222.65
2012	5	\$ -	\$ 3,787.42	\$ 3,499.43	\$ 287.99
2013	4	\$ -	\$ 8,523.32	\$ -	\$ 8,523.32
2014	2	\$ -	\$ 4,579.24	\$ 2,146.77	\$ 2,432.47
Total	53	\$ -	\$ 148,669.06	\$ 41,069.78	\$ 107,599.28

General Liability Loss Report

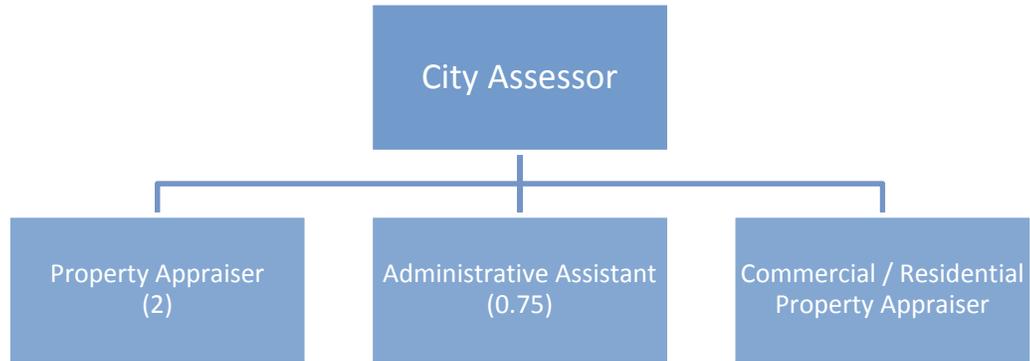
Year	Total Claim	Reserve	Paid	Collection	Incurred
2007	23	\$ -	\$ 21,025.52	\$ -	\$ 21,025.52
2008	30	\$ -	\$ 6,737.70	\$ -	\$ 6,737.70
2009	25	\$ -	\$ 13,157.24	\$ -	\$ 13,157.24
2010	17	\$ -	\$ 18,568.09	\$ -	\$ 18,568.09
2011	19	\$ -	\$ 7,735.53	\$ -	\$ 7,735.53
2012	11	\$ 50,000.00	\$ 1,469.42	\$ -	\$ 51,469.42
2013	18	\$ 43,276.62	\$ 359,468.53	\$ -	\$ 402,745.15
2014	14	\$ 10,000.00	\$ 4,389.11	\$ -	\$ 14,389.11
	157	\$ 103,276.62	\$ 432,551.14	\$ -	\$ 535,827.76



2015 Achievements:

The City continues to provide strategies to manage risk (uncertainties with negative consequences) which typically includes transferring the risk to another party, avoiding the risk, reducing the negative effect or probability of the risk, or even accepting some or all of the potential or actual consequences of a particular risk.

THIS PAGE LEFT BLANK INTENTIONALLY



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.

Department Description:

It is the assessor’s duty to discover, list and value all taxable real and personal property within the taxation district and annually report such information in an assessment roll for the city. We are also charged with explaining and defending those assessments; reporting assessment results to the City and the Department of Revenue (DOR). This is accomplished following guidelines in the Wisconsin Property Assessment Manual and Wis. Stat. Ch. 70. The City Assessor is an appointed position.

2016 Budget Highlights:

- The Assessing Department added one staff member that is both a commercial and residential assessor. The Department will no longer be contracting for commercial assessing services



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
ASSESSING (170-00)							
Personnel Services	\$ 293,896	\$ 267,279	\$ 294,537	\$ 288,637	\$ 367,433	\$ 367,433	\$ 78,796
Materials & Supplies	6,947	6,961	8,912	9,542	8,967	8,967	(575)
Contracted Services	48,369	17,991	51,500	55,075	12,300	12,300	(42,775)
Professional Development	3,862	2,449	4,775	6,030	10,400	10,400	4,370
Capital Items	-	1,998	2,000	-	-	-	-
Total	\$ 353,074	\$ 296,678	\$ 361,724	\$ 359,284	\$ 399,100	\$ 399,100	\$ 39,816

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
City Assessor	1.00	1.00	-	97,812	99,962	2,150
Appraiser	2.00	3.00	1.00	123,159	221,544	98,385
Administrative Assistant	0.75	0.75	-	43,514	44,727	1,213
PT Appraiser	0.50	-	(0.50)	22,756	-	(22,756)
Overtime/Holiday/Seasonal	-	-	-	1,292	1,200	(92)
Total	4.25	4.75	0.5	288,533	367,433	78,900

Measurements:

Level of Assessment	Item	2011	2012	2013	2014	2015
	Level of Assessment	97.77%	102.13%	100.08%	99.59%	100.00%*

* Estimated

Real Estate Roll

Item	2011	2012	2013	2014	2015
Interior Inspections	782	514	749	521	756
Other On-site Visits	582	242	513	451	684
Drive-by Reviews	73	102	129	196	1,148
Ag Reviews	479	487	555	395	477
Office Reviews	1,859	332	1,549	706	1,516
Real Estate Parcels	11,377	11,383	11,387	11,335	11,422



Personal Property Roll

Item	2011	2012	2013	2014	2015
Accounts Doomed <i>(Values Estimated)</i>	257	212	186	167	209
Personal Property Accounts Valued	1,234	1,181	1,184	1,183	1,201

BOR Hearings

Item	2011	2012	2013	2014	2015
Parcels or Account Requiring Hearings	40	466~	9	3	1
BOR Hearing Dates	8	4	6	1	3*

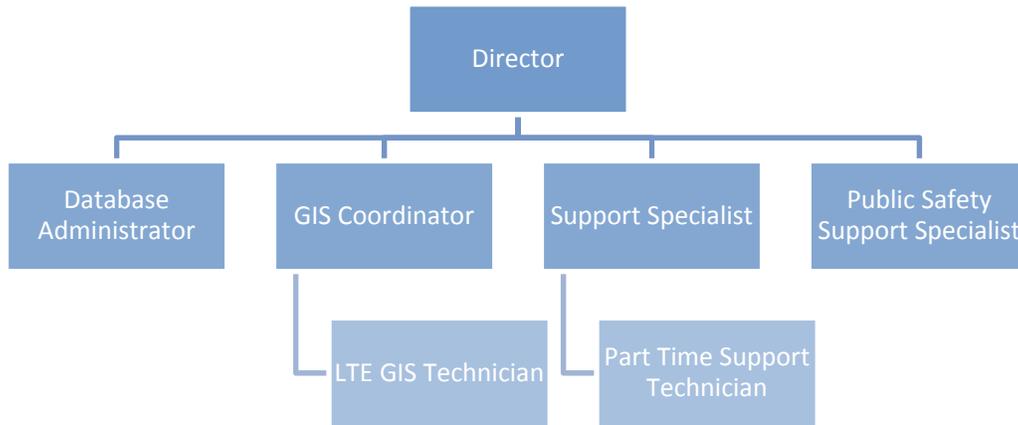
~ Includes approximately 450 Veridian objections

* Two BOR dates had no hearings

2015 Achievements:

- Assessing staff completed a revaluation of the city for the 2015 Assessment Roll
- All 10,372 non-agricultural real estate parcels (*except DOR assessed manufacturing parcels*) were revalued to reflect the market as of January 1, 2015
- Staff analyzed nearly 70% more valid sales for the 2015 Revaluation than for the 2013 Revaluation
- Reduced Open Book meetings 20% from last revaluation in 2013; Reduced 80% from 2006
- An unprecedented single Board of Review hearing was conducted for 2015
- We do not anticipate any Excessive Assessment claims related to the 2015 assessments

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

To provide timely, accurate and complete information to our customers when and where they need it in a format appropriate for their purposes utilizing a wide range of technologies.

Department Description:

The Sun Prairie IT Department is responsible for storing, protecting, processing, retrieving and transmitting information. Our department is focused on Information. The data in the Department is very broad and the people and infrastructure ensure that the information is available to decision makers in a format they can use, is timely and accurate, is protected from disaster and misuse, is efficiently stored and is usable among disparate applications and platforms. In our technology dependent workplace Information Technology is the backbone of the City.

2016 Budget Highlights:

There are no notable changes in the 2016 budget.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
INFORMATION TECHNOLOGY (180-00)							
Personnel Services	\$ 389,816	\$ 383,469	\$ 376,700	\$ 455,936	\$ 492,192	\$ 492,192	\$ 36,256
Materials & Supplies	191,371	146,816	145,659	183,278	143,860	143,860	(39,418)
Contracted Services	75,585	129,905	102,000	107,940	97,414	97,414	(10,526)
Professional Development	4,811	3,138	6,600	15,500	14,670	14,670	(830)
Capital Items	259,589	318,321	230,000	271,072	335,592	335,592	64,520
Total	\$ 531,356	\$ 598,180	\$ 484,259	\$ 577,790	\$ 591,536	\$ 591,536	\$ 13,746



Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2014 FTE	2015 FTE	Change	2014	2015	Change
Information Technology Director	1.00	1.00	-	124,932	124,385	(547)
GIS Coordinator	1.00	1.00	-	78,917	70,778	(8,139)
Database Administrator	0.80	0.63	(0.17)	89,167	91,792	2,625
IT Support Specialist	-	-	-	71,384	77,785	6,401
IT Support Specialist	4.00	4.63	(0.17)	25,772	31,761	5,989
Public Safety Support Specialist	-	1.00	1.00	54,956	74,656	19,700
Overtime/Temporary/Seasonal	-	-	-	13,402	13,435	33
Miscellaneous Compensation	-	-	-	-	7,600	7,600
TOTAL	6.80	8.26	0.66	458,530	492,192	26,062

Measurements:

Improve support for public safety departments

Completed Support Tickets	2009	2010	2011	2012	2013	2014 YTD
Police	1494	1175	1329	1736	1957	836
Fire	77	52	120	173	131	113
EMS	161	86	129	77	122	71

The Public Safety Support Specialist position was eliminated in late 2009. As we see from the chart above, the number of support tickets in the Police Department dropped significantly in the following year, 2010. Tickets then increased each year through 2013 as the IT Department focused more resources on public safety.



Reduce time per support ticket to average level

	2010	2011	2012	2013	2014	2015 YTD
Average minutes per support ticket	41.72	40.56	47.69	43.11	65.39	46.76

Minutes per ticket has increased significantly in 2014 because of the number of enterprise projects undertaken. We need to better schedule these projects so that year by year they are spread out. This is important as the time we spend working on enterprise projects is time not spent working on end-user problems and requests.

Improve Transparency

Document Pages in Laserfiche	2010	2011	2012	2013	2014	2015 YTD
Council Agendas	2,323	2,616	2,353	3,376	3,267	1,094
Council Minutes	152	170	171	190	206	112

2015 Achievements:

- The Firewall hardware was updated to a newer technology product (Meraki). The upgrade in firewall allowed the Museum to connect to the city network via a VPN connection. This included both their phones and computers.
- The Internet filtering strategies were updated to the current industry standard methods, which allows for better control in the future.
- The implementation of the new back-up system (Unitrends) was 2 days prior to the departure of the IT Director/Network Administrator. Staff was able to complete the implementation clean up, learn the system, and design a plan to maintain the system moving forward. The employees were unaware of any changes to the back-up system and no data has been lost.
- The GIS Coordinator implemented ESRI ArcGIS Online Story maps.
- Aided in the development and rollout of the new City of Sun Prairie Website. Staff provided aid in training and development of the site along with the movement from our prior host to the new host Civic Plus.
- The technology in the Emergency Operation Center (EOC) was restructured and updated to include several large screen TVs and a conference phone. Plans are in the current budget to upgrade the network connectivity in room to increase speed and throughput of the data.
- IT staff also aided in providing wireless access to the Recycle Center for the security camera system.
- The IT Department has also updated its strategy to TVs versus projectors for conference rooms. Several of the conference rooms (Admin Conference Room and the PD Basement Conference Room) have been fitted with Large screen TVs and webcams to better facilitate training and meetings. The plan is to continue updating all of the conference rooms with the new technology.

CITY OF SUN PRAIRIE										
2016 REQUESTED BUDGET										
Information Technology Equipment Replacement Plan - Servers										
Name	Type	Quantity	Estimated Year	Replacement Cost	2016	2017	2018	2019	2020	2021
VMWare #1	High End	1	2016	\$ 18,000	\$ 18,000			\$ 18,000		
VMWare #2	High End	1	2016	18,000	18,000			18,000		
vCenter host server	midrange	1	2018	8,000			8,000			8,000
Domain controller	midrange	1								
Storage Area Network		1	2018	90,000			90,000			90,000
Backup system		1	2017	30,000		30,000				
Backup server	midrange	1	2017	8,000		8,000				
NAS for snapshots and images		1	2015	8,000				8,000		
Time server		1	2015	4,000						
KVM switch		1	2017	2,000		2,000				
Multimedia Projector	projector	4		2,000		-	4,000	4,000		
Equipment racks		2	1 every third year	2,000				2,000	2,000	
Computer Rm. Env. Monitor		1	2017	1,500		1,500				
UPS batteries		3 sets	2015	2,000	-	-	6,000	-	-	-
Totals By Year					\$ 36,000	\$ 40,000	\$ 102,000	\$ 50,000	\$ 2,000	\$ 98,000
Information Technology Equipment Replacement Plan - Printers & Imaging										
Type	Location	Quantity	Estimated Year	Replacement Cost	2016	2017	2018	2019	2020	2021
Canon Multi-function	2nd Floor front	1								
Canon Multi-function	2nd floor rear	1	2017	13,000		13,000				
Dispatch Multi-Function	PD dispatch	1	2018	5,000			5,000			
Canon Multi-function	PD Records	2	2015	21,200						
Canon Multi-function	Clerk	1	2016	21,200	9,500	9,500	9,500			
HP4100	Attorney	1	2017	1,500		1,500				
HP4100 Finance	Finance	1	2019	1,500				1,500		
HP5000	Finance	1	2016	2,600	2,600					
Canon 2020i	PD basement	1	2018	5,000			5,000			
Canon Multi-function	EMS - East	1	2020	1,500					1,500	
Canon Multi-function	EMS - West	1	2020	1,500					1,500	
Canon Multi-function	Park & Rec	1	2016	12,500	4,500	4,500	4,500		12,500	
Canon Multi-function	Fleet	1	2019	4,000				4,000		
Canon high volume scanners	1st & 2nd floors	2	2015	7,000					14,000	
Plotter	Engineering	1	2020	12,000					12,000	
Large format scanner	2nd floor	1	2020	13,000					13,000	
Brother Fax	various	2		500		500		500		500
Desktop laser	various	5	1 per year	400	400	400	400	400	400	400
Arrest Room	PD Booking	2	2017	1,000		2,000				
Kyocera	PD Administration	1	2015	3,000						
mobile printers	Police	16	4/year	350	1,400	1,400	1,400	1,400	1,400	1,400
desktop scanner w/ feeder	various	12	4 ea. Yr.	600	2,400	2,400	2,400	2,400	2,400	2,400
Total By Year					\$ 20,800	\$ 35,200	\$ 28,200	\$ 10,200	\$ 58,700	\$ 4,700
Information Technology Equipment Replacement Plan - Software										
Application	Quantity	Est. Year Replaced	Estimated Cost	2016	2017	2018	2019	2020	2021	
Misc. Desktop applications (Pkzip, Paintshop Pro, MS Visio, MS Project, Acrobat, etc.)		\$5,000 per year	\$5,000 per year	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Total By Year				\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	

**CITY OF SUN PRAIRIE
2016 REQUESTED BUDGET**

Information Technology Equipment Replacement Plan -Laptops & Mobile Devices

Name	Type	Quantity	Estimated Replacement		2016	2017	2018	2019	2020	2021
			Year	Cost						
PD-MDC		19	2016	\$ 3,800	\$67,600				\$ 67,600	
PD mobile router/AVL units		16	2015	2,000						
IT tablets		2	2015	1,200		2,400		2,400		2,400
Tyler		1	2015	1,500				1,500		
Kugler		1	2016	1,500	1,500				1,500	
Faust		1	2016	1,200	1,200			1,200		
Finance Director		1	2015	1,500			1,500			1,500
Accounting Manager		1	2018	1,500			1,500			
Municipal Court		1	2017	1,500		1,500			1,500	
Anhalt		1	2016	1,200	1,200			1,200		
EMS		3								
Fleet laptops		3	2016	1,200	3,600		3,600		3,600	
Training		8	2018	1,800			14,400			
MDC mounts and cabling - PD		17	2016	600	10,200				10,200	
Assessing tablets		3	2016	1,200		3,600		3,600		3,600
Administrator		1	2015	2,000			2,000			2,000
Park & Rec		1	2016	1,200	1,200			1,200		
Council Tablets		9	2015	1,200		10,800		10,800		10,800
Fire Training		1	2016	1,500	1,500			1,500		
Fire Chief		1	2015	1,500			1,500			
City Clerk		1	2015	2,000			2,000			2,000
MDC mounts and cabling - fire		5	2017	600		3,000				
Fire MDCs		5	2017	3,600	-	18,000	-	-	-	-
		58			\$ 88,000	\$ 39,300	\$ 26,500	\$ 23,400	\$ 84,400	\$ 22,300

Information Technology Equipment Replacement Plan -Bldg Cabling

Name	Type	Quantity	Estimated Replacement		2016	2017	2018	2019	2020	2021
			Year	Cost						
Municipal Building			2017	60,000		60,000				
Library			2019	25,000				25,000		
EMS/Fire			2017	7,000		7,000				
Code 2			2018	2,000			2,000			
WCSB			2017	50,000					50,000	
Public Works			2020	3,000	-	3,000	-	-	-	-
Total by Year					\$ -	\$ 70,000	\$ 2,000	\$ 25,000	\$ 50,000	\$ -

Information Technology Equipment Replacement Plan - Workstations

Name	Quantity	Est. Replace Year	Current Avg Replace Cost each	2016	2017	2018	2019	2020	2021

**CITY OF SUN PRAIRIE
2016 REQUESTED BUDGET**

Information Technology Equipment Replacement Plan - Voice

Name	Type	Qty	Estimated		2016	2017	2018	2019	2020	2021
			Year	Cost						
Voice VMs	server	2	2016	\$ 15,000	\$ 32,877				\$ 30,000	
Unity Voice mail	server	1								
			one each							
7960	phone	10	year	500	500	500	500	500	500	500
7945	phone	100	15/year	450	6,750	6,750	6,750	6,750	6,750	6,750
7912	phone	50	5/year	200	1,000	1,000	1,000	1,000	1,000	1,000
wireless IP	phone	2	2014	500					1,000	
Emergency responder	server	1								
VG224	gateway	2	2015	4,000						
Voice routers	router	2	2019	11,000				22,000		
UPS units - rack mount	UPS	6	2 per year	500	1,000	1,000	1,000	1,000	1,000	1,000
Wireless access points	WAP	20	2018	25,000			25,000			
Video conferencing system		2	2011	25,000	-	-	-	-	-	-
Total			Totals		\$ 42,127	\$ 9,250	\$ 34,250	\$ 31,250	\$ 40,250	\$ 9,250

Information Technology Equipment Replacement Plan - Switches

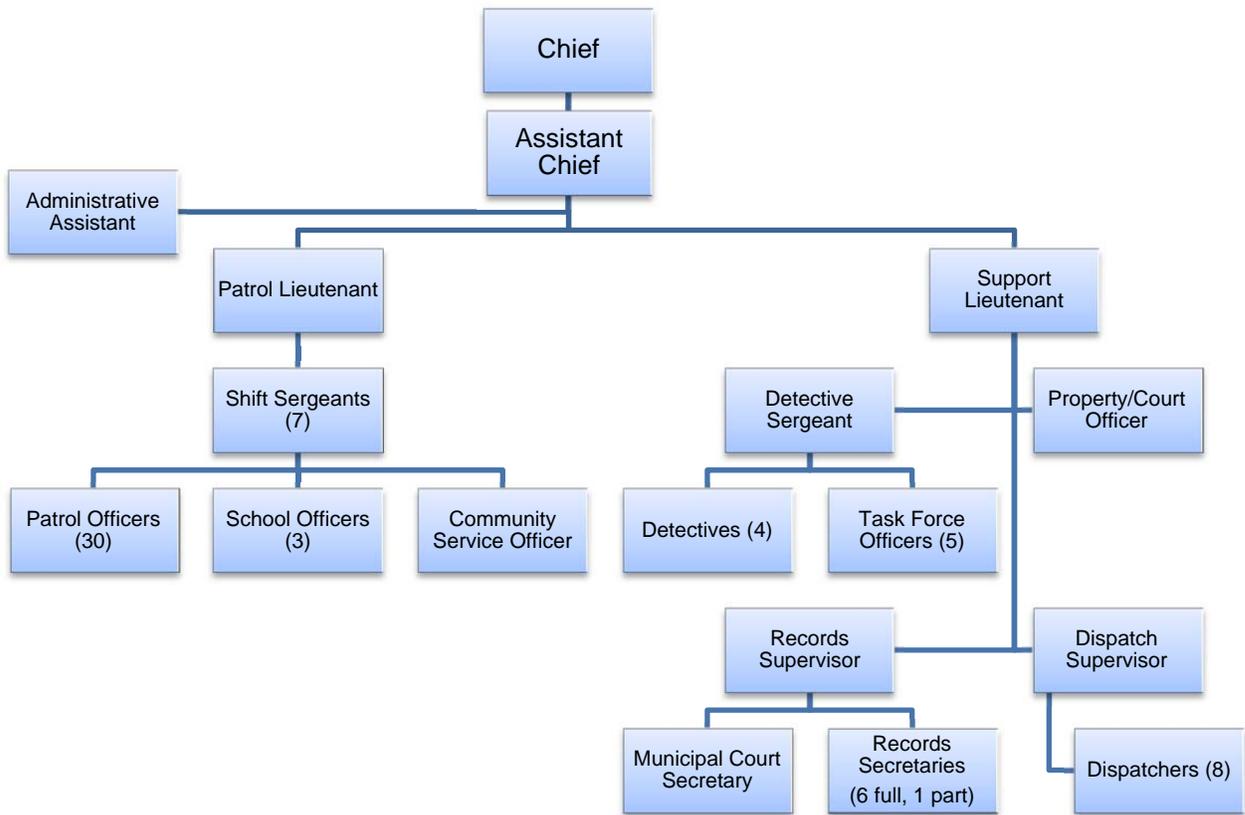
Name	Location	Qty	Estimated		2016	2017	2018	2019	2020	2021
			Year	Cost						
City Hall	Data Center	1	2014		61,765					
6513 chassis WCSB		1	2014							
Outlying switches	Outlying	14	2019	58,000				58,000		
1760 router (3)	Outlying	3	2015	15,000						
Cisco Firewall/VPN ap	Data Center	1	2015	10,000					7,500	
Meraki filtering applia	Data Center	1	2015	6,000	-	-	-	4,000	-	-
Totals			Totals		\$ 61,765	\$ -	\$ -	\$ 58,000	\$ -	\$ -

Information Technology Equipment Replacement Plan - Surveillance & Access Control

Type	Location	QTY	Estimated		2016	2017	2018	2019	2020	2021
			Year	Cost						
Digital Video Recorder	City Hall	1	2017	\$ 5,000						
Digital Video Recorder	WCSB	1	2016	5,000						
42" monitors	Dispatch	2	2016	1,000	2,000			2,000		
DS Control Point	software	2	2016	2,400	2,400			2,400		
ExaqVision	software	8	2016	2,000	2,000			2,000		
Cameras	City Hall & WCSB	30	5/year	500	2,500	2,500	2,500	2,500	2,500	
Analog camera IP interface	Both	2	2016	4,000	4,000				4,000	
AMAG Application	City Hall	1	2016	5,000	5,000	-	-	5,000	-	-
Totals			Totals		\$ 17,900	\$ 2,500	\$ 2,500	\$ 13,900	\$ 6,500	\$ -



Division:



Mission:





Department 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 the patrol division, a unit that provides policing services 24 hours a day, every day. A lieutenant leads the support services operation, which consists of police records, dispatch, court and property services, task force and the detective bureau. An administrative assistant provides support.
Patrol	Around the clock policing carried out by 30 officers, seven sergeants, two school liaison officers and a community service officer. A lieutenant leads the division.
Detective Bureau	Four detectives, supervised by the detective / task force sergeant, that provide police response to complex, time consuming and serious police investigations. Staff collects evidence at crime scenes, conducts extensive interviews, makes complicated legal charging decisions and works closely with the district attorney’s office. An evidence/court officer is housed in this department and next year’s budget includes splitting that position into two, with the incumbent becoming an evidence officer and a records secretary becoming the court officer.
Dispatch	Twenty-four hour a day radio dispatching for police and fire staff that provide an around the clock contact point for citizens wishing to reach city government. The dispatch center accomplishes several tasks related to the city’s public safety function, including monitoring alarms, cameras and accessing local databases. The dispatch supervisor is responsible for eight full time dispatchers. It is recognized that some adjustments are needed in the interest of risk management, particularly when only one dispatcher is on duty. Therefore, the department must seriously consider adding dispatch staff or transferring risk (911 calls and fire dispatch) to the county communications center, which will be an upcoming policy related decision.
Records	A full time staff of six is led by a records supervisor. The group is charged with typing and processing police related records, which includes police reports. Staff also assists in carrying out a variety of tasks, open records processing, social media management, citizen fingerprinting, license and permit processing, staffing service windows and backing up municipal court duties and property duties.
Task Force	A group of five officers supervised by the detective / task force sergeant that are responsible for problem solving policing efforts in identified challenged neighborhoods. This set of officers work closely with property owners / managers and other third party groups in an effort to address criminal behavior and behavior that has a negative impact on the quality of life for Sun Prairie residents. These officers also assist vigorously with pattern crimes and high profile serious criminal acts. Additional task force duties include crime prevention services, second hand dealer ordinance compliance, sex offender tracking and drug and gang intervention.
Community Policing	A section of the department’s budget intended to provide the resources required for a community policing. The funds allow for the purchase of equipment used in duty assignments that serve the community, like the honor guard and the special events team. Funds are used for the Citizen Academy, also. This section purchases items for high profile events, such as National Night Out and Corn Festival.
Crossing Guards	The city contracts with All City Management Services for 13 crossing guards that are stationed throughout the community with the purpose of ensuring students are safe.



2016 Budget Highlights:

INITIATIVE	PERTINENT GOAL(S)		
	CREATE A SAFE COMMUNITY	BUILD COMMUNITY TRUST	CARE FOR OUR MEMBERS
Property Room Expansion and Upgrade (Capital Budget Item)	☒	☒	☒
Police School Liaison Officer Program	☒	☒	
Body Worn Camera Program (pilot program funded through 2015 budget amendment, full implementation funded through 2017 budget initiative)	☒	☒	☒

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
POLICE ADMINISTRATION (210-21)							
Personnel Services	\$ 569,835	\$ 573,874	\$ 584,143	\$ 581,544	\$ 593,717	\$ 593,717	\$ 12,173
Materials & Supplies	11,174	33,380	27,640	27,348	34,658	34,658	7,310
Contracted Services	184,238	168,713	177,850	182,338	194,313	194,313	11,975
Professional Development	14,665	10,699	8,461	8,245	8,245	8,245	-
Capital Items	90	-	-	-	-	-	-
TOTAL	\$ 780,002	\$ 786,666	\$ 798,094	\$ 799,475	\$ 830,933	\$ 830,933	\$ 31,458
POLICE PATROL (210-22)							
Personnel Services	\$ 3,352,481	\$ 3,391,354	\$ 3,508,464	\$ 3,582,300	\$ 3,704,237	\$ 3,730,573	\$ 148,273
Materials & Supplies	49,502	62,113	56,211	79,950	57,550	57,550	(22,400)
Contracted Services	16,808	23,348	26,700	21,860	21,860	21,860	-
Professional Development	26,125	40,922	47,902	46,495	46,530	46,530	35
Capital Items	36,298	4,443	55,615	56,745	29,630	29,630	(27,115)
TOTAL	\$ 3,481,214	\$ 3,522,180	\$ 3,694,892	\$ 3,787,350	\$ 3,859,807	\$ 3,886,143	\$ 98,793
POLICE INVESTIGATION (210-23)							
Personnel Services	\$ 508,624	\$ 528,654	\$ 535,987	\$ 535,374	\$ 519,039	\$ 551,419	\$ 16,045
Materials & Supplies	10,860	12,720	14,950	13,150	14,600	14,600	1,450
Contracted Services	2,783	2,850	3,400	3,550	3,550	3,550	-
Professional Development	3,000	2,787	3,762	3,750	4,250	4,250	500



	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
POLICE COMMUNICATIONS (210-24)							
Personnel Services	\$ 559,931	\$ 601,950	\$ 590,931	\$ 623,579	\$ 655,057	\$ 655,057	\$ 31,478
Materials & Supplies	1,253	3,225	1,778	1,778	1,500	1,500	(278)
Contracted Services	94,146	81,795	103,250	108,046	118,240	118,240	10,194
Professional Development	2,175	2,782	2,229	2,518	2,518	2,518	-
TOTAL	\$ 657,505	\$ 689,752	\$ 698,188	\$ 735,921	\$ 777,315	\$ 777,315	\$ 41,394
POLICE RECORDS (210-25)							
Personnel Services	\$ 393,720	\$ 387,551	\$ 424,437	\$ 425,637	\$ 443,021	\$ 443,021	\$ 17,384
Materials & Supplies	595	943	1,000	1,000	1,000	1,000	-
Contracted Services	419	114	-	-	-	-	-
Professional Development	2,222	1,308	1,500	1,500	1,500	1,500	-
SUB-TOTAL	\$ 396,956	\$ 389,916	\$ 426,937	\$ 428,137	\$ 445,521	\$ 445,521	\$ 17,384
POLICE TASK FORCE (210-26)							
Personnel Services	\$ 407,540	\$ 410,796	\$ 430,782	\$ 431,782	\$ 424,167	\$ 445,197	\$ 13,415
Materials & Supplies	3,552	3,417	3,950	4,150	4,150	4,150	-
Contracted Services	845	1,544	2,400	2,500	2,500	2,500	-
Professional Development	4,289	4,126	3,600	3,650	3,650	3,650	-
SUB-TOTAL	\$ 416,226	\$ 419,883	\$ 440,732	\$ 442,082	\$ 434,467	\$ 455,497	\$ 13,415
POLICE VEHICLES (210-27)							
Materials & Supplies	\$ 105,335	\$ 99,938	\$ 409,213	\$ 415,495	\$ 313,479	\$ 313,479	\$ (102,016)
SUB-TOTAL	\$ 105,335	\$ 99,938	\$ 409,213	\$ 415,495	\$ 313,479	\$ 313,479	\$ (102,016)
COMMUNITY POLICING (210-28)							
Materials & Supplies	\$ 6,251	\$ 6,094	\$ 6,000	\$ 6,200	\$ 6,200	\$ 6,200	\$ -
Contracted Services	-	1,544	300	600	600	600	-
Professional Development	16	-	-	-	-	-	-
SUB-TOTAL	\$ 6,267	\$ 7,638	\$ 6,300	\$ 6,800	\$ 6,800	\$ 6,800	\$ -
CROSSING GUARDS (210-29)							
Contracted Services	\$ 82,985	\$ 81,448	\$ 89,500	\$ 97,740	\$ 95,170	\$ 95,170	\$ (2,570)
SUB-TOTAL	\$ 82,985	\$ 81,448	\$ 89,500	\$ 97,740	\$ 95,170	\$ 95,170	\$ (2,570)
TOTAL POLICE DEPARTMENT	\$ 1,665,274	\$ 1,688,575	\$ 2,070,870	\$ 2,126,175	\$ 2,072,752	\$ 2,093,782	\$ (32,393)



Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Police Chief	1.00	1.00	-	130,670	133,451	2,781
Assistant Police Chief	1.00	1.00	-	129,210	132,010	2,800
Lieutenant	2.00	2.00	-	238,866	244,706	5,840
Sergeant	8.00	8.00	-	858,834	882,088	23,254
Detective	4.00	4.00	-	389,495	403,140	13,645
Evidence Officer	-	1.00	1.00	-	60,852	60,852
Police Officer	37.00	38.00	1.00	3,005,472	3,102,077	96,605
Records Supervisor	1.00	1.00	-	84,364	87,035	2,671
Dispatch Supervisor	1.00	1.00	-	79,705	82,250	2,545
Dispatcher	8.00	8.00	-	493,960	520,870	26,910
Community Service Officer	1.00	1.00	-	67,609	69,442	1,833
Court Officer	1.00	1.00	-	58,483	63,539	5,056
Administrative Assistant	1.00	1.00	-	81,560	83,650	2,090
Records Secretary	6.40	5.40	(1.00)	338,266	289,347	(48,919)
Holiday/Misc/Prem Pay	-	-	-	96,993	14,856	(82,137)
Overtime	-	-	-	155,554	236,292	80,738
Seasonal(Dispatch)	-	-	-	15,066	13,995	(1,071)
Boards & Commissions	-	-	-	1,391	1,292	(99)
Total	72.40	73.40	1.00	6,225,498	6,420,892	195,394

Performance Measures:





2014 Outputs:

POLICE SCHOOL LIAISON OFFICER PROGRAM					
PRO-ACTIVE CONTACT TYPES	S.P.H.S.	P.P.A.	C.H.U.M.S.	P.M.M.S.	P.V.M.S.
Classroom Presentations	10	8	5	14	1
Staff / Parent Presentations	2	0	7	2	2
Home Visits	8	8	5	1	2
Parent Behavioral Contacts	75	20	66	14	9
Parent Victimization Contacts	47	7	35	3	4
Parent Positive Contacts	140	42	30	4	5
Behavioral Interventions	170	114	80	24	13
Student Problem Solving	126	98	143	45	39
Positive Student Contacts	392	254	392	178	129
Follow-Up / Relationship Contacts	97	109	232	126	65
TOTALS	1,067	660	995	411	269

DETECTIVE BUREAU	
Death Investigations	10
Child Abuse	10
Sexual Assaults	27
Robberies	4
Batteries	2
Burglaries	9
Frauds	10

TASK FORCE	
Presentations	8
Search Warrants	11
Abatement Letters	6
Security Surveys	11
Sex Offender Home Visits	7

COMMUNICATIONS CENTER	
Non-Emergency Calls	33,523
Emergency 911 Calls	2,971
Incoming Internal Calls (within city)	8,875
Outgoing Calls	9,358
Calls for Service Created	30,740



COMMUNITY OUTREACH

Tours and Presentations	30
Ride-Alongs	57

TRAFFIC SAFETY PROGRAM

Traffic Complaints	1,198
Speed Surveys / Directed Patrol	33
Reportable Crashes	351
OWI Citations	134
PAC Citations	97
RCS Citations	15

MED DROP

Pounds Disposed	1,794
-----------------	-------

EVIDENCE AND PROPERTY SERVICES

Pieces of Property Taken In	~ 2,200
Number of Items Disposed	900
Pounds of Drugs Destroyed	80
Bicycles Donated to St. Vincent de Paul	125
Adult D.A. Intakes	564
Juvenile D.A. Intakes	70

SOCIAL MEDIA

Facebook Posts	152
Nixle Communications	49
Media Releases	34



Police

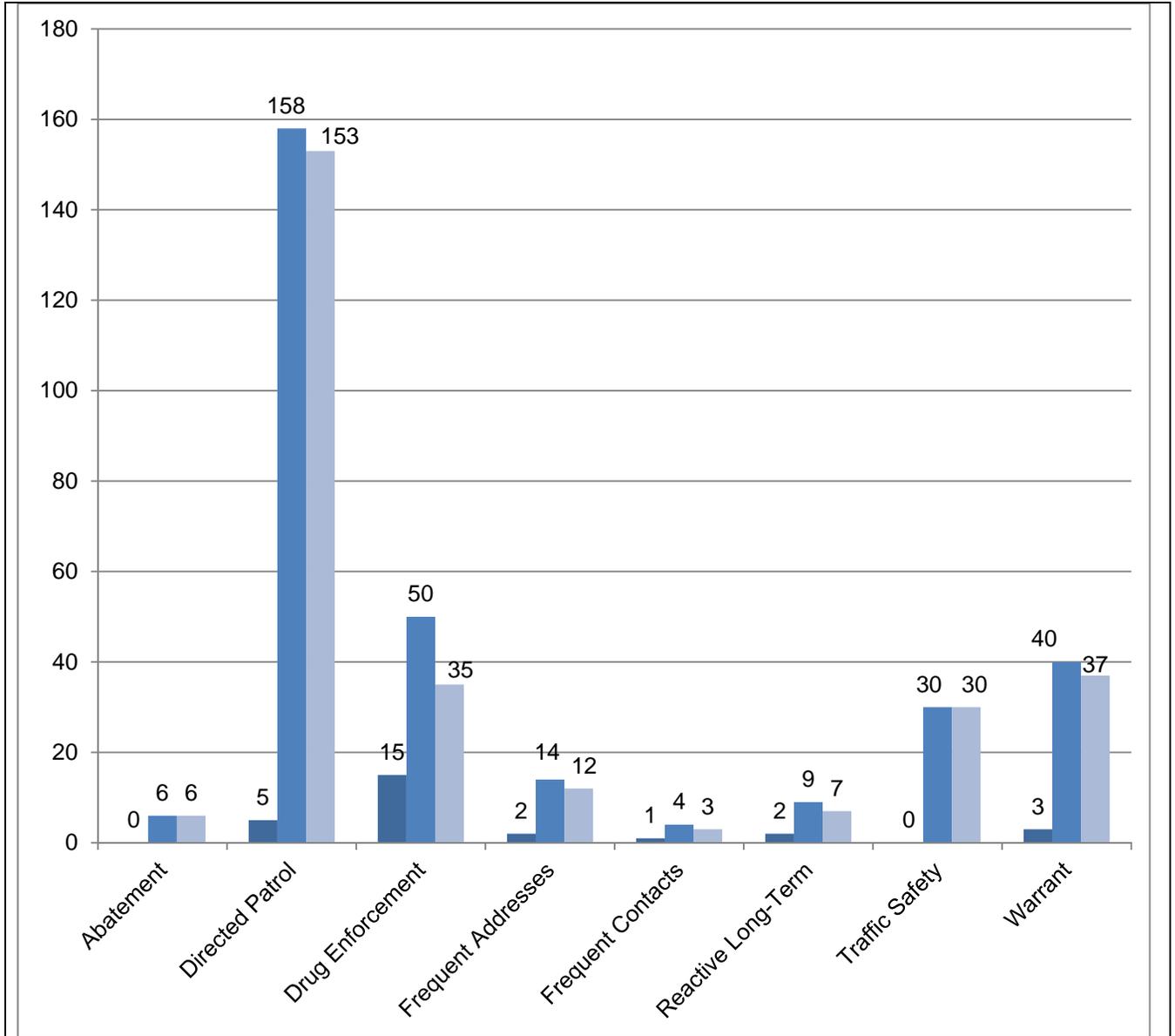
City of Sun Prairie 2016 Annual Budget

ACTIVITY	2012	2013	2014
911 Calls	1,474	1,462	2,971
Accidents	443	384	374
Background Checks	Not Available	834	820
Calls for Service	32,223	30,128	29,388
EMS Assists	636	675	709
Fingerprinting	94	76	115
Open Records Requests	1,749	1,688	1,854
Special Events	27	41	24
ENFORCEMENT ACTION	2012	2013	2014
Booked into Jail	450	386	344
Declined Cases	100	89	60
Misdemeanor Citations	16	12	11
Municipal Ordinance Citations	855	924	782
OWI Arrests	142	128	132
Parking Citations	1,048	1,318	841
Referrals (Adult & Juvenile)	293	359	285
Traffic Citations	1,195	1,435	1,391
Warnings	3,612	3,314	3,438
MISSION-DRIVEN STRATEGIES	2012	2013	2014
Bar Checks	132	161	220
Community Connections	365	465	531
Community Relations	158	174	186
Directed Patrol	82	87	158
Landlord Contacts	474	422	229
Traffic Complaints	864	1,435	1,198
Traffic Concerns	32	22	9
UCR (UNIFORM CRIME REPORTING) VIOLENT	2012	2013	2014
Homicide	0	2	0
Forcible Rape	5	4	5
Robbery	9	6	5
Assault	98	85	100
UCR (UNIFORM CRIME REPORTING) PROPERTY	2012	2013	2014
Arson	2	3	1
Burglary	73	91	49
Theft	661	681	584
Auto Theft	9	14	8
QUALITY OF LIFE	2012	2013	2014
Abandoned Vehicle Towed	19	15	15
Alcohol Violation	185	177	163
Animal Complaint	822	737	739
Code Enforcement	104	168	115
Criminal Damage Graffiti	48	14	24
Damage to Property	278	248	236
Disturbance	903	753	758
Domestic Disturbance	105	109	114
Fight	52	51	19
Malicious Mischief	174	150	119
Noise Disturbance	336	338	315
Suspicious Activity	917	815	806
Tobacco / Curfew Offense	24	13	9
Trespass	71	70	61
Truancy	20	26	29
Warrant Service / P&P / TRO	255	339	300
Weapon Violation	50	44	31



2014 Outcomes:

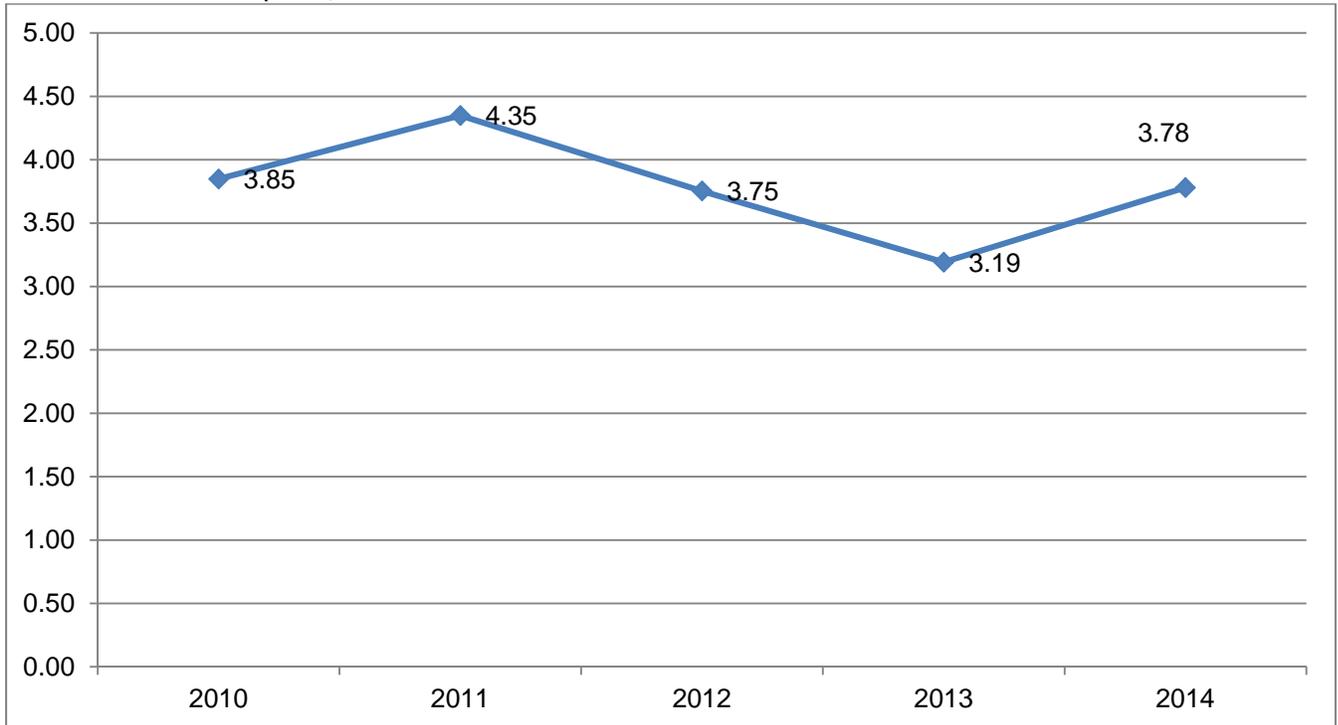
District Concerns Statistics



- Total Active 28 (9%)
- Total Identified 311
- Total Resolved 283 (91%)

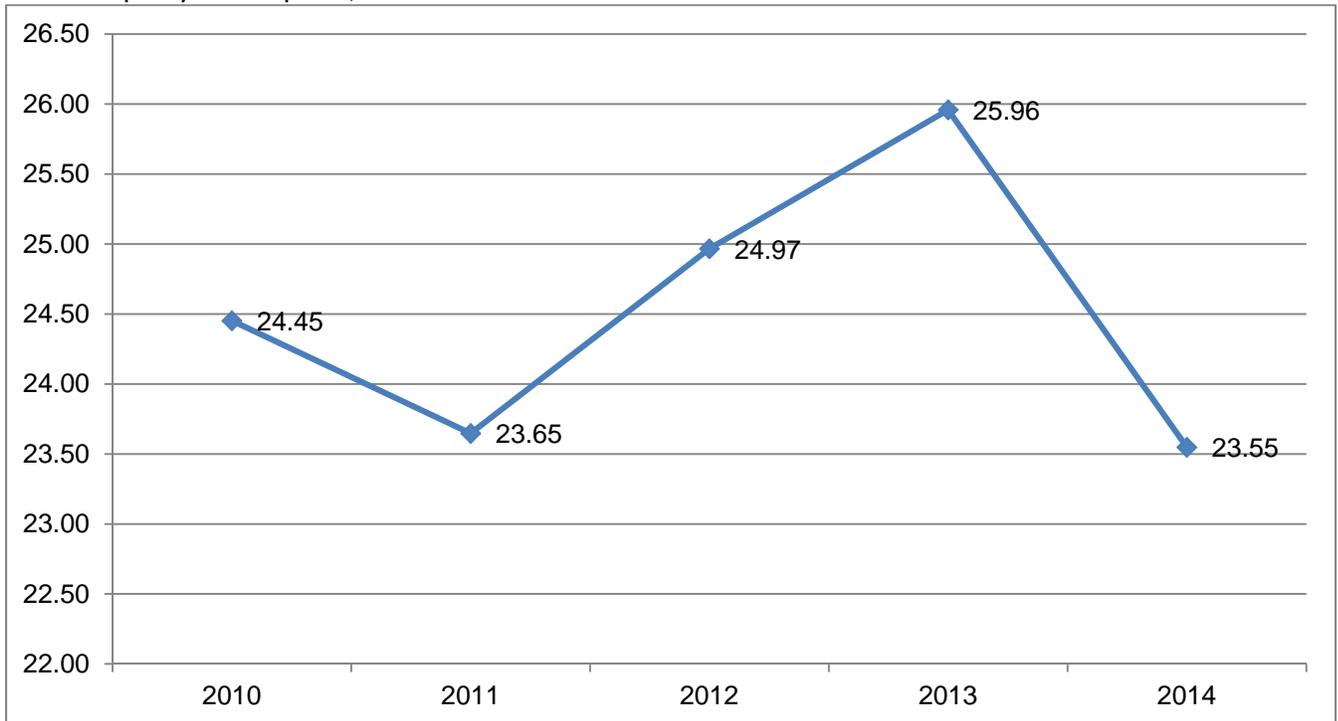


Total Violent Crime per 1,000 Residents



Uniform Crime Reporting Part I Offenses – Violent: Murder, Rape, Robbery, Aggravated Assault, Simple Assault

Total Property Crime per 1,000 Residents



Uniform Crime Reporting Part II Offenses – Property: Burglary, Theft, Motor Vehicle Theft, Arson



2015 Achievements:

ACHIEVEMENT	PERTINENT GOAL(S)		
	CREATE A SAFE COMMUNITY	BUILD COMMUNITY TRUST	CARE FOR OUR MEMBERS
Staffing Study	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Domestic Violence Risk Assessment and Safety Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mental Health Response Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Alcohol Ordinance Update	<input checked="" type="checkbox"/>		
School District Bike Safety Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Squad Wireless Data Service and AVL Upgrade	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
School Based Safety Drills	<input checked="" type="checkbox"/>		
Suicide Prevention for Officers			<input checked="" type="checkbox"/>
Firearm Proficiency Improvement Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fair and Impartial Policing Training		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Force Transition Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Relationship with Special Olympics		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

The Sun Prairie Emergency Management Team pledges to plan, prepare, and respond to disasters so that our community can most effectively protect lives and property.

Department 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 very functional EOC for protective services leaders, city administration, and city department leaders to use during emergency events, and planned large scale events.

2016 Budget Highlights:

The EOC review subsequent to the June activation continued pre-existing radio communications difficulties. The desk top radios that EOC participants use to monitor actions in the field are capable of being programmed to only one frequency. So, for example if the radios are programmed to the police frequency, EMS, public works, and fire staff could not monitor radio transmissions by their personnel on their respective frequencies.

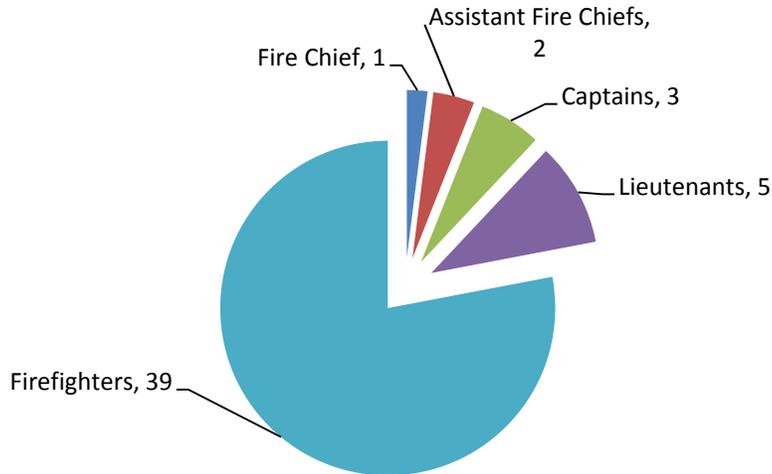
Financial Summary:

	2013	2014	2015	2015	2016	2016	INCREASE
	ACTUAL	ACTUAL	PROJECTED	BUDGET	REQUESTED	APPROVED	(DECREASE)
EMERGENCY MANAGEMENT (250-00)							
Materials & Supplies	\$ -	\$ -	\$ 2,200	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Professional Development	-	-	1,000	2,000	2,000	2,000	-
Capital Items	-	-	7,000	7,000	-	-	(7,000)
TOTAL EMERGENCY MANAGEMENT	\$ -	\$ -	\$ 10,200	\$ 14,000	\$ 7,000	\$ 7,000	\$ (7,000)



2015 Achievements:

- In June of 2014, the Emergency Operations Center (EOC) was opened for the first time due to a severe wind event in our community. Decision-makers used the space to manage staff and assets in the field. A review of the event was completed afterward by staff that actually used the room so that improvements could be made.
- The EOC received several broad technology upgrades, to include monitors that can be attached to a computer. One example of their use is that commanders in the EOC can view dispatch CAD and to physically see the actions and locations of staff in the community. Televisions were installed so that EOC participants can view news and weather broadcasts.
- The EMT group is in the process of completing a hazard mitigation plan as a part of an overall county-wide effort to create a plan. The plan will address steps that can be taken by the City to help limit damage from natural disasters.



Mission:

Our mission as the Sun Prairie Volunteer Fire Department (SPVFD) 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.

Department Description:

The Sun Prairie Fire Department is contracted by the City of Sun Prairie to deliver 24/7 fire service in the community. Services include emergency response, fire prevention, fire education, and assistance to Sun Prairie Emergency Medical Services Department (SP EMS) and Sun Prairie Police Department (SPPD). The SPVFD district covers the City of Sun Prairie, and Townships of Burke, Bristol, and Sun Prairie. With an annual call volume of over 1,000 calls, a service district of approximately 96 square miles and over 42,000 residents, the SPVFD operates out of two stations located within the City.

After the 2014 Fire Department Review & Assessment by McGrath Consulting, the SPVFD has proceeded with many of the recommendations for the future of fire protection. In late 2015, the SPVFD will be concluding the hiring process for a career Fire Chief.

2016 Budget Highlights:

Personnel

- The newly hired Fire Chief will be in place for the start of 2016.
- Wages for volunteer Chiefs have been reduced due to a decreased demand for their time
- Career Firefighters will receive an identical increase in pay as City employees
- Night Staffing Program funds have increased due to deployment of the program for the full year.



Replacement of Ladder 1

In accordance with fire standards, the SPVFD will begin the replacement process for the City’s 1991 Pierce 100’ Aerial Platform due to its age and increasing maintenance costs, which attribute to out of service time.

Automatic External Defibrillators (AED)

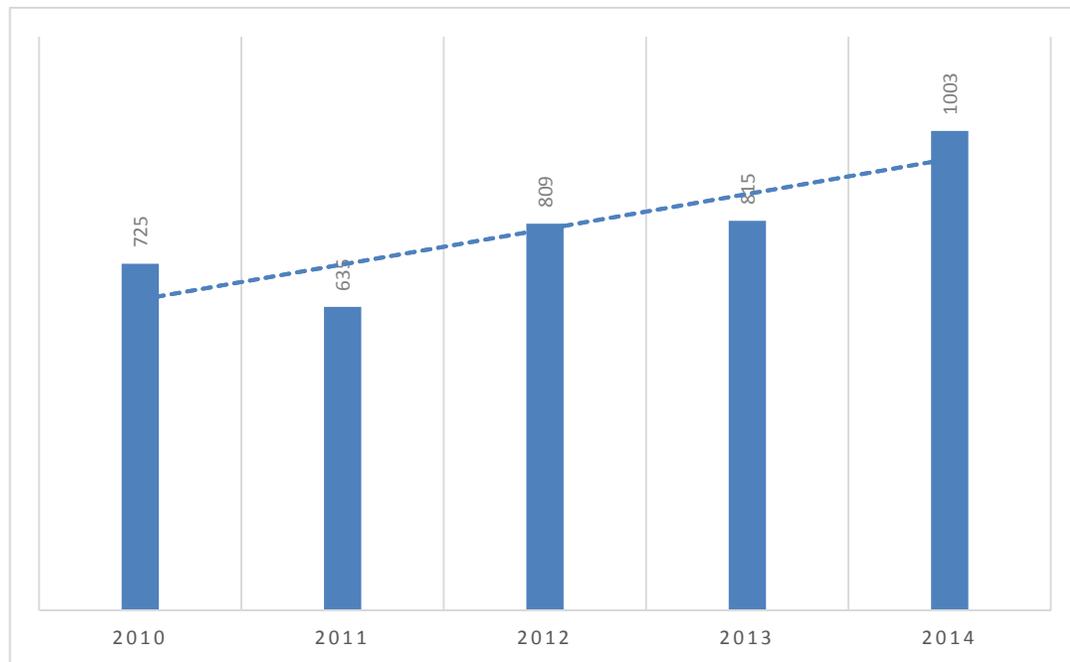
The SPVFD will be replacing its existing AED’s based on a recommendation from SP EMS due to the inability to get parts or service. Fire standards also dictate the availability of an AED on fire apparatus.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
EMS (230-00)							
Materials & Supplies	338	-	3,276	5,000	500	5,000	-
Contracted Services	366,168	634,157	690,437	715,285	892,460	892,460	177,175
Capital Items	29,320	60,577	-	139,185	13,310	13,310	13,310
Total	\$ 395,826	\$ 694,734	\$ 693,713	\$ 859,470	\$ 906,270	\$ 910,770	\$ 190,485

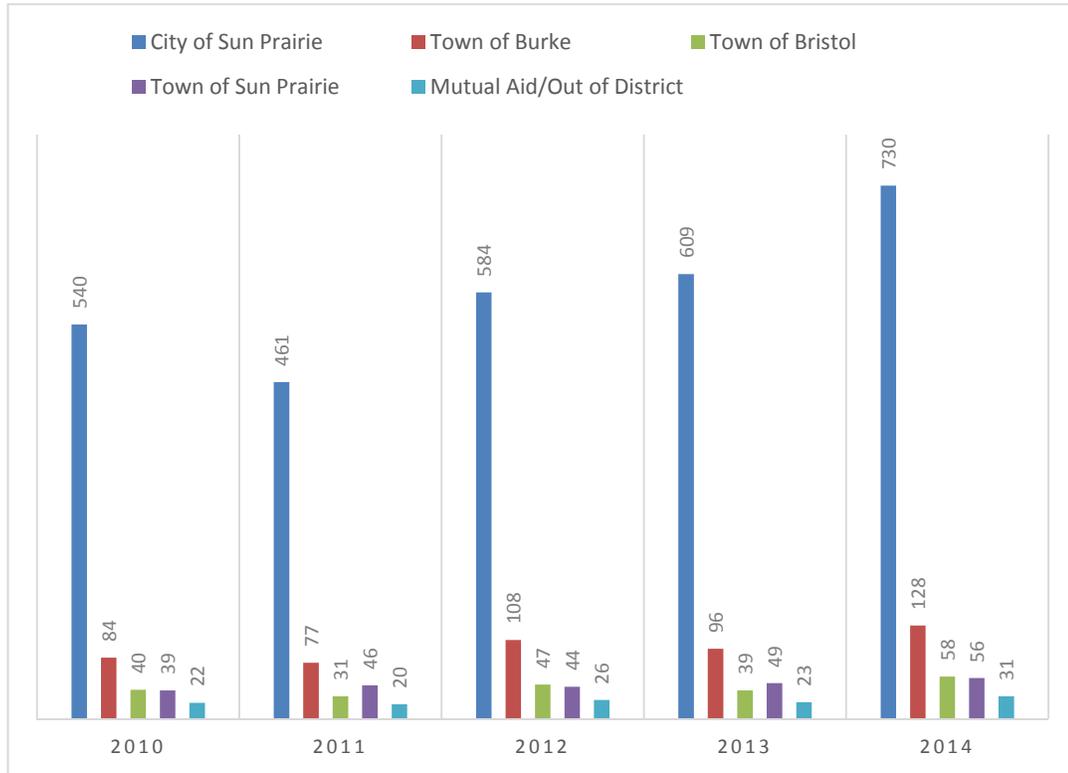
Measurements:

Annual Call Volume

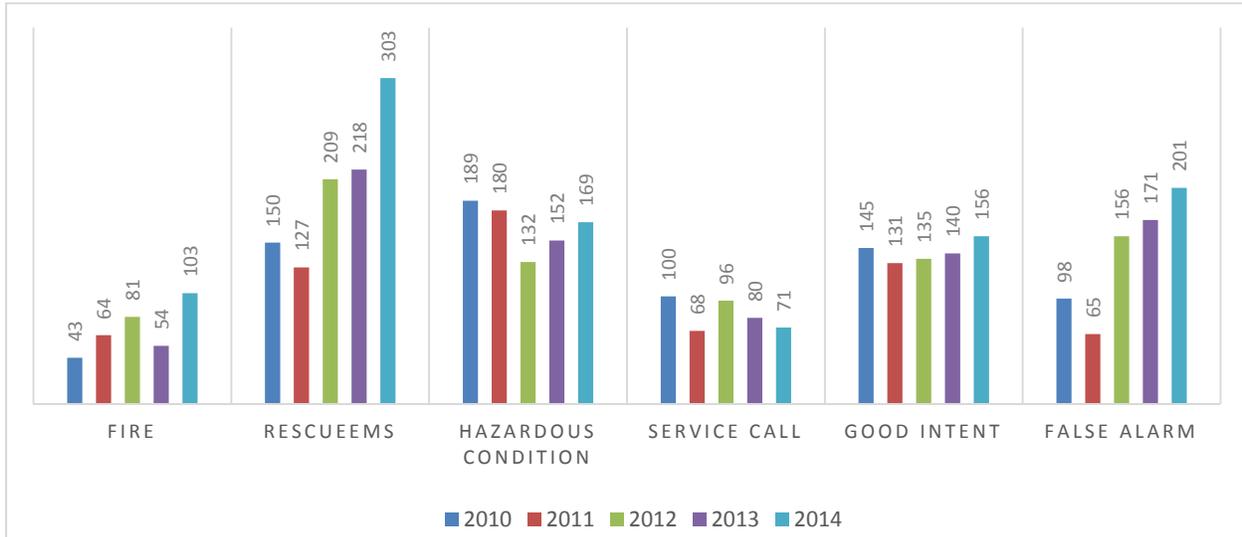




Call Volume by District Served



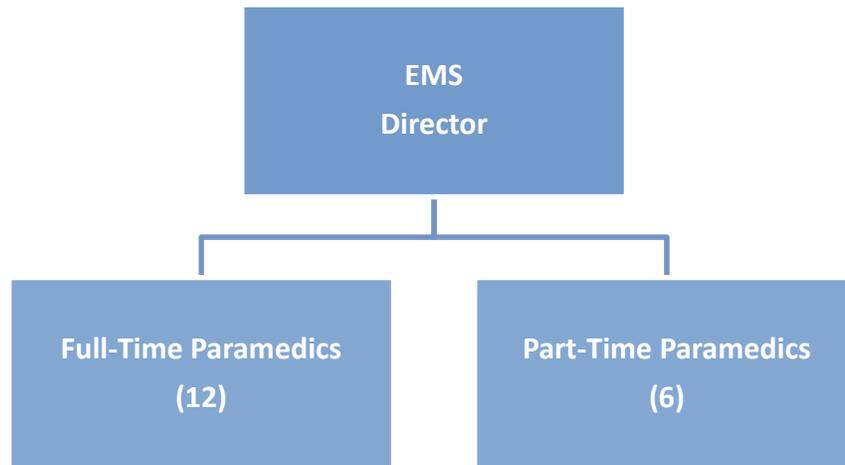
Incident Type Comparison





2015 Achievements:

- Implementation of numerous priority 1 and 2 recommendations of the McGrath study
- Hiring process for the first career Fire Chief
- Implementation of LTE's to cover both career and volunteer shift openings
- Progression of the pilot night staffing program to a permanent program



Mission:

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

Department Description:

As the mobile arm of emergency health service, our main role is to respond to emergency 911 calls and get medical help to patients who have serious or life-threatening injuries or illnesses quickly.

With primary responsibility of emergency 911 response, many subsequent responsibilities ensue. These include mutual aid agreements to ensure adequate response regardless of Sun Prairie EMS (SPEMS) availability, emergency preparedness and training, providing a presence for specific events such as charity runs or athletics, and community education.

2016 Budget Highlights:

Replacement Ambulance and Patient Load System: For 5 years, the EMS department has strategically implemented a step-by-step process to get to a point where patient lifting is minimized as much as possible. This is done with power ambulance cots that work with an ambulance load system that eliminates lifting while raising and lowering the cot; and loading/unloading the patient from the ambulance. Each ambulance replacement over the last two cycles has been manufactured with a specified sub-floor to allow for the installation of a load system. Additionally, power cots were introduced to the department three years ago (specifically compatible with the entire load system). This year, with the request of a new ambulance (remount to save cost), in collaboration with fleet maintenance, we are requesting the installation of the load systems. With the cost savings of a remount ambulance, we are able to achieve the acquisition of the load systems at the actual cost of a new ambulance.

LTE Paramedic Wage Increase: Wages for our LTE Paramedics have not been increased in over 6 years. Initially, the hourly pay for this group was determined by the base wage for the FTE Paramedics during their first year of establishing a labor agreement. The wages for Sun Prairie are no longer competitive and the EMS Department is finding it much more difficult to recruit quality candidates to serve in the LTE capacity. A survey was completed for wages in the area for municipal providers. With that data, we are requesting a wage increase of hourly pay from \$14.51 to \$17.50, which will increase the annual budget for LTE hourly pay by \$17,495.43.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
EMS (230-00)							
Personnel Services	\$ 1,197,393	\$ 1,199,980	\$ 1,247,906	\$ 1,228,206	\$ 1,300,996	\$ 1,318,491	\$ 90,285
Materials & Supplies	93,530	94,517	215,828	212,416	183,205	183,205	(29,211)
Contracted Services	118,792	98,127	104,528	91,960	96,580	96,580	4,620
Professional Development	2,018	2,414	5,875	6,331	5,895	5,895	(436)
Capital Items	5,082	183,380	-	-	-	-	-
Total	\$ 1,416,815	\$ 1,578,418	\$ 1,574,137	\$ 1,538,913	\$ 1,586,676	\$ 1,604,171	\$ 65,258

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
EMS Director	1.00	1.00	-	106,956	110,776	3,820
Paramedics	12.00	12.00	-	705,484	753,902	48,418
LTE Paramedics	1.50	1.50	-	53,825	84,910	31,085
Holiday/Training/Pager Pay	-	-	-	29,463	26,982	(2,481)
Overtime / Temporary	-	-	-	332,478	307,193	(25,285)
Unemployment Compensation	-	-	-	-	-	-
Total	14.50	14.50	-	1,228,206	1,283,763	55,557

Value Based Goals:

Goal: Develop and Foster a Committed Workforce (Staff)

People are our most valuable asset and focus because having a committed workforce that takes ownership of the department and its mission means we will always meet our commitments to the community and to each other.

Strategies:

- Personnel Management
- Training
- Employee Contribution
- Employee Recognition



Goal: Identify and Meet our Customers' Needs (Service)

What we provide each and every day is service. Our service goal is to identify and meet our customers' needs and exceed their expectations whenever it is in our power to do so. It goes beyond our clinical services, as we always seek to leave the person or situation better than we found it.

Strategies:

- Customer Satisfaction Logging
- Customer Complaint Resolution
- Community Relations
- Community Training

Goal: Deliver the Best Pre-Hospital Medicine (Quality)

Quality begins with hiring the best people, training them to do it right the first time, and continuously measuring and improving our performance. It is an iterative process. We never stop evaluating ourselves to improve the quality of our care for the community.

Strategies:

- Physician Medical Director Quality Assurance Reviews
- Monthly training in direct association with QI initiatives
- Data capture (video/data) of all critical patient interventions and care
- Monthly reporting

Goal: Deliver Service in a Cost-Effective Manner (Finance)

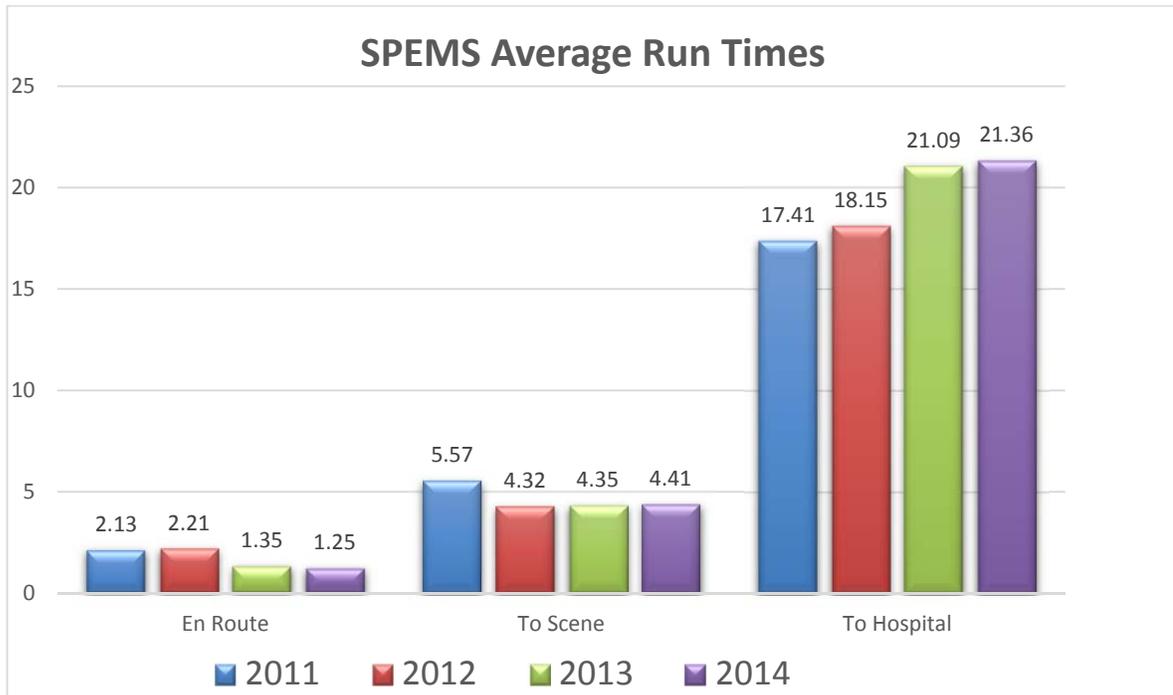
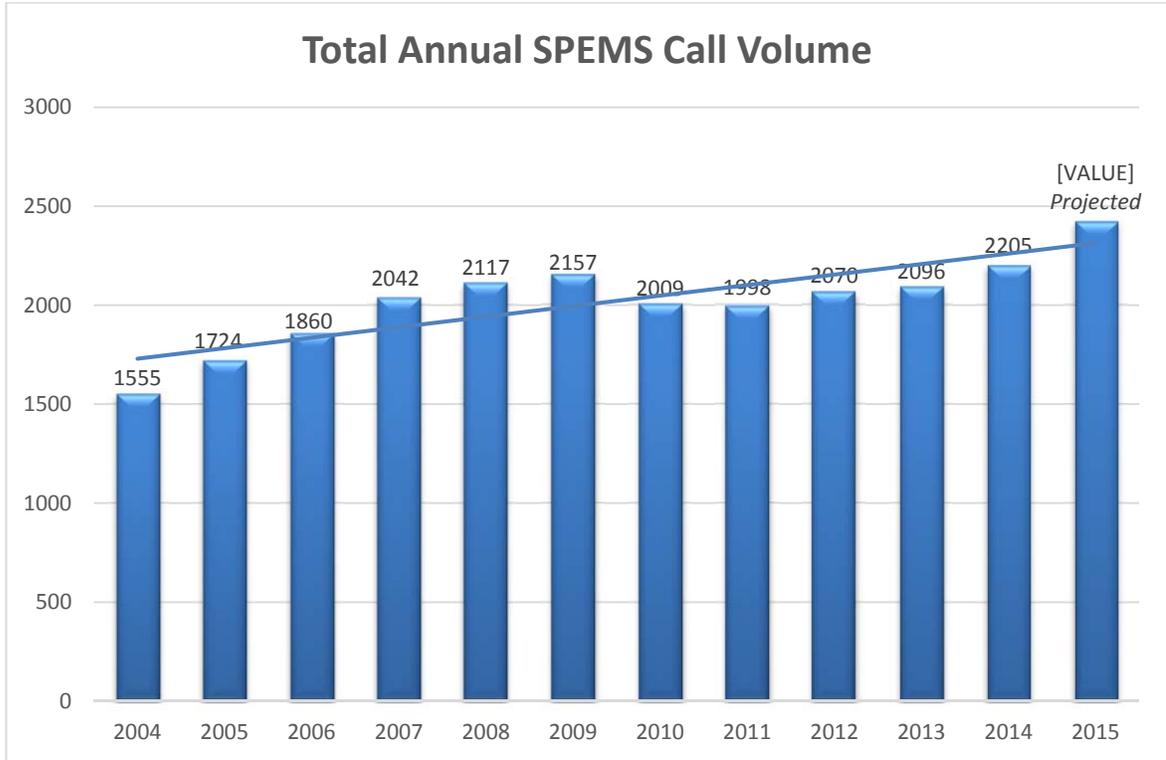
Because we are a publicly funded organization, it is our responsibility to act prudently with the community's money and conduct business in a fiscally responsible manner. We continuously seek innovative ways to maximize the return on the dollars we spend and ensure our spending best meets the needs of our community.

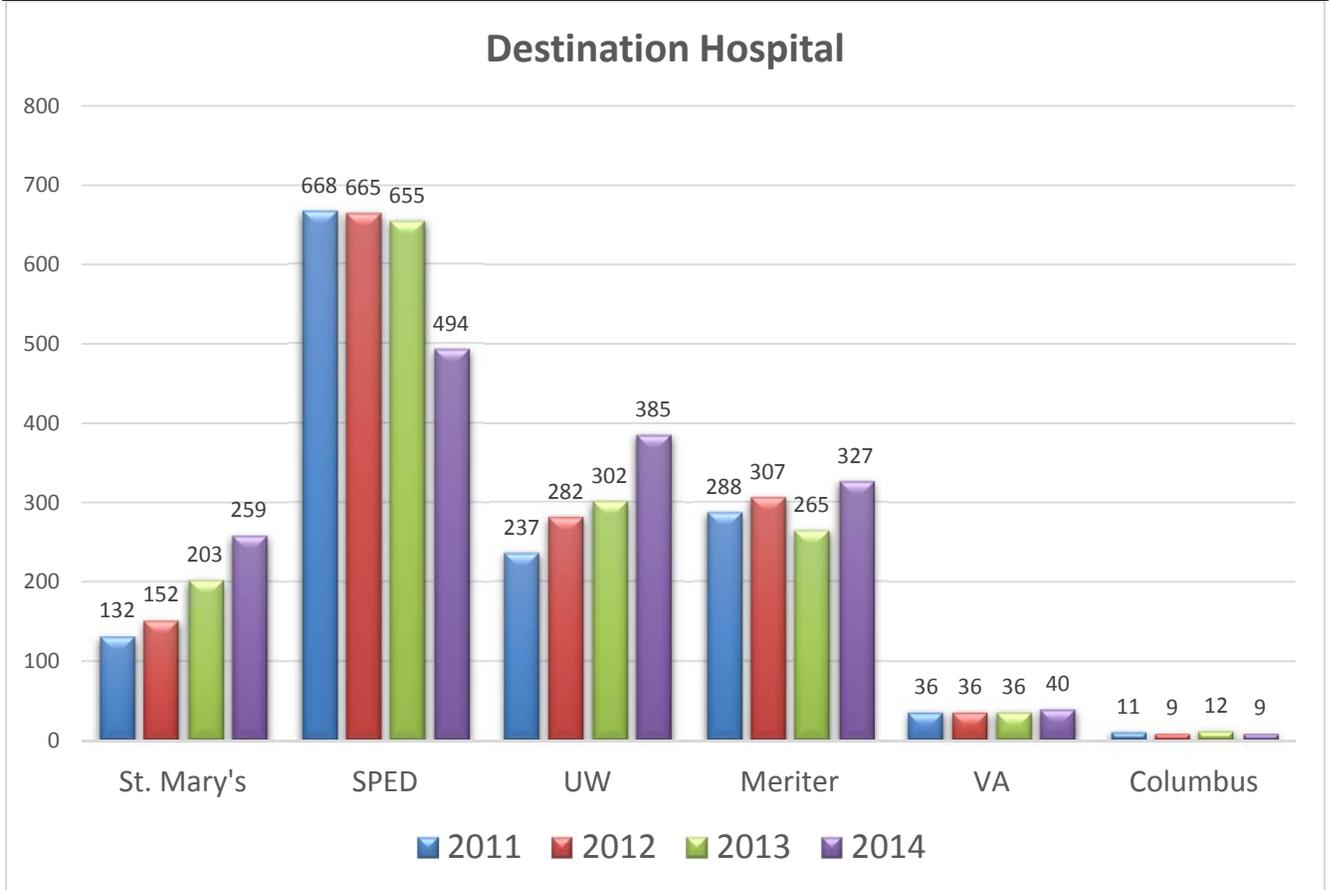
Strategies:

- Group purchasing power with EMS Coop
- Electronic inventory management for reduction of expired waste
- Revenue Reporting and Analysis
 - Documentation Standards
 - Signature Rule Compliance

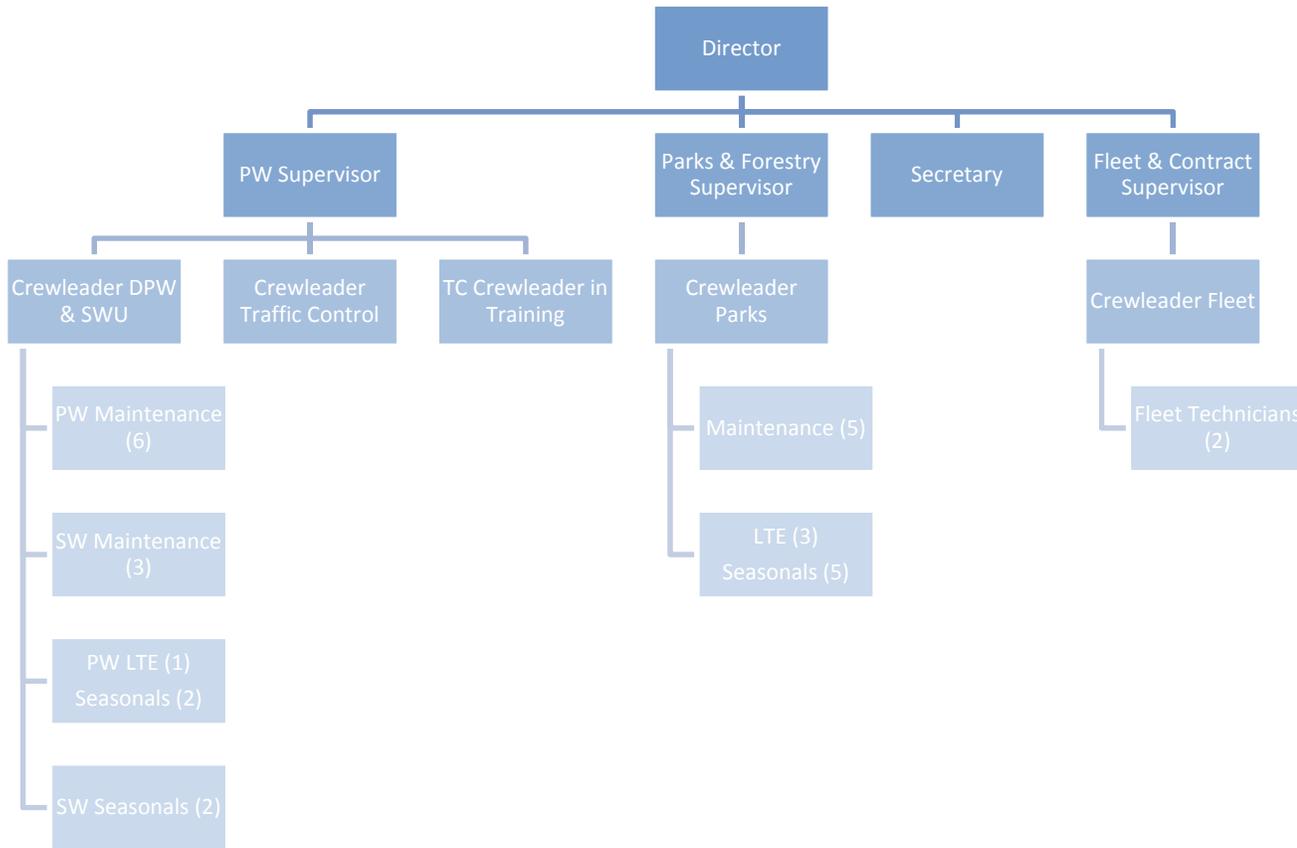


Measurements:





THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

To provide a clean and safe environment for Sun Prairie residents by providing refuse and recycling solutions, street maintenance, snow and ice removal, traffic control, storm water facility maintenance, affording safe and reliable maintenance of City fleet and equipment, and ensuring residents receive accurate and timely service information.

Department Description:

Director coordinates staff and determines effective responses to enhance quality of life. Initiatives include emergency situation response and education of various services through media such as newspaper, newsletter, news brief, website, direct notifications, phone contacts, walk-ins. Administration provides equipment, seeks efficiencies, organizes priorities, meets reporting needs, arranges for contract services to enhance maintenance actions and manages staff.

2016 Budget Highlights:

- Training of staff for Arborist certification.
- Training of staff for Pool Operator certification
- Addition of a part-time staff for snow removal and landscaping



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
PUBLIC WORKS ADMINISTRATION (310-31)							
Personnel Services	\$ 167,646	\$ 177,222	\$ 162,501	\$ 170,424	\$ 161,010	\$ 161,010	\$ (9,414)
Materials & Supplies	1,110	1,361	1,100	1,100	1,300	1,300	200
Contracted Services	8,879	8,880	8,800	3,500	8,800	8,800	5,300
Professional Development	751	4,977	1,200	900	900	900	-
Capital Items	5,188	-	-	-	-	-	-
Total	\$ 183,574	\$ 192,440	\$ 173,601	\$ 175,924	\$ 172,010	\$ 172,010	\$ (3,914)

2015 Achievements:

- Conducted one-on-one staff review discussions.
- Conducted reviews of personnel rules and regulations with staff.
- Hired and trained a new Supervisor of Streets and Storm Water
- Hired and trained a new Supervisor of Parks and Forestry
- Trained a new secretarial employee.
- Developed new operational responsibilities for three new administrative staff.
- Developed a maintenance plan for medians, city facilities and city entrances.
- Improved median appearance of Main Street, Bird Street and Grove Street and the Main Street Round-a-bouts.



Department Descriptions:

Public Works Operations provides response support for key community needs through other divisions by implementing long-term best management practices. Operations houses wages, building utility costs, uniforms, safety equipment, building repairs and cleaning supplies.

Staff work in functional division areas of snow and ice, traffic control, street maintenance, refuse and recycling and are paid from labor pool wages. Equipment includes patrol trucks, front end loaders, chippers, pick-up trucks and skid loaders. Equipment enables staff to complete service functions.

Financial Summary:

	2013	2014	2015	2015	2016	2016	INCREASE
	ACTUAL	ACTUAL	PROJECTED	BUDGET	REQUESTED	APPROVED	(DECREASE)
PUBLIC WORKS OPERATIONS (310-33)							
Personnel Services	\$ 490,379	\$ 487,050	\$ 550,702	\$ 555,262	\$ 574,666	\$ 574,666	\$ 19,404
Materials & Supplies	57,851	34,054	336,059	333,434	325,917	325,917	(7,517)
Contracted Services	22,745	30,377	28,450	26,300	28,200	28,200	1,900
Professional Development	526	774	600	500	1,900	1,900	1,400
Capital Items	1,866	1,958	-	-	-	-	-
Total	\$ 573,367	\$ 554,213	\$ 915,811	\$ 915,496	\$ 930,683	\$ 930,683	\$ 15,187

2015 Achievements:

- Completed mowing services agreement for street median maintenance mowing.
- Completed weed spraying and planting additional plants at round-a-bouts.
- Implemented beautification program for medians, round-a-bouts, city facilities and city entrances.



Mission:

- Provide snow and ice control for safe pedestrian winter travel.

Department Description:

- Perform anti-icing in advance of storms.
- Plow streets, bike paths and sidewalks during and after storm events
- Deicing, sidewalk clearing, parking lot snow removal and cleaning of streets following street clearing operations.
- Provide storage for additional accumulation.
- Maintain traffic movement on all snow route streets during storms.
- Plow streets within 12 hours of snow storm ending.
- Maintain bare pavement on snow route streets.
- Use combination of City and contracted services as necessary to maintain service levels.
- Use anti and de-icing products to maximize effectiveness of melting and reduce bonding of ice to pavement.
- Provide secondary efforts to clear pedestrian walk ways and public parking facilities.
-

2016 Budget Highlights:

- Requesting the hiring of additional part time staff to increase service area and reduce overtime for shoveling city buildings and sidewalks
- Arrange additional contractor coverage during snow events greater than eight (8) inches or of other significance.
- Inform budget through historic contractor expenses
 - 10 events x \$9,000 = \$90,000.
- Retain patrol truck to purge through winter as a back-up/extra assistance.
- Find beneficial rental options to enhance service level via increased units
- Replace patrol truck at end of winter season to maintain unit use for current winter.

Financial Summary:

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE (DECREASE)
SNOW AND ICE CONTROL (310-34)								
Personnel Services	\$ 29,986	\$ 29,850	\$ 65,120	\$ 100,312	\$ 30,765	\$ 32,248	\$ 54,748	\$ 23,983
Materials & Supplies	304,201	281,866	268,955	277,001	249,627	250,135	250,135	508
Contracted Services	182,076	119,562	47,410	68,000	64,000	71,600	71,600	7,600
Capital Items	-	-	-	-	-	-	-	-
Tot:	\$ 516,263	\$ 431,278	\$ 381,485	\$ 445,313	\$ 344,392	\$ 353,983	\$ 376,483	\$ 32,091



Measurements:

Activity	2008	2009	2010	2011	2012	2013	2014	2015 YTD
Work orders				3	50	71	118	39
Inches snow	101	72	51	73	50	72	34	32
No. contract assisted plowings			13	18	7	19	16	3
De-icing salt used (tons)				1,635		2400	1,600	900

- Grand Avenue and Prairie Lakes Drive plowing when we receive 2 to 5 inches is requiring 2 people 8 hours to plow.
- Additions of Blazing Star Lane, Brown Bear Way extension, Grazing Oaks Lane, Main Street extension, City Station Drive extension, Bunny Trail, Colorado Avenue extension, Moorland Place, Crescendo Drive extension, and Bella Way extension will be adding 3 to 8 hours of plowing and clean-up to the plowing operations.
- These additions have led, and will continue to lead, to increased de-icing material usage per operation.
- Approximately an additional 600 tons of de-icing material will be needed each year to accommodate for these street additions.
- 2014 / 2015 was a fairly mild snow season with 34 total inches of snow and the largest storm was 5.5 inches.
- Current de-icing material inventory is high going into the upcoming snow season. We have approximately 2,500 tons of material in storage.
- Winter seasons have fluctuated from light to heavy extremes making expenses on materials, professional services, and overtime vary significantly.

2015 Achievements:

- Negotiated a contract agreement with Uphoff Company and expanded their responsibility area. Agreement expires April 15, 2018.
- Research options to enable staff to address snow needs continuously.

2015 Anticipated Revenue

- Salt purchased from City by SP School District (210 tons x 79.16= \$16,624)
- Salt purchase from City by Township of Burke (475 tons x 79.16 \$37,601)
- **Total Revenue** **\$54,225**



Mission:

- To maintain and install appropriate traffic control devices to provide a safe and efficient transportation system.
- Maintain traffic signals, traffic signs and pavement markings.

Department Description:

- Use the neighborhood traffic management program to resolve concerns and complaints
- Work with the Police Department, Engineering, and Safe Routes to School team representatives to communicate and resolve traffic control issues of infrastructure and non- infrastructure nature.
- Ensure traffic sign materials, painted lines and traffic signals are visible during the day and at night
- Install signs in accordance with prescribed manuals and guidelines.
- Install or replace damaged traffic signs in development reconstruction areas as necessary.
- Repair malfunctioning and/ or damaged traffic signals.
- Efficiently paint pavement markings to include centerline, pavement edge-line, stop bar, crosswalks, curbs and parking areas.
- Regularly replace traffic control signs to meet visibility needs, mandated reflectivity requirements and as stipulated by roadway and highway transportation aids.
- Implement neighborhood meetings to increase education and understanding of our department’s practices.

2016 Budget Highlights:

- Review charge backs from recoverable accident damages.
- Track repair and work orders to define areas of work concentration:
 - Traffic signals, traffic signs, traffic line painting.

Financial Summary:

	2013	2014	2015	2015	2016	2016	INCREASE
	ACTUAL	ACTUAL	PROJECTED	BUDGET	REQUESTED	APPROVED	(DECREASE)
TRAFFIC CONTROL (310-35)							
Materials & Supplies	\$ 56,046	\$ 21,908	\$ 19,069	\$18,765	\$ 24,450	\$ 24,450	\$ 5,685
Contracted Services	35,851	31,114	26,500	26,220	33,000	33,000	6,780
Professional Development	660	1,227	980	980	1,500	1,500	520
Capital Items	17,217	32,737	49,928	50,000	42,000	42,000	(8,000)
Total	\$109,774	\$ 86,986	\$ 96,477	\$95,965	\$ 100,950	\$ 100,950	\$ 4,985

2015 Achievements:

- Fifth year of traffic sign reflectivity replacement.
 - Systematic approach to keeping signs current.
- Continued in-house training for our crew leaders on traffic signals and sent them to conference learning sessions.
- Performed maintenance on seventeen (17) traffic light intersections.



Mission:

- Provide a planned approach to street, sidewalk, parking lot and bike path maintenance.
- Maintain street infrastructure at the lowest cost and longest possible pavement life cycle.
- Provide for the safe use of multi-modal transportation systems.
- Provide reasonably-lit safe streets and pedestrian path ways through rental lighting agreement with Sun Prairie Utilities.

Department Description:

- Conduct a bi-annual pavement condition and assessment review to meet transportation aid requirements and forecast annual funding needs.
- Conduct a targeted annual sidewalk assessment and make necessary repairs.
- Relay lighting outages to Sun Prairie Utilities.
- Forecast, develop specifications and contract for sealcoating treatments such as chip and/or slurry seal.
- Conduct spray injection patching, pavement routing, crack filling and asphalt patching to streets as indicated in assessment.
- Spot mill pavement and conduct patching of small failed pavement and potholes.
- Remove, replace, saw or grind hazardous sidewalk segments.
- Conduct roadside mowing and shouldering of non –curb streets.
- Provide mowing and maintenance of medians, right-of-ways and roundabouts.
- Work with the Parks Division on the median and city entrance beautification program.

2016 Budget Highlights:

- Increase slurry and chip seal applications to out-pace aging streets, rising costs and treatment needs by \$70,000.
- Helping Parks division with Beautification program at medians, round-a-bouts, and city entrances.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
STREET MAINTENANCE (310-36)							
Materials & Supplies	\$ 337,505	\$ 48,792	\$ 42,370	\$ 120,000	\$ 80,000	\$ 90,000	\$ (30,000)
Contracted Services	334,728	623,536	732,495	646,000	696,200	696,200	50,200
Capital Items	-	-	-	-	-	-	-
Total	\$ 672,233	\$ 672,328	\$ 774,864	\$ 766,000	\$ 776,200	\$ 786,200	\$ 20,200

Revenue	2011	2012	2013	2014
General Transportation Aid	\$1,474,955	\$1,527,071	\$1,549,771	\$1,414,562
Connecting Highway Aid	\$53,350	\$53,587	\$53,645	\$53,755

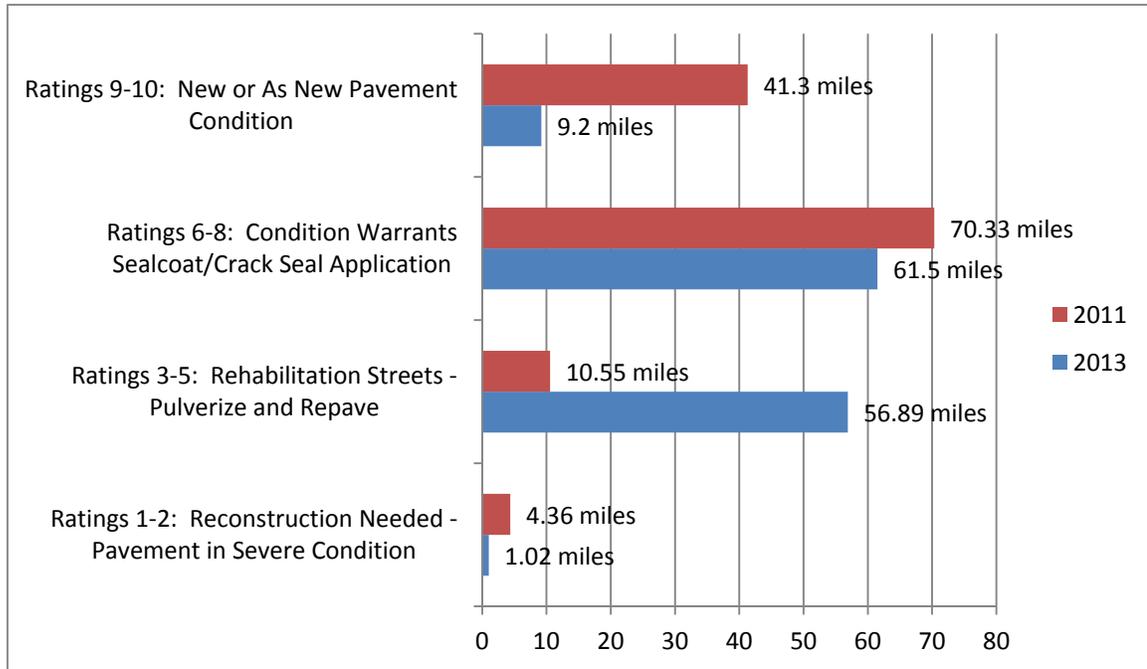


Measurements:

Roadway miles	195
Sidewalk miles	104
Bike path miles	56
Parking lots	39
Parking space	1,598

Miles of street pavement by class -

street rating not completed for 2015 at this time.



Activity	2010	2011	2012	2013	2014
No. Work Orders	-----	-----	45	40	68
Miles Seal-coated	6.25	4.8	4.5	4.5	3.0
Miles Chip Seal				1.5	2.5
Ft ² Sidewalk repairs	-----	-----	1,000	3,175	2,305
Ft. Bike path repairs	0	2,000	0	0	65
Street lights	-----	2,468	----	----	

2015 Achievements:

- Tested a new pavement treatment-onyx spray treatment – did not meet standards to continue
- Implemented pavement treatments using injection spray patch machine.
- April to July: 75 tons stone and 2,400 gallons of emulsion.
- Increased crack filling from 20,000 lbs. of material to 45,000 lbs.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
PUBLIC WORKS ADMINISTRATION (310-31)							
Personnel Services	\$ 167,646	\$ 177,222	\$ 162,501	\$ 170,424	\$ 161,010	\$ 161,010	\$ (9,414)
Materials & Supplies	1,110	1,361	1,100	1,100	1,300	1,300	200
Contracted Services	8,879	8,880	8,800	3,500	8,800	8,800	5,300
Professional Development	751	4,977	1,200	900	900	900	-
Capital Items	5,188	-	-	-	-	-	-
Total	\$ 183,574	\$ 192,440	\$ 173,601	\$ 175,924	\$ 172,010	\$ 172,010	\$ (3,914)

FLEET MAINTENANCE (310-32)

Personnel Services	\$ 283,498	\$ 276,597	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	311,302	334,054	-	-	-	-	-
Contracted Services	20,574	25,514	-	-	-	-	-
Professional Development	2,256	200	-	-	-	-	-
Capital Items	419,565	415,979	-	-	-	-	-
Total	\$ 1,037,195	\$ 1,052,344	\$ -				

PUBLIC WORKS OPERATIONS (310-33)

Personnel Services	\$ 490,379	\$ 487,050	\$ 550,702	\$ 555,262	\$ 574,666	\$ 574,666	\$ 19,404
Materials & Supplies	57,851	34,054	336,059	333,434	325,917	325,917	(7,517)
Contracted Services	22,745	30,377	28,450	26,300	28,200	28,200	1,900
Professional Development	526	774	600	500	1,900	1,900	1,400
Capital Items	1,866	1,958	-	-	-	-	-
Total	\$ 573,367	\$ 554,213	\$ 915,811	\$ 915,496	\$ 930,683	\$ 930,683	\$ 15,187

SNOW AND ICE CONTROL (310-34)

Personnel Services	\$ 29,986	\$ 29,850	\$ 100,312	\$ 30,765	\$ 32,248	\$ 54,748	\$ 23,983
Materials & Supplies	304,201	281,866	277,001	249,627	250,135	250,135	508
Contracted Services	182,076	119,562	68,000	64,000	71,600	71,600	7,600
Capital Items	-	-	-	-	-	-	-
Total	\$ 516,263	\$ 431,278	\$ 445,313	\$ 344,392	\$ 353,983	\$ 376,483	\$ 32,091

TRAFFIC CONTROL (310-35)

Materials & Supplies	\$ 56,046	\$ 21,908	\$ 19,069	\$ 18,765	\$ 24,450	\$ 24,450	\$ 5,685
Contracted Services	35,851	31,114	26,500	26,220	33,000	33,000	6,780
Professional Development	660	1,227	980	980	1,500	1,500	520
Capital Items	17,217	32,737	49,928	50,000	42,000	42,000	(8,000)
Total	\$ 109,774	\$ 86,986	\$ 96,477	\$ 95,965	\$ 100,950	\$ 100,950	\$ 4,985

STREET MAINTENANCE (310-36)

Materials & Supplies	\$ 337,505	\$ 48,792	\$ 42,370	\$ 120,000	\$ 80,000	\$ 90,000	\$ (30,000)
Contracted Services	334,728	623,536	732,495	646,000	696,200	696,200	50,200
Capital Items	-	-	-	-	-	-	-
Total	\$ 672,233	\$ 672,328	\$ 774,864	\$ 766,000	\$ 776,200	\$ 786,200	\$ 20,200

TOTAL PUBLIC WORKS	\$ 3,092,406	\$ 2,989,589	\$ 2,406,065	\$ 2,297,777	\$ 2,333,826	\$ 2,366,326	\$ 68,549
---------------------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	------------------



Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Public Works Director	1.00	1.00	-	113,760	117,148	3,388
PW Supervisor	1.00	1.00	-	76,277	84,165	7,888
Maintenance Crewleader	0.70	0.70	-	51,332	53,410	2,078
Traffic Control Crewleader	2.00	1.00	(1.00)	140,555	72,962	(67,593)
Maintenance Worker	4.00	5.50	1.50	243,046	342,239	99,193
Secretary	1.25	1.00	(0.25)	56,247	43,462	(12,785)
Seasonal Pay	-	-	-	32,295	66,885	34,590
Overtime/Miscellaneous	-	-	-	43,037	10,150	(32,887)
Total	9.95	10.20	0.25	756,549	790,421	33,872



Mission:

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

Department Description:

- Provide labor, supplies and utilities to upkeep park infrastructure
 - Includes shelters, play equipment, sports fields, maintenance shop
- Provide park, park facility and playground maintenance.
- Maintain parks and facilities as inviting, safe places for recreation.
- Utilize best management practices.
- Work in functional sub-division areas:
 - Snow and ice, parks maintenance, Family Aquatic Center (FAC) maintenance, winter recreation.
- Regularly inspect and repair play equipment, sports fields, shelter paths, bridges, and lawns.

2016 Budget Highlights:

- Review, prioritize and incorporate an ADA assessment of park facilities and upgrade needs. Rehabilitation and upgrade of playground equipment needs to include Vandenburg Park and Memorial Park. Camera installation and lighting to improve security at Pet Exercise Area.

Financial Summaries:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
PARKS MAINTENANCE (550-55)							
Personnel Services	\$ 476,539	\$ 444,708	\$ 484,612	\$ 489,628	\$ 501,228	\$ 501,228	\$ 11,600
Materials & Supplies	50,734	47,620	277,351	269,381	159,575	159,575	(109,806)
Contracted Services	48,673	32,091	33,341	32,330	33,435	33,435	1,105
Professional Development	1,774	725	1,850	1,850	3,010	3,010	1,160
Capital Items	220	-	-	-	-	-	-
Total	\$ 577,940	\$ 525,144	\$ 797,154	\$ 793,189	\$ 697,248	\$ 697,248	\$ (95,941)



Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Parks Maintenance Supervisor	0.50	0.50	-	34,528	40,452	5,924
Maintenance Crewleader	1.00	1.00	-	75,207	77,906	2,699
Maintenance Worker	4.00	4.50	0.50	281,705	280,460	(1,245)
Seasonal Wages	-	-	-	73,202	75,355	2,153
Unemployment Compensation	-	-	-	17,400	15,500	(1,900)
Overtime/Miscellaneous	-	-	-	7,536	11,555	4,019
Total	5.50	6.00	-	489,578	501,228	11,650

Measurements:

	2011	2012	2013	2014	2015 YTD
Work orders	38	385	239	492	296
Parks	1	193	147	317	240
FAC		39	34	53	56

2015 Achievements:

- Hired and trained a Parks & Forestry Supervisor
- Improved lighting at Gateway Park.
- Hired a replacement for a 31-year forestry maintenance worker and for a pool maintenance worker.
- Changed FAC cleaning schedule to accommodate increased pool usage.
- Developed median and city entrance beautification and maintenance program.
- Strong cooperation with police and staff to eliminate disturbances, violence and uninviting elements from the parks. Installed cameras, which required major cooperation with the police department between May-August.
- ADA Title II facility improvements.
- Increased the use of contractors to assist in mowing maintenance of public areas
- Maintenance personnel recertified in herbicide application.



Mission:

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

Department Description:

To provide a healthy, managed urban forest for the community to enhance City aesthetic and recreational value, and assist in cooling.

- Keep current on tree health issues.
- Provide information about forestry health while protecting current trees.
- Ensure tree inventory currency.
- Enforce City tree ordinances.

2016 Budget Highlights:

- Remedy Emerald Ash Bore threat by planning pre –removals, treatment areas, re and pre-planting.
- Review and update city ordinance regarding EAB treatments.
- Continue City forest pruning cycle.
- Replant areas which lost trees during drought and replace missing or dead trees.
- Start 3 year Ash Tree Replacement plan.

Financial Summary:

	2013	2014	2015	2015	2016	2016	INCREASE
	ACTUAL	ACTUAL	PROJECTED	BUDGET	REQUESTED	APPROVED	(DECREASE)
FORESTRY (650-00)							
Personnel Services	\$ 42,838	\$ 38,131	\$ 62,588	\$ 63,593	\$ 66,444	\$ 66,444	\$ 2,851
Materials & Supplies	1,904	2,166	4,133	2,800	3,500	3,500	700
Contracted Services	74	55	60	-	75	75	75
Professional Development	345	275	400	400	900	2,330	1,930
Capital Items	-	195	2,500	2,900	2,500	2,500	(400)
Total	\$ 45,161	\$ 40,822	\$ 69,681	\$ 69,693	\$ 73,419	\$ 74,849	\$ 5,156

Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Forestry Supervisor	0.10	0.50	0.40	34,529	40,498	5,969
Maintenance Worker	0.50	0.50	-	29,114	25,434	(3,680)
Seasonal Wages	-	-	-	-	-	-
Miscellaneous Compensation	-	-	-	-	512	512
Overtime	-	-	-	-	-	-
Total	0.60	1.00	-	63,643	66,444	2,801

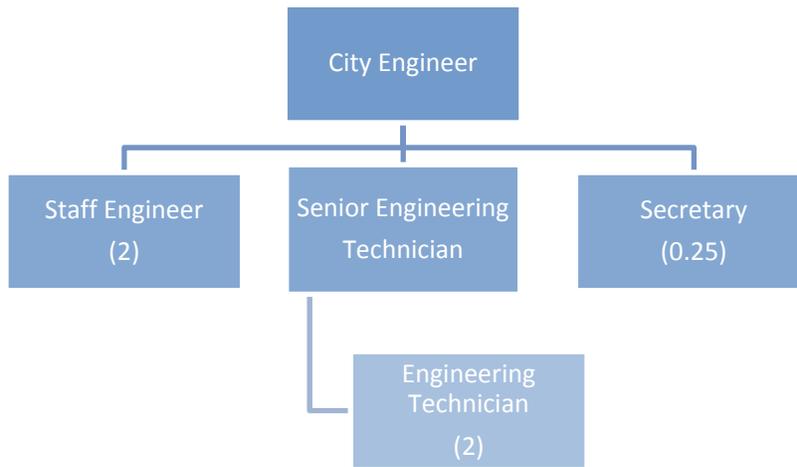


Measurements:

	2011	2012	2013	2014	2015
Work Orders	-----	104	117	142	98

2015 Achievements:

- Increased Emerald Ash bore awareness and conducted assessment survey.
- Qualified for tree USA community recognition.
- Continued Arbor Day planting.
- Planted 55 trees in the spring of 2015 and 125 trees in fall of 2014.



Mission:

The mission of the City Engineering Department is to manage the development and maintenance of the City’s infrastructure in a fiscally prudent and professional manner.

Department Description:

The Engineering Department provides a wide array of municipal engineering services. Because of the relatively small size of our staff, Department members are required to be well diversified in both office and field related responsibilities. The following is a description of some of the services provided by our Department.

- Develop 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.
- 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.
- Review designs and coordinate construction inspection of public improvements in private developments and subdivisions.
- Collect, distribute, report, and maintain records of public infrastructure improvements
- Provide engineering support for other City Departments
- Provide engineering oversight for the City’s Stormwater Utility
- Review and approve Street Opening, Driveway, and Erosion Control and Stormwater Management Permits

2016 Budget Highlights:

The proposed 2016 Engineering Department includes no provisions for adding staff. This marks over 20 consecutive years in which no additional staffing has been requested. I don’t believe there’s another City department that can make this same claim.



The proposed 2016 Engineering Department budget includes an initiative for a new automatic level for a cost of \$2,200. It’s been nearly 10-years since a new level was requested. The proposed budget also includes upgrades to the Department’s stormwater modeling software. The upgrade will allow staff to perform more detailed stormwater modeling in-house; advancing our ability to size storm sewer collection and conveyance improvements associated with street reconstruction projects.

The list of proposed street reconstruction projects also reflects an increase in funding. Including the street, storm sewer, water main, and sanitary sewer costs, the 2016 list of streets tallies approximately \$8.5 Million. Of this total, nearly \$3.5 Million is for storm sewer and water main improvements. When factoring in the increase in private development, it has all the makings of another busy year for our Department.

Priority: Long-term Financial Stability

Goal: Provide engineering services for City sponsored Capital Improvement Projects that result in well-designed projects that are constructed at a competitive cost.

Strategies:

- To enhance the opportunity for competitive bidding, the Department shall advertise for bids for as many Contracts as possible by March 31st.
- Provide project designs that extend the life of the infrastructure improvements and provide for an enhanced quality of life for the general public.
- Provide construction observations that ensure that the new infrastructure improvements are constructed to the highest standards of the industry and meet or exceed the City’s Standard Specifications.

Measurements:

Item	2013	2014	2015
Total Contracts/Contracts advertised prior to March 31st	5/3	8/5	*7/5
Total Contracts/Contracts Inspected by Engineering Dept.	4/4	8/7	7/7

* Two grant funded projects were actually advertised for bids in December of 2014.

Staff has long since realized that contracts that are advertised for bid early in the year are most likely to attract the most bidders; resulting in the more competitive bid. Typically the goal for our Department is to have projects advertised for bids prior to the end of March; with bid openings preferably occurring before the end of the month. If projects are not identified and approved early in the budget process; this goal most likely won’t be met.

Properly designed projects should result in an expected life expectancy that meets or exceeds industry standards. Improperly designed projects will provide fewer years of service, and most will likely have higher maintenance costs associated with them.



The best designed projects can begin to fail prematurely when they're not constructed to the required specifications. Full-time inspection during the construction of the new improvements will provide assurances that the completed project will function as designed and expected.

Priority: Long-term Financial Stability

Goal: 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.

Strategies:

- Continue to work with the utility owners to assure that their needs are incorporated in the most up to date five and ten-year Street Reconstruction Schedules. Meet with the utility owners annually to assure that their most up to date needs are reflected in the long-term plans.
- Complete field ratings of street conditions to properly categorize existing streets as either Total Street Reconstruction or Pavement Rehabilitation projects. Revisit street evaluations periodically to account for any changes in their conditions.
- Overlay pedestrian needs with the proposed street and utility needs of each project considered for construction.

Measurements:

Item	2013	2014	2015
Street Projects with component requested by an Utility Owner	1	2	2
Street Projects with Pedestrian component	2	3	6

The list of Capital Improvement Projects in 2015 included the requested utility upgrades to the WWTP and SP Utilities. Again in 2015 the S. Bird Street Reconstruction Project included the replacement of an undersized interceptor sewer that existed within the project limits. The Total Reconstruction project on Maple Street included the replacement of an old cast iron water main that had been subject to frequent breaks. By jointly planning the replacement of street and utility improvements the public can enjoy fewer interruptions in service and reduced construction costs.

The Engineering Department has developed a grading system to assist in determining whether streets can be considered for the Pavement Rehabilitation method of construction. Staff inspect each street and assess points for a variety of categories, including curb & gutter condition, utility needs, street widths, and the consideration for pedestrian accommodations. Streets that accumulate 5 or more points are typically not considered good candidates for the Pavement Rehabilitation form of reconstruction.

The City recognizes the need for providing pedestrian accommodations and values their importance. In 2015 there were six street construction projects that included pedestrian components. There were also two



standalone pedestrian projects completed, consisting of the Hoepker bike trail and the SRTS sidewalk installations on Walmar, North, and W. MacArthur Street. Sidewalks and/or bikepath improvements were also components of the S. Bird Street, Beech Street, Tower Drive, Maple Street, Martin Street, and Hillcrest Drive Total Street Reconstruction projects. While not always popular, these improvements link neighborhoods and provide travel alternatives to the 30% of our population that does not drive.

Priority: Long-term Financial Stability

Goal: The Engineering Department plays a prominent role in the management of the City’s Storm Water Utility. In 2015 the Engineering Department made some advancement in increasing the awareness of the Utility’s operations to other staff members. In 2016 the Department will continue our efforts to engage our Elected Officials and promote the benefits the Utility provides to the community.

Strategies:

- Continue with the regular scheduled staff meetings attended by the Public Works, Finance, and Administration Departments.
- Provide quarterly reports on financial matters and project updates to the Public Works Committee.
- Use the City’s website, local media, and the Clock Tower News, and other avenues to connect with the public on Utility related issues.

Measurements:

Item	2013	2014	2015
Number of SWU Staff Meetings	0	8	6
Presentation of quarterly SWU updates to the PWC	0	0	2

The number of SWU Staff Meetings dropped off considerably starting in 2012. Changes in Administration, Finance, and Engineering Departments may partially explain this. More recently, staff have been able to reintroduce scheduling this meeting on a more regular basis.

In the last two quarters of 2015, staff will begin the process of providing quarterly updates to the Public Works Committee. This practice was proposed as part of a past budget; but was not carried through with. Staff intends to accomplish this moving forward.

Promoting the SWU and the projects the Utility undertakes has long since been a goal for staff. Years ago the Utility helped sponsor a video that helped explain to the public the importance of proper stormwater management. Annually, staff places signs at prominent locations promoting the importance of properly discarding the leaves that fall. The City is also a part of the MAMSWaP (Madison Area Municipal Stormwater Partnership) group which has an extensive Information & Education program. Through this affiliation, the promotion and sale of rain barrels is offered, along with training opportunities for the proper use and allocation of road salt. In 2016 staff will explore options for adding to the outreach program with the intentions of promoting the importance of proper stormwater management.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
ENGINEERING (330-00)							
Personnel Services	\$ 483,851	\$ 549,014	\$ 573,121	\$ 558,057	\$ 561,936	\$ 561,936	\$ 3,879
Materials & Supplies	7,715	7,791	44,444	44,444	45,235	45,235	791
Contracted Services	21,683	5,116	5,450	5,400	5,400	5,400	-
Professional Development	1,329	2,202	2,830	2,830	2,875	2,875	45
Capital Items	-	-	23,040	20,000	-	1,500	(18,500)
Total	\$ 514,578	\$ 564,123	\$ 648,885	\$ 630,731	\$ 615,446	\$ 616,946	\$ (13,785)

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
City Engineer	1.00	1.00	-	120,597	124,035	3,438
Staff Engineer	2.00	2.00	-	178,962	183,989	5,027
Senior Engineering Technician	1.00	1.00	-	92,633	94,997	2,364
Engineering Technician	2.00	2.00	-	147,074	138,948	(8,126)
Administrative Assistant	0.50	0.25	(0.25)	14,554	14,967	413
Seasonal Pay	-	-	-	-	-	-
Overtime	-	-	-	4,306	5,000	694
Total	6.50	6.25	-	558,126	561,936	3,810



Achievements:

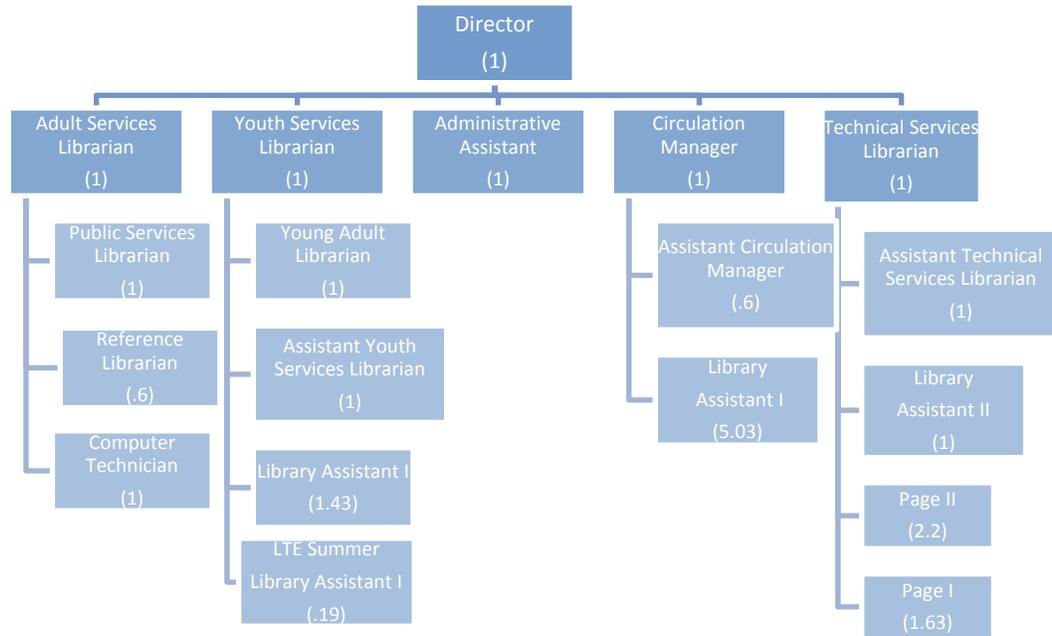
Activity	2011	2012	2013	2014	2015 As of July 14 th
Public Works Meetings	19	17	17	19	13
Street Opening Permits	99	107	179	217	121
Driveway Permits	67	85	151	174	95
Erosion Control/ Stormwater Permits	13	16	17	26	8
TRC Reviews	28	26	10	26	8
City's Capital Improvement Projects	6@ \$2,682,115	7@ \$2,890,912	4@ \$3,183,926	6@ \$7,119,368.33	7@ \$5,179,622.56
New Private Development Project Costs	2@ \$2,679,279	6@ \$1,165,870	2@ \$628,085	10@ \$3,314,393.89	4@ \$1,414,924.25

2015 Capital Improvement Projects

- Contract No. 12-00122: SRTS Sidewalks Installation on Walmar, W. MacArthur, & North Street
- Contract No. 14-00124: Hoepker (Madison) Bikepath Trail Link
- Contract No. 15-15001: S. Bird Street Recon Tracks to Linnerud
- Contract No. 15-15003: Maple/Martin/Hillcrest Recon
- Contract No. 15-15005: Tower Drive Recon
- Contract No. 15-15006 & 007: Pavement Rehab & TIF 7 Paving
- Contract No. 15-15008 & 009: Wisconsin Ave. Storm & Beech Street Recon

2015 Private Development Projects

- Prairie Lakes Development – NE Corner of Grand & Brooks
- Liberty Square – Phase 15-4a
- Smith's Crossing – Phase 14
- Ironwood Estates – Phase 3



Mission:

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

Department Description:

The Sun Prairie Public Library accomplishes its mission by:

- Offering a safe and welcoming environment in an aesthetically pleasing and conveniently organized facility.
- Supplying free and open access to knowledge and information, while protecting the privacy of library patrons.
- Meeting the informational, educational, and recreational needs of the community through information collections, resources, programming, and outreach.
- Providing highly competent library staff members to assist, guide, and instruct the public in the use of library resources and information gathering.



2016 Budget Highlights:

Full-Time Teen Services Librarian

- One of the largest growing demographics in Sun Prairie is our youth population. The school district population is 41,249. The Sun Prairie area school district has a total student enrollment of 7,837. 3,869 are teens attending our middle and high schools.
- Our youth population is also the demographic in which we are realizing the greatest ethnic and socioeconomic diversity. Our first area of concern is service to teens.
- A full-time Teen Librarian would bring Sun Prairie up to par with our local peer libraries. An expansion of Teen Services will allow us to better meet the academic, intellectual, recreational, and cultural needs of our teen and young adult residents and in turn build a stronger and healthier socioeconomic future for the City of Sun Prairie. In addition, a full-time Teen Services Librarian would significantly help in realizing our current gaps in service, including professional assistance at the Information Desk, supervision on weekends and evenings, community outreach, teen volunteering, and teen mentoring opportunities.

Collection Budget

- As new technologies continue to emerge, patrons need and look for materials in a variety of formats. The Sun Prairie Public Library has three widely used and popular collections that are not currently funded by the City's collection budget.
- Overdrive is the library's collection of e-books, e-audio books, and e-video. As patrons read and listen to books in a variety of media, the library strives to provide materials in a variety of formats and our Overdrive collection allows us to meet this electronic need. The cost to maintain this collection is \$11,000.
- We also have a collection of subscription reference databases. This database collection serves the public with vetted academic, consumer, health, genealogical, vocational, language, and financial information. These databases allow us to offer high quality reference resources. The cost to maintain this collection is \$8,000.
- The library also maintains the "Buzz Book" collection. The Buzz Book Collection is a collection of high-demand print books. This collection began in 2012 as a pilot project. Prior to developing the Buzz Book collection, patrons would need to place holds on high-demand items and would often wait six months to a year to receive the requested book. With the Buzz Book collection in place, the library is able to purchase multiple copies of high-demand items. These books only circulate to and from the Sun Prairie Public Library which allows us to fulfill the needs of our local library patrons in a much more timely fashion. The popularity of this collection has grown significantly and has become a fundamental part of our print collection. Without adequate funding for this collection, we will not be able to meet the needs of our patrons' for these high-demand print titles. The cost to maintain this collection is \$7,000.

Professional Development

- The third area of concern is professional development. In order to maintain a high level of service in a rapidly changing work environment, Library staff will need training opportunities. A careful analysis of the Library's workflow and efficiencies, as well as team building and customer service workshops is critical to understanding how we can better serve our Library patrons and community. Funding these initiatives may result in highly efficient work flow, increased staff morale, and excellence in customer service.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
LIBRARY ADMINISTRATION (520-41)							
Personnel Services	\$ 1,108,594	\$ 1,163,514	\$ 1,173,920	\$ 1,207,802	\$ 1,247,701	\$ 1,279,568	\$ 71,766
Materials & Supplies	18,536	14,188	17,500	16,895	16,000	16,000	(895)
Contracted Services	8,737	8,974	11,000	11,000	11,000	11,000	-
Professional Development	2,532	1,791	3,300	3,300	3,300	3,300	-
Capital Items	-	-	-	-	-	-	-
Total	\$ 1,138,399	\$ 1,188,467	\$ 1,205,720	\$ 1,238,997	\$ 1,278,001	\$ 1,309,868	\$ 70,871
LIBRARY COLLECTION (520-42)							
Materials & Supplies	\$ 184,872	\$ 193,247	\$ 198,726	\$ 198,726	\$ 201,242	\$ 206,242	\$ 7,516
Contracted Services	83,531	84,315	91,300	91,300	93,724	93,724	2,424
Total	\$ 268,403	\$ 277,562	\$ 290,026	\$ 290,026	\$ 294,966	\$ 299,966	\$ 9,940
LIBRARY BUILDINGS AND GROUNDS (520-43)							
Materials & Supplies	\$ 32,720	\$ 27,810	\$ 41,500	\$ 34,900	\$ 36,400	\$ 36,400	\$ 1,500
Contracted Services	53,070	58,153	56,000	56,000	58,000	58,000	2,000
Capital Items	18,346	130,375	35,900	35,500	35,500	35,500	-
Total	\$ 104,136	\$ 216,338	\$ 133,400	\$ 126,400	\$ 129,900	\$ 129,900	\$ 3,500
TOTAL LIBRARY	\$ 1,510,938	\$ 1,682,367	\$ 1,629,146	\$ 1,655,423	\$ 1,702,867	\$ 1,739,734	\$ 84,311

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Library Director	1.00	1.00	-	109,601	106,713	(2,888)
Technical Services Librarian	1.00	2.00	1.00	89,355	141,868	52,513
Adult Services Librarian	1.00	1.00	-	71,448	74,095	2,647
Youth Services Librarian	1.00	2.00	1.00	80,513	146,113	65,600
Young Adult Services Librarian	0.60	1.00	0.40	33,803	63,884	30,081
Reference Librarian	0.60	0.60	-	30,611	30,992	381
Circulation Manager	1.00	1.00	-	77,716	90,130	12,414
Asst Circulation Manager	0.60	0.60	-	41,806	36,587	(5,219)
Public Services Librarian	1.00	1.00	-	61,215	63,742	2,527
Secretary	1.00	1.00	-	54,955	53,775	(1,180)
Computer Technician	1.00	1.00	-	71,891	74,856	2,965
Library Assistant II	3.00	1.00	(2.00)	158,095	52,911	(105,184)
Library Assistant I	6.50	6.00	(0.50)	222,182	225,119	2,937
Page II	2.20	2.20	-	58,627	60,809	2,182
Page I	1.51	1.64	0.13	33,111	42,452	9,341
Substitues	-	-	-	4,952	8,000	3,048
LTE/Summer	0.10	0.10	-	5,026	6,122	1,096
Holiday/Premium Pay	-	-	-	1,507	1,400	(107)
Overtime	-	-	-	-	-	-
Total	23.11	23.14	0.03	1,206,414	1,279,568	73,154



Measurements:

Measurements:

Item	2010	2011	2012	2013	2014
Discussion Room Usage	1,098	1,013	1,327	1,448	1,425
Community Room Usage	219	248	288	269	349
Conference Room Usage	226	174	252	262	303

Measurements:

Item	2010	2011	2012	2013	2014
Reference Transactions	43,784	44,408	45,422	45,526	45,838
Print Materials Owned	88,228	92,694	96,872	99,845	101,177
Registered Borrowers	19,500	23,578	25,945	22,282	22,649

Measurements:

Item	2010	2011	2012	2013	2014
Children’s Programs	224	272	275	293	312
Teen Programs	21	20	24	20	30
Other (Adults & All Ages)	89	99	108	115	162

2015 ACHIEVEMENTS:

Despite the challenges we face, the Sun Prairie Public Library maintains a high level of service to its community. Below is a list of some of the Library’s proud moments:

- Sent withdrawn materials to Better World Books for reuse. This environmentally friendly activity has generated roughly \$300 in revenue every year since it’s initiation in 2006 and the estimation is that 167 trees have been saved thus far by our recycling efforts.
- Library Page staff shelved materials at the rate of approximately 2,500 per day. Turnaround time from bin to shelf is 48 hours.
- Processed new materials at the rate of 225 items per day. Processing materials has a turnaround rate of no more than seven days and an average rate of 48 hours.
- Increased patron computer time from ½ hour sessions to one hour sessions which cut down on the waiting time between sessions.



- Food for Fines - in February, the library collected more than 2,000 lbs. of non-perishable items to help fill the shelves of the Sun Prairie Food Pantry. Patrons would bring in food even though they did not have fines on their accounts. The community pulled together to stock many shelves with food.
- New eCommerce payment option. On April 1, patrons were able to pay library charges on-line. This was a long anticipated project for circulation staff.
- Partnership with Recreation Department. If a patron pays off all the charges on their library account, the patron receives a one-day pool pass to the Family Aquatic Center. When a person purchases a day pass to the Family Aquatic Center, he/she receives a Library Dollar good toward fines or rental DVDs.
- 2,517 registered children and teen summer reading participants and 1,137 finishers.
- Lego Clubs. Inspiring STEAM (Science-Technology-Engineering-Art-Math) based participatory learning opportunities for all abilities.
- Maker space programming for adults, teens, and children to reach patrons with a variety of interest, including art, crafting, science, technology, and culinary creation experiences.
- Increase in teen non-fiction book circulation by 15%.
- Flagpole lighting was repaired and the flags are flying proudly.

Patron Testimonials:

- My 87 year old mom has loved attending the library-sponsored book group facilitated by Rex! It is one of her favorite activities. I appreciate that it is stimulating and challenging to her. She talks with me about each of the titles, whether she likes them or not.
- Hanah John Taylor's jazz group put sunshine in my heart and a smile on my friend's face.
- I can't thank you enough for your Staff Picks and Buzz Books. I've enjoyed every book I've read and have found some new authors to follow.
- Thank you for taking the time to help me learn more about computers. You're always patient with me and don't make me feel stupid.
- Free yoga at the library? Are you kidding me? That's huge!
- We had so much fun learning to make sushi. Gracie ate the Nori – awesome!

From Sun Prairie Happenings Facebook Page:

- (a post from a parent): I am looking for ideas on fun things to do for an 8 year old (does have autism) in the area.
- (response from another parent): The library staff are excellent! My son has Aspergers and they are very kind and understanding with him. Definitely look into Lego club and you never know. They both start back up after school.

THIS PAGE LEFT BLANK INTENTIONALLY



To: City of Sun Prairie

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

Date: September 29, 2015

Re: Request for Municipal Support

On behalf of the Colonial Club Senior Activity Center, I respectfully submit the enclosed request for funding for 2016. As in past years, we appreciate the support you have given to the Colonial Club and hope you will look favorably on our request.

The year of service for 2014 again shows demand for services and support for older adults and their families steadily increasing as the chart below spells out. We saw big increases in the Adult Day Center and Supportive Home Care usage. In two areas, there were slight decreases – case management and transportation. With the recent addition of the Aging & Disability Resource Center of Dane County, officials expected our case management numbers to be impacted, as the ADRC took on the role of information and referrals specialists for Dane County. The ADRC does short term (90 days or less) support and refers the more challenging, longer term support to our case managers. With transportation, we were forced to park one of our buses because it was no longer safe to drive. Consequently, we had one less vehicle to provide this service.

Total Colonial Club Service Report Comparison 2009-2014

Year	Case Management (hours)	Adult Day Care (hours)	Meals	Supportive Home Care (hours)	Transportation (miles)
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

Programs, Services & Activities utilized by 324 City of Sun Prairie residents

Benefits Received in Hours	2012	2013	2014
Case Management	1,640	1,389	1,557
Adult Day Center	5,556	5,861	5,758
Supportive Home Care/Respite Care	3,009	2,758	3,436

Benefits Received in Numbers	2012	2013	2014
Meals @ Colonial Club	6,478	6,330	7,209
Meals Delivered	6,884	7,725	6,073

Benefits Received in Miles	2012	2013	2014
Transportation	8,625	9,190	5,913

As in years past, we cannot always fully explain the reason(s) behind service delivery increases or decreases. However, we do know, for example, that in 2014 we received a small special one-time grant to focus on improvements with our on-site congregate meal. It's safe to assume that those efforts increased our overall meal numbers by nearly 900. Similarly, with one bus parked due to safety concerns, we did not have the same amount of vehicles to transport people, so it's not surprising to see transportation miles decrease.

With aging vehicles and an aging building we are currently facing multiple capital improvement needs for 2016. We came up with an extensive list of projects and prioritized the following three items:

- Restrooms – Since our building (all three sections) was built prior to 1992 and the Americans with Disabilities Act, none of the restrooms are fully ADA compliant. We simply cannot go any longer without bathroom renovations. **Estimated costs: \$45,000**
- Insulation – The oldest front two sections of the building are in dire need of insulation. Since 1970, the insulation has simply fallen away due to age, leaks, and installation of various types of wiring for phones, computers, etc. On the coldest days of the year, office temperatures fall to 45 degrees overnight. **Estimated costs: \$80,000**

A grant was written to the Dane County Community Block Development Commission for \$87,931 to help support the restroom/insulation project. It was recommended for full funding and awaits final approval from the Dane County Board of Supervisors. We will still need over \$37,000 to complete these projects.

- Vehicles – We currently own 2 buses & 1 mini-van for our transportation services. One of the buses, as mentioned earlier, has been parked. The other bus has over 143,000 miles and the van over 188,000. Both are in the shop on a regular basis. **Estimated costs for two vehicles (1 bus, 1 minivan, both handicap accessible): \$95,000**

We also recently submitted a grant to the Madison Area Transportation Planning Board. This “5310” grant would allow us to purchase a vehicle through their inventory with the grant paying for 80% and we would have to come up with the remaining 20% or about \$10,800. We received word on September 16 that our request has been initially approved for \$43,200. We would still need \$10,800 to complete the bus purchase and another \$45,000 for a mini-van.

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. In 2014, 868 people swiped their cards upon entry into the Colonial Club to register for classes, activities and events a total of 20,839 times. This only includes people who take the time to get a card and use it; many people either don’t get a card or forget to register. This also does not include all the many meetings, activities and events that aren’t official Colonial Club events such as:

- ✓ 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 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 have served as a summer location for the YMCA
- ✓ We are a Sun Prairie voting site
- ✓ We host a variety of support groups (grief, Parkinson’s, Alzheimer’s, etc.)

(None of the people attending these events show up on our usage information data).

This is not a complete list, but it’s fair to say we’re a busy center that must make these capital improvement projects happen in 2016. Without your support of the Colonial Club and the services that we provide to the residents of the City of Sun Prairie, we would not be able to sustain the level of service provision that we do.

We are requesting level funding for next year, along with a one-time increase of \$25,000 to help with our 2016 capital improvement projects.

2015 Request/Funding: \$160,000
2016 Request: \$185,000



Health and Human Services

City of Sun Prairie 2016 Annual Budget

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE <u>(DECREASE)</u>
SENIOR CITIZEN PROGRAM (541-00)							
CONTRACTUAL SERVICES							
10054100-544000	\$ 155,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 170,000	\$ 10,000
PROFESSIONAL SERVICES							
SUB-TOTAL	155,000	160,000	160,000	160,000	160,000	170,000	10,000
TOTAL SENIOR CITIZEN PROGRAM	\$ 155,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 170,000	\$ 10,000

SUN PRAIRIE CEMETERY

July 10, 2015

Aaron Oppenheimer
City Administrator of Sun Prairie

Dear Aaron:

On behalf of the members of the Sun Prairie Cemetery Association (SPCA) we would like to express our appreciation for the past 14 years of annual grants. These grants have enabled the SPCA to maintain the appearance and accessibility of this historic and beautiful cemetery. We are also grateful for the other assistance such as trimming and taking down some damaged trees last summer and chipping trees and bush from this year's spring clean-up.

For the upcoming 2016 Fiscal Year we are requesting that our grant total be increased by \$1,000.00 to \$9,500.00 Explanation of our expenses and justification for the increase are explained below.

- Again the largest portion of the City of Sun Prairie grant will be used on whatever maintenance expenses (mowing and snow plowing) that the SPCA can't entirely cover from our traditional income sources - plot sales, etc. Our maintenance costs will increase by \$700.00 this year due to two weed applications. This will prevent these weeds from crowding out the grass surrounding many of the headstones. No weed applications have been done since the 1980's and after this year only a single \$350.00 application will be necessary. Plus we want to be proactive enough to prevent another complaint about weeds intruding on a headstone site such as we had this spring.
- We will spend at least \$1,500.00 on the next phase of our Headstone Repair Plan.
- This spring we took down the old fence, barbed wire, and the rusty fence posts that had defined our southern boundary because it was a major eyesore and the strands of barbed wire potentially exposed the SPCA to injury liability issues. To enhance the appearance of the Cemetery, we are planning a landscaping project to reestablish definition of our southern boundary line which will also prevent vehicular intrusions.

At the same time we also need to increase accessibility to the cemetery's southwest quadrant to provide additional parking for mourners and funeral personnel during burial services in this area. This goal will be accomplished by creating a driveway that will begin at the curve of the southern driveway and then continue to the southwest corner of the cemetery (about 120 feet). This new driveway will also create more mobility for mowing, snowplowing, and snow storage.

These two projects somewhat dovetail because the dirt removed in building the new driveway will be used to build two large Separation Berms along the cemetery's southern boundary. These Separation Berms will add aesthetic value and create once again a well-defined boundary between property belonging to the SPCA and the property belonging to the Sun Prairie Volunteer Fire Department. We have already made some progress in establishing a boundary line by placing some very large landscaping stones in the southwest corner of the southern boundary.

SUN PRAIRIE CEMETERY

This is our budget proposal to both create the aforementioned driveway and the Separation Berms.

	<i>Driveway Project</i>
\$ 300.00	Excavation fuel and Erosion Control
\$1,300.00	Gravel
<u>\$ 500.00</u>	Grading and Seeding
\$2,100.00	Total for Driveway Project
	<i>Separation Berms</i>
\$ 500.00	Soil Purchase and Placement ¹
\$ 500.00	Seeding
\$2,500.00	Landscaping plantings and trees
<u>\$ 350.00</u>	Watering & Maintenance to Establish Landscaping ²
\$3,850.00	Total for Separation Berms

Grand Total for Driveway Project and Separation Berms (including an In Kind Contribution of \$1,800.00³) is \$7,750.00. This entire amount would be paid for by cash balances of SPCA. Landscaping plantings and trees may be delayed to 2017 or after depending on cash flow. To date this year, SPCA income is below our 5-Year Average.

¹ The dirt we remove to establish the new driveway and the surplus dirt we have accumulated from burials will be used to build a substantial portion of the Separation Berms. The dimensions of the two berms will approximately be: Length 75 feet, Width 6 feet, and Height 2 feet. Additional dirt may be needed.

² It is crucial to water all the seeding areas around the driveway and on the two berms and the trees and plantings on the berms until they are all well established. Perhaps we can partner with the Sun Prairie Fire Department to provide the watering we need for these two projects.

³ In Kind Contribution would include SPCA providing the equipment and labor to build both the driveway and the two Separation Berms.

Put briefly, Sun Prairie Cemetery Association is requesting a grant of \$9,500.00 for 2016.

Thanks for your consideration on all these items.

Regards,
Ron Miller
Treasurer Sun Prairie Cemetery Association



Health and Human Services

City of Sun Prairie 2016 Annual Budget

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE <u>(DECREASE)</u>
YOUTH PROGRAMS							
CONTRACTUAL SERVICES							
10054500-544000 PROFESSIONAL SERVICES	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 30,000
Contracted Services	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>45,000</u>	<u>30,000</u>
TOTAL YOUTH PROGRAMS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 30,000
CEMETERY							
CONTRACTUAL SERVICES							
10054910-544000 PROFESSIONAL SERVICES	\$ 7,500	\$ 8,000	\$ 8,500	\$ 8,500	\$ 9,500	\$ 9,500	\$ 1,000
Contracted Services	<u>7,500</u>	<u>8,000</u>	<u>8,500</u>	<u>8,500</u>	<u>9,500</u>	<u>9,500</u>	<u>1,000</u>
TOTAL CEMETERY	\$ 7,500	\$ 8,000	\$ 8,500	\$ 8,500	\$ 9,500	\$ 9,500	\$ 1,000

THIS PAGE LEFT BLANK INTENTIONALLY



Section Overview:

The Youth and Families Commission of the City of Sun Prairie, whose duty will be to increase the community's awareness of the positive contributions made to the community by the youth and families and to help 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 is established under Chapter 2.60 in the City's municipal code of Ordinances. This section of the code provides information on how commission members are selected and the composition of the committee, term limits, procedures, compensation, meetings and duties.

Summary of Activities:

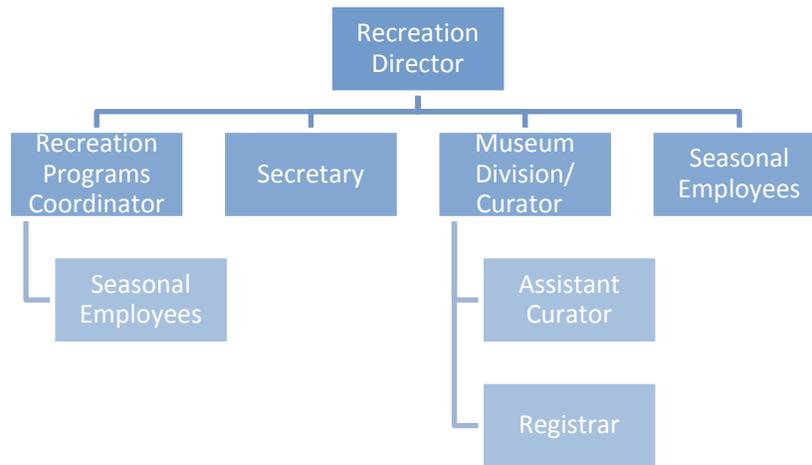
The mission of the Sun Prairie Youth and Families Commission is to enhance the quality of life for the residents of the Sun Prairie school district. The Youth and Families Commission seeks to promote healthy behaviors, lifestyles, and community conditions that empower people to be self-sustaining, contributing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

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
YOUTH & FAMILY COMMISSION (542-00)							
Personnel Services	\$ 1,163	\$ 517	\$ 974	\$ 1,750	\$ 1,920	\$ 1,920	\$ 170
Materials & Supplies	-	10	-	-	-	-	-
Contracted Services	121	2,567	4,533	-	-	-	-
Professional Development	580	1,005	750	750	750	750	-
Total	\$ 1,864	\$ 4,099	\$ 6,257	\$ 2,500	\$ 2,670	\$ 2,670	\$ 170

YOUTH & FAMILY COMMISSION: CARRYOVER BALANCE							
BEGINNING FUND BALANCE	3,158	3,794	2,395	2,395	2,395	3,090	
ADDITIONS	2,500	2,700	7,000	2,500	2,670	-	
EXPENSES	1,864	4,099	6,257	2,500	2,670	2,670	
ENDING FUND BALANCE	3,794	2,395	3,138	2,395	2,395	420	

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

The City of Sun Prairie's Recreation Department, in conjunction with the Parks & Forestry Division, are committed to providing quality services, a variety of programs, special events, and facilities, in addition to parks and open spaces.

Department 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.

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

Approximately 9,000 individuals participate in organized recreation programs and special events offered by the Recreation Department annually. Programs are generally offered under one of the following categories: adult fitness & 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. Total park acreage is 370 acres and includes neighborhood parks, community parks, a citywide park and special use areas such as the Family Aquatic Center and the Pet Exercise Area.



2016 Budget Highlights:

The Recreation Department will work to provide the same level of programming and services at a similar cost to 2015. We will continue to implement changes to policies and procedures that maximize our resources.

New Programming:

1. Continue to implement changes to online registration policies and procedures to encourage increased customer use of online registration capabilities.
2. Explore technology changes/additions to enable customers to reserve park shelters online.
3. Continue to offer programs for a variety of ages and interests and seek opportunities to offer new programs to meet the needs and interests of the community. Family and preschool programs are two specific areas we will focus on developing in 2016.
4. Develop partnerships with others to more effectively serve the community’s recreational needs and optimize resources.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
RECREATION ADMINISTRATION (550-51)							
Personnel Services	\$ 177,866	\$ 180,127	\$ 200,190	\$ 200,391	\$ 211,238	\$ 211,238	\$ 10,847
Materials & Supplies	8,973	15,462	22,668	18,223	19,812	19,812	1,589
Contracted Services	8,732	6,579	6,500	7,300	7,300	7,300	-
Professional Development	2,611	2,358	3,610	4,610	4,610	4,610	-
Capital Items	1,192	-	-	-	-	-	-
Total	\$ 199,374	\$ 204,526	\$ 232,968	\$ 230,524	\$ 242,960	\$ 242,960	\$ 12,436
SUMMER RECREATION (550-53)							
Personnel Services	\$ 68,565	\$ 65,958	\$ 86,179	\$ 75,940	\$ 75,940	\$ 75,940	\$ -
Materials & Supplies	10,735	10,557	13,000	17,044	17,044	17,044	-
Contracted Services	32,181	34,948	29,920	26,751	43,500	43,500	16,749
Professional Development	54	-	-	-	-	-	-
Total	\$ 111,535	\$ 111,463	\$ 129,099	\$ 119,735	\$ 136,484	\$ 136,484	\$ 16,749
WINTER RECREATION (550-54)							
Personnel Services	\$ 23,012	\$ 20,613	\$ 20,975	\$ 19,660	\$ 19,660	\$ 19,660	\$ -
Materials & Supplies	3,587	3,186	3,500	6,200	6,200	6,200	-
Contracted Services	16,752	24,287	29,700	21,100	40,200	40,200	19,100
Total	\$ 43,351	\$ 48,086	\$ 54,175	\$ 46,960	\$ 66,060	\$ 66,060	\$ 19,100
CONCERTS IN THE PARK (550-57)							
Materials & Supplies	\$ 539	\$ 155	\$ -	\$ -	\$ 150	\$ 150	\$ 150
Contracted Services	3,325	2,480	3,050	2,000	2,670	2,670	670
Total	\$ 3,864	\$ 2,635	\$ 3,050	\$ 2,000	\$ 2,820	\$ 2,820	\$ 820
Total	\$ 358,124	\$ 366,710	\$ 419,292	\$ 399,219	\$ 448,324	\$ 448,324	\$ 49,105



Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Recreation Supervisor	1.00	1.00	-	90,549	94,619	4,070
Recreation Coordinator	1.00	1.00	-	72,506	77,814	5,308
Secretary	1.00	1.00	-	36,312	37,905	1,593
Summer Rec Wages	-	-	-	75,940	75,940	-
Winter Rec Wages	-	-	-	19,660	19,660	-
Boards & Commissions	-	-	-	969	900	(69)
Total	3.00	3.00	-	295,936	306,838	10,902

Goal: To provide for the overall direction, coordination and support of all activities of the Recreation Department.

Strategies:

1. Develop and implement a program of services that effectively meet the recreational, cultural and preservation needs of the community.
2. Establish an effective community relations program that will both communicate the availability of current services and promote the importance of recreation and parks services within the community.
3. Conduct general administrative functions; including personnel management, risk and safety management, performance measurement, purchasing and budget preparation/management.
4. Evaluate all operations in order to improve efficiency and effectiveness and to prepare reports as necessary.
5. Manage program registration and facility reservations for park shelters, gazebos, athletic fields and the Westside Community Services Building community room.
6. Initiate, develop and carry out special projects, as required.

Measurements: Facility Reservations

Item	2011	2012	2013	2014	2015*
Shelter/Gazebo Reservations	345	321	309	301	294
Athletic Field Reservations	451	866	894	621	445
Westside Community Services Building Community Room Reservation	585	619	836	914	917
Totals	1,381	1,806	2,039	1,836	1,656

*As of 8/3/15



Goal:

To implement a program of services and activities that effectively meets the recreational, cultural and leisure needs of the community.

Strategies:

1. Provide recreational opportunities for youth, adults, and families to participate in such as enrichment, sports, aquatics, fitness, special events, and cultural programs.
2. Develop and facilitate programs and activities that will improve and promote individual social, cognitive, physical, and emotional skills.
3. Develop programs that encourage participants to be active outdoors.
4. Ensure the full schedule of programs either meet or exceed direct operating costs.

Measurements: Program Enrollments

Item	2011	2012	2013	2014	2015*
Adult Fitness & Enrichment	925	1,102	1,047	1,033	581
Adult Sports	978	944	1,010	963	844
Aquatic Programs	1,755	1,820	1,691	1,561	1,569
Preschool Programs	1,466	1,119	882	713	673
Special Events & Concerts	1,436	2,068	2,274	1,340	950
Trips	263	186	152	134	123
Youth Sports	1,599	1,159	1,412	1,282	935
Youth Enrichment	556	427	828	1,061	853
Youth/Adult Programs	N/A	N/A	86	109	62
Totals	8,978	8,825	9,296	8,196	6,590

*As of 8/3/15



Measurements: Cost Recovery

Summer Recreation Revenue and Expense Comparison

(Totals include all direct expenses for summer recreation programs.)

Year	Revenue Actuals	Expense Actuals	Recovery %	Community Investment
2014	\$125,300	\$110,118	114	0
2013	\$129,771	\$111,535	116	0
2012	\$82,376	\$89,812	92	\$7,436
2011	\$119,732	\$117,296	102	0
2010	\$112,136	\$107,806	104	0

Spring, Fall and Winter Recreation Revenue and Expense Comparison

(Totals include all direct expenses for spring, fall and winter recreation programs.)

Year	Revenue Actuals	Expense Actuals	Recovery %	Community Investment
2014	\$53,211	\$47,839	111	0
2013	\$55,776	\$43,351	129	0
2012	\$46,950	\$46,782	100	0
2011	\$63,431	\$50,548	125	0
2010	\$43,582	\$45,322	96	\$1,740

2015 Achievements: Recreation Administration

- Internet registrations for recreation programs have increased from 42% to 80% in the past five year period due to changes initiated by the Recreation Department.
- We restructured the registration process for adult softball. In addition to making the process more convenient for our customers, the change created efficiencies for the department.
- We collaborated with the Piranhas Parent Booster Club again this year to make the swim team registration process easier and more efficient for participants, the Booster Club and the Department.
- The Recreation Department partnered with Hometown News Group to produce seasonal program guides. Changes created cost savings, increased customer reach, staffing efficiencies and expanded creative opportunities for our department.
- We continued to use electronic surveys to evaluate programs. The addition of electronic surveys has increased evaluation response rate significantly, which assists us greatly with program planning and development.
- We continue to use a variety of venues to promote our programs, services and facilities, including social media, the City’s website, local news outlets, email updates to our Activenet customer database, the Sun Prairie Cable Access Channel and more.



2015 Achievements: Recreation Services

- The Recreation Department offered a wide variety of recreational opportunities in 2015. Program enrollment and participant satisfaction continues to be high as measured by written participant program evaluations, electronic program evaluations, verbal feedback, observation of staff and high enrollment numbers.
- A number of enrichment programs ranging from art classes to foil fencing classes were offered, with strong enrollment levels. We strive to offer programs for a variety of ages and interests and continually seek opportunities to offer new programs, as demonstrated by new enrichment offerings in 2015. Examples include Milkshakes & Monet, Little Cardinals Playtime and a variety of youth science classes
- We continued our fitness class offerings for both youth and adults with excellent participation. A few of our new classes include Senior Fit Games, Senior Strength & Balance, Weight Loss Support Group and WOW! “Working on Wellness”.
- Concerts in the Park were a great success again this year. A new program format that includes family activities and food vendors, in addition to the concerts, appeals to a wide range of people and encourages multi-generational participation. Additional funding from sponsors was secured to help fund these events.
- Participation in youth and adult sports programs continues to be strong. Changes to the adult softball registration process were well received by participants and created efficiencies for the department. Basic Archery was added to our programming during the summer, with classes filling to capacity.
- We continued to offer daytime, evening and weekend activities, to accommodate peoples’ varied schedules.



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 Family Aquatic Center is managed by the Recreation Director, with the assistance of three part-time seasonal managers. Administrative support is provided by the Recreation Department Secretary and a seasonal office assistant. Programs are generally operated utilizing part-time seasonal labor.

2016 Budget Highlights:

The Family Aquatic Center base budget is similar to the adopted 2015 budget. Challenges for the Family Aquatic Center include inconsistent weather and increased competition.

New Programming:

Current programming such as swim lessons and swim team are very successful. Demand for these programs is high. However, we must balance programming such as swim lessons and swim team and open swim opportunities. We will continue to review scheduling options to determine if changes can be made to encourage higher open swim attendance, while maintaining high program enrollments.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
Personnel Services	\$ 134,584	\$ 145,728	\$ 282,875	\$ 156,725	\$ 156,725	\$ 156,725	\$ -
Materials & Supplies	47,083	51,891	73,288	89,151	55,350	55,350	(33,801)
Contracted Services	45,062	47,636	38,250	38,705	47,025	47,025	8,320
Professional Development	535	-	-	-	600	600	600
Capital Items	4,526	3,155	47,592	34,000	20,900	20,900	(13,100)
Total	\$ 231,790	\$ 248,410	\$ 442,005	\$ 318,581	\$ 280,600	\$ 280,600	\$ (37,981)

Goal: To provide aquatics facilities, programs and services that effectively meets the needs of the community.

Strategies:

1. Provide opportunities for youth, adults, and families to participate in aquatics programs such as swimming lessons, swim team, open swim and special events.
2. Provide clean, attractive, and aesthetically pleasing aquatics facilities.
3. Develop programs that encourage participants to be active outdoors.
4. Develop and facilitate programs and activities that will improve and promote individual social, cognitive, physical, and emotional skills.

Measurements: Aquatics Program Enrollments

Item	2011	2012	2013	2014	2015
Swim Lessons	1,471	1,533	1,402	1,263	1,303
Swim Team	235	245	239	232	207
Mini Swim Team	N/A	42	50	50	55

Measurements: Season Pass Sales

Item	2011	2012	2013	2014	2015
Resident Family	128	131	94	98	98
Non-Resident Family	21	20	11	32	24
Resident Family ½ Price	31	0	9	9	20
Non-Resident Family ½ Price	7	0	0	2	5
Total Family Season Passes	186	151	114	141	147
Resident Individual	43	44	25	24	10
Non-Resident Individual	5	4	2	1	1
Resident Individual ½ Price	4	0	2	1	2
Non-Resident Individual ½ Price	0	5	0	0	0
Total Individual Season Passes	52	49	29	26	13

Measurements: Discount Token Sales

Item	2011	2012	2013	2014	2015
Single Tokens	+	1,404	235	967	1,782
10 Pack Tokens	+	140	127	112	174
Total	+	1,544	362	1,079	1,956

+Data not available.



Measurements: Open Swim Attendance

Item	2011	2012	2013	2014	2015
June	8,200	14,228	6,924	7,562	6,357
July	21,206	17,192	13,724	7,957	14,852
August	9,565	8,060	8,836	7,762	8,842
Total	38,971	39,480	29,484	23,281	30,051

Measurements: Cost Recovery

Family Aquatic Center Revenue and Expense Comparison

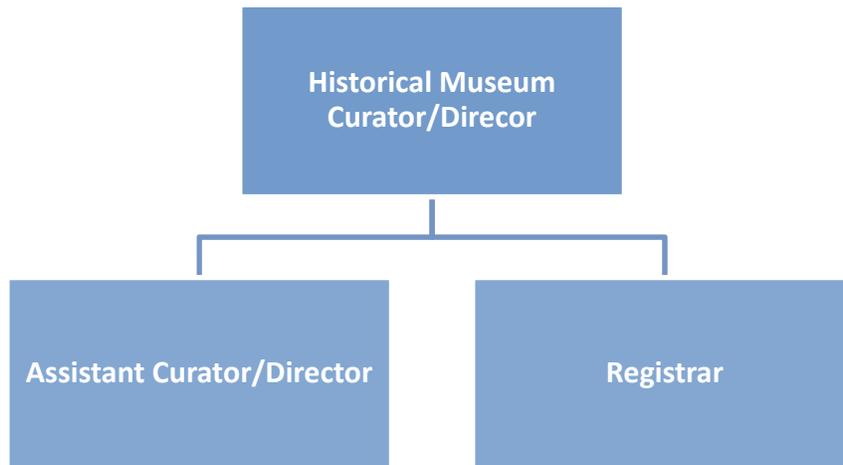
(Totals include all direct and indirect expenses for the Family Aquatic Center.)

Year	Revenue Actuals	Expense Actuals	Recovery %	Community Investment
2014	\$184,078	\$241,214	76	\$57,136
2013	\$187,972	\$231,790	81	\$43,818
2012	\$231,322	\$300,876	77	\$69,554
2011	\$223,223	\$274,624	81	\$51,401
2010	\$219,506	\$289,023	76	\$69,517

2015 Achievements:

- Aquatics program enrollment and participant satisfaction continues to be high as measured by written participant program evaluations, verbal feedback, observation of staff and high enrollment numbers.
- American Red Cross (ARC) swim lessons are a significant program offering for our department. The ARC Learn to Swim program helps youth and adults develop lifelong swimming and water safety skills.
- Piranhas Swim Team registration was strong, with 207 boys and girls registered for the program.
- The Piranhas Swim Team won the Tri-County Conference Championship for the first time since 1987. The Conference Meet was held in Baraboo on July 25 and 26.
- The Piranhas Swim Team Parent Booster Club contributed significantly to the success of the Piranhas Swim Team program again this year. Booster Club volunteers are a valuable resource and play an instrumental role in running an organized, affordable program for the community.
- The Piranhas Mini Team program was at capacity in 2015, with 55 boys and girls enrolled in the program. The program was added to FAC program offerings in 2012 and has quickly become very popular. It serves as an alternative to the Piranhas Swim Team program for many families that want to try competitive swimming or that prefer a program that requires less of a time commitment during the busy summer months.

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

The Sun Prairie Historical Museum is responsible for:

- The preservation and interpretation of 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.
- The preservation of written records, photographic records, artifacts, and the documentation of the physical landscape changed by the history of settlement.
- The collection, preservation, maintenance, interpretation, and display of historical collections of the development of City government, surrounding townships and daily life of the citizens of Sun Prairie to the community in order to promote awareness and understanding of the rich history and heritage of the area.
- Connecting the community with its historical roots through outreach exhibits, community and school programs, tours, and displays.

Department Description:

The Sun Prairie Historical Museum offers many services including:

- Archival Collections of the Sun Prairie Area
- Museum and Outreach Displays
- Death List Available Online
- Research Assistance by Appointment
- Information on Preservation of Artifacts
- Programs for Organizations
- Records on Sun Prairie Homes and Stores
- Tours of the Museum
- Volunteer Opportunities



2016 Budget Highlights:

The Historical Museum will work to provide the same level of programming and services at a similar cost to 2015.

Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
Personnel Services	6,741	8,698	13,558	16,025	21,192	21,192	5,167
Materials & Supplies	13,387	11,819	14,275	14,275	14,275	14,275	-
Contracted Services	6,575	7,147	6,050	6,230	6,230	6,230	-
Capital Items	3,429	994	5,950	5,950	5,950	5,950	-
Total	\$ 30,132	\$ 28,658	\$ 39,833	\$ 42,480	\$ 47,647	\$ 47,647	\$ 5,167

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Museum Curator	-	-	-	5,243	15,115	9,872
Museum Asst Curator	-	-	-	3,800	4,093	293
Museum Registrar	-	-	-	1,984	1,984	-
Total	-	-	-	11,027	21,192	10,165

Goal: Community Engagement

Strategies:

1. Engage community members via displays at the Museum and other locations including the Library and City Municipal Building.
2. Provide walking and mini-bus tours, presentations at the Library for the general community, school and community groups.
3. Partner with high school Civics classes, the Athletic and Activities Director, DECA, Cross Country and Track and Field, the Career Day at Prairie View and Orchestra teachers.
4. Host community events.



Goal: Document Obituaries (Death List)

Strategies:

1. Maintain database of Sun Prairie obituaries.
2. House information on the Museum's website.
3. Include photographs, maps, obituaries and directions to all cemeteries.
4. Public Library will develop an App (July 13) containing the obituaries to reduce Museum research requests.

Goal: Maintain Archival Collections of the Sun Prairie Area

Strategies:

1. Document donated items through a well-organized accessioning process.
2. Cross-reference items to remove duplicated items.
3. Maintain well-organized and secure storage areas.

Goal: Volunteer Management

Strategies:

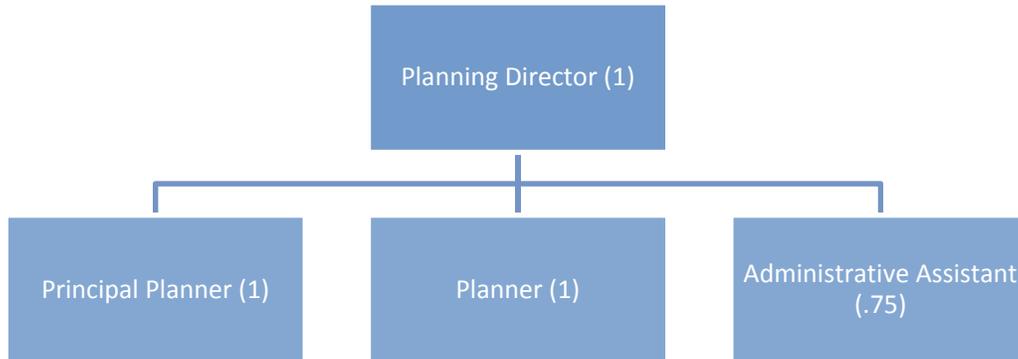
1. Recruit adults, middle school students and high school students.
2. Support volunteers in their work by providing clear communication, training and supervision.

Achievements:

- The Museum holds significant collections regarding the development of the City government, surrounding townships and daily life. Our collections of maps, abstracts, artifacts, photographs, documents and books enumerate the history of settlement, governmental evolution, industry, labor, and community organizations beginning from the early 19th century.
- The Museum selects items from its collections for displays. The number and size of items on display depend upon the display's nature. Museum staff has developed approximately 450 displays since 1969. Over 115 of these displays were outreach exhibits. The Museum continues to change 40% - 50% of exhibits on an annual rotating basis. The three Library display cases change every 1½ years. The Museum also maintains displays in the Municipal Building. The Museum's annual displays in addition to the Prairie Heritage Quilt Show, Halloween, and Community Holiday Tree Lighting at the Museum are essential for high Museum attendance. All revenue from external sources goes into the Museum Special fund or the Columbus Street Water Tower Special Fund.
- Community and group presentations: The Museum prepares historic walking and mini-bus tours, and talks at the Library. Outreach audiences include schools, scout groups, service clubs, Colonial Club, Colonial View, and nursing homes. Walking tours include: Sun Prairie cemetery, Sacred Hearts cemetery, Token Creek cemetery, Flat Iron Point, Cannery Square, West Main and the School on the Hill, History of Agriculture and Industry, Jones, North, Windsor, Dewey and Vine streets, Sun Prairie, Deansville, Bristol and Burke townships.



- Donors: Approximately 1,500 unique individuals, families, and organizations have donated to the Museum. Their names are now on display. All donors get equal mention.
- Archival and research services: Archivists handle requests from researchers. The Museum is unable to respond to all research requests and therefore both the Curator and Museum staff prioritize these requests. In addition to citizen requests, the Museum frequently receives requests from governmental organizations.



Mission:

To maintain and enhance the community’s quality of life by encouraging quality development, efficient land use and sound economic growth.

Department Description:

The Planning Division is responsible for all 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, and presents staff recommendations on such projects to the Plan Commission or other boards and committees as needed. Among other duties, the Planning staff works closely with applicants, other City officials and the public on various development and code related issues, and with regional agencies and staff from other levels of government to coordinate the City’s plans and regulations with other municipalities and jurisdictions. In addition, the Division works with other City departments to provide information, mapping, or other assistance as needed.

2016 Budget Highlights:

In addition to minor changes to a few line items to continue to provide exceptional service to the community, the Division is recommending several new initiatives for 2016, as noted below. Please refer to the individual budget initiatives for more details on these items.

- Funding to begin the process of updating the City’s Comprehensive Plan, last updated in 2009.
- Additional funding in the Meetings and Training line item to fund the attendance of one staff member at the National APA conference in Phoenix, AZ.

The Division anticipates another strong year from a development standpoint, which will have an impact on the division’s workload and ability to take on longer-term projects. Outside of the Comprehensive Plan update mentioned above, the Division has no major projects planned for 2016, but typically several will come up over the course of the year that will need to be accommodated within the Division’s workload.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 COMMITTEE	INCREASE (DECREASE)
PLANNING (610-00)							
Personnel Services	\$ 316,788	\$ 320,406	\$ 341,687	\$ 352,135	\$ 351,326	\$ 351,326	\$ (809)
Materials & Supplies	178	414	489	439	534	534	95
Contractual Services	23,287	2,704	26,500	34,226	7,500	7,500	(26,726)
Professional Development	4,906	2,016	4,100	4,650	4,200	5,700	1,050
Total	\$ 345,159	\$ 325,540	\$ 372,776	\$ 391,450	\$ 363,560	\$ 365,060	\$ (26,390)

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Planning Director	1.00	1.00	-	126,022	129,415	3,393
Principal Planner	1.00	1.00	-	81,487	81,590	103
Assistant Planner	1.00	1.00	-	81,595	93,623	12,028
Secretary	0.75	0.75	-	43,563	44,898	1,335
Boards & Committees	-	-	-	1,500	1,800	300
Total	3.75	3.75	-	334,167	351,326	17,159

Performance Measures:

The Planning Division has recently begun tracking performance through metrics that measure the effectiveness of the Division with respect to its recommendations to the Plan Commission, and the Division’s responsiveness to applicants that submit projects for review, as noted below.



Effectiveness: The following table illustrates the effectiveness of staff’s recommendations to the Plan Commission. This reflects the actions of the Plan Commission only, and not the final decision made by the City Council on said applications. Since 2013, more than 90 percent of staff recommendations have been either upheld, or upheld but modified in some way through the removal or addition of conditions. So far in 2015, all of staff’s recommendations have been followed by the Commission, with about 11% of those being modified in some way.

Staff Recommendations - Success (2013-2015*)					
Year	Upheld	Upheld but Modified	Rejected	Neutral	Total
2013	40	2	2	2	46
(%)	87%	4%	4%	4%	
2014	48	10	4	1	63
(%)	76%	16%	6%	2%	
2015*	32	4	0	0	36
(%)	89%	11%	0%	0%	
* Through July, 2015					

Timeliness – Staff Reviews: Many applications submitted to the Planning Division for review each year are items that are reviewed at the staff level and do not go to the Plan Commission and City Council for resolution. The Zoning Ordinance suggests that such reviews should be completed in 10 or fewer 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.

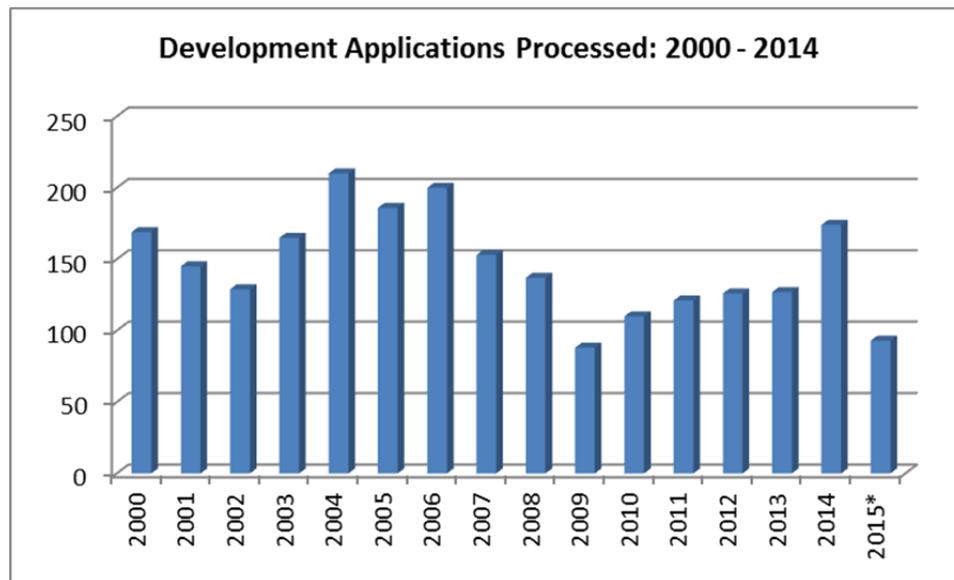
Through July of 2015, staff has averaged 8.6 days for full approval of such items (14 total). This figure drops to 7.1 days when discounting one application that took 28 days due primarily to delays on the part of the applicant.

Timeliness – Zoning Permit Reviews: Since the beginning of 2014, the Planning Division has been issuing zoning permits for all new buildings, building additions, changes of use and site changes such as parking lot expansions. Although not set by ordinance, the Division’s goal is to try to get such permits reviewed and issued in less than 3 days. Through July of 2015, the Division has reviewed a total of 132 zoning permits. Of those, 122 were measurable in terms of having a clear filing date and issuance date, without long delays on the part of the applicant in correcting information. The average review time in 2015 was 1.84 days, down from an average of 1.97 days in 2014. A total of 97 permits (73.5%) were issued within the 3-day goal. In most instances, if reviews extended beyond 3 business days, applicant delays while preparing plan revisions or gathering additional information factored into the overall timeline.

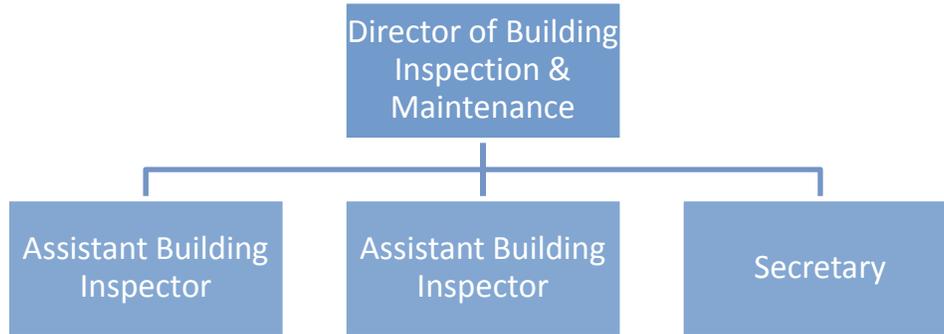


2015 Achievements:

- In 2015, the Division coordinated and oversaw the process of updating the City’s Future Land Use Plan for a portion of the Westside Neighborhood. The updated land use plan was adopted by the City Council in May.
- Through the end of July 2015, the Division has reviewed a total of 93 development applications and concept plans. This does not include the review of 132 zoning permits over this same period of time. The following table provides a history of caseload activity since 2000:



- The Division has prepared and recommended several Municipal Code amendments so far in 2015 to help keep the ordinance up to date and relevant, including: updated parking standards for residential properties; signage standards for multi-tenant commercial buildings; food carts; and permanent make-up facilities, among others.
- The Division has worked with several developers to replat portions of neighborhood subdivisions as a result of updated wetland delineations and changing market conditions since the original platting, including Golden Meadows (Fox Point); Smith’s Crossing, Liberty Square, and West Prairie Village.
- Division staff have been working with other department and regional groups on several infrastructure projects, including: the completion of the Hoepker Road – Terra Court bike path connection; the design and planning of the reconstruction of CTH C north of STH 19; a grant application to secure funding for a trail extension along the north side of STH 19 west of N. Thompson Road, among other projects.



Mission:

To provide a quality environment for all who live, work, and visit our community by providing high quality building inspection services for all new and existing structures, and giving friendly and courteous service to our customers.

Department Description:

The building inspector is an appointed position by the common council.

2016 Budget Highlights:

- There are no new budget initiatives being proposed in the 2016 budget, but an ongoing review of department staffing and operations is occurring because of the recent reorganization, with an eye toward improving communications, improving efficiencies in operations, and potentially addressing staffing needs within the Division.

Financial Summary:

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>COMMITTEE</u>	INCREASE <u>(DECREASE)</u>
BUILDING INSPECTION (240-00)							
Personnel Services	\$ 326,026	\$ 329,092	\$ 327,157	\$ 333,983	\$ 384,436	\$ 384,436	\$ 50,453
Materials & Supplies	6,399	6,244	19,808	18,408	18,314	18,314	(94)
Contracted Services	19,950	11,409	11,950	11,400	12,950	12,950	1,550
Professional Development	1,741	1,503	3,250	2,900	2,600	2,600	(300)
Capital Items	-	7,515	-	-	-	-	-
Tota	\$ 354,116	\$ 355,763	\$ 362,165	\$ 366,691	\$ 418,300	\$ 418,300	\$ 51,609



Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Director of Building Inspection	1.00	1.00	-	114,299	117,638	3,339
Building Inspector	2.00	2.00	-	140,120	185,509	45,389
Administrative Assistant	1.00	1.00	-	51,333	53,299	1,966
LTE Plumbing Inspector	-	-	-	26,913	26,913	-
Overtime/Temporary	-	-	-	1,077	1,077	-
Total	4.00	4.00	-	333,742	384,436	50,694

Goals:

The Department’s goals are to constantly review and improve business processes to provide better and more economical services to our community. For 2015, our main goal is to work with the Munis software system to meet the needs of our property maintenance problem recording and access. We have implemented the Munis cash-receipting program and it is working quite well. The credit card acceptance is popular. Accomplishments of these goals are in alignment with the goals of the City of Sun Prairie. A secondary goal is to upload the balance of our old records to Laser fiche by years end; this will improve efficiency for our retrieval and research operations.

Strategies:

- Implement permit time savings measures in Munis (City-wide Enterprise Resource Planning software)
- Compare water usage fees between current and 2009-2010 issued sewer connection permits.
- Monitor and provide radio reception reports in our large scale commercial buildings for code compliance.

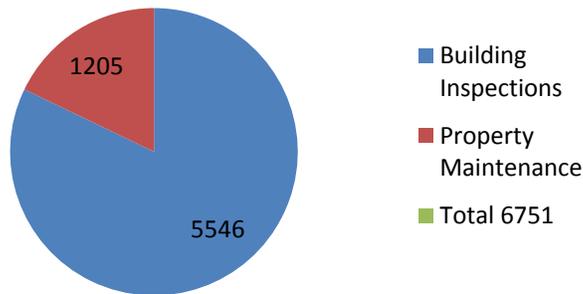
Activities:

- Review all plans for new building construction, additions, and remodeling.
- Issue permits and collect fees for City construction projects.
- Inspect all construction projects.
- Conduct Zoning Ordinance inspections as required for Permitted and Conditional Use Permits (CUPs).
- Assist in building maintenance projects and requirements.
- Assist, as needed, in snow removal during winter months.
- Answer phone and counter questions from constituents.

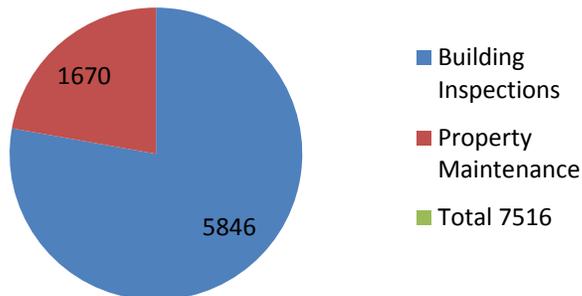


Measurements:

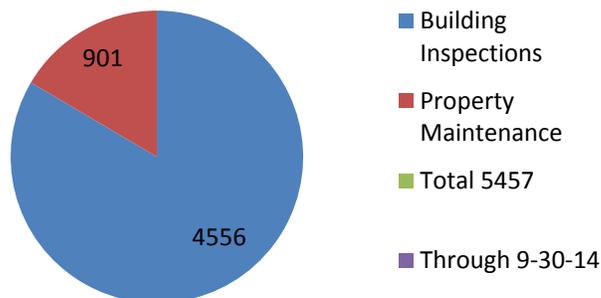
2012 Inspections



2013 Inspections



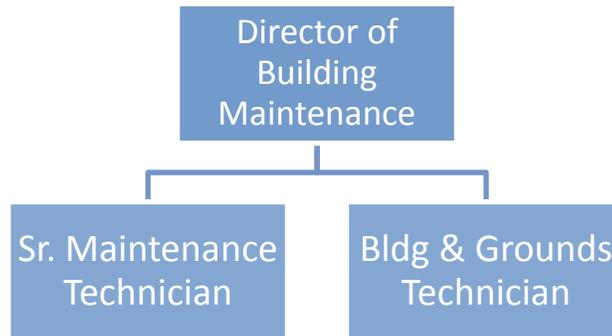
2014 Inspections





2015 Achievements:

- Laser fiche scanning is being done as time allows. Workload limits the time available to keep up with the Division's needs in this area.
- Utilizing Munis for permitting and inspection processes. This program is challenging and implementation of this tool has been difficult. We continue to work with IT to try to address various issues.
- Keeping up with long grass and weeds non-compliance. Although an ongoing process, citations help, but do not reduce repeat offenders.



Mission:

To provide clean, secure, and well-maintained buildings and grounds at all City of Sun Prairie facilities, using efficient methods and new technologies.

Department Description:

The following are examples of the many services provided by the Building Maintenance Division:

- Order and distribute facility bathroom products.
- Coordinate city building janitorial services.
- Distribute paper supplies.
- Maintain HVAC equipment temperature control systems.
- Maintain plumbing fixtures and associated systems.
- Maintain electrical fixtures, lamps, ballasts, and associated wiring.
- Maintain security systems.
- Maintain generator systems at 3 city locations.
- Replace and maintain office furniture.
- Maintain lawns and landscaping, oversee contract mowing.
- Snow removal at City facilities.
- Negotiate maintenance contracts with vendors.
- Order all flags and maintain flagpoles.

2016 Budget Highlights:

There are no notable changes in the 2016 budget.



Financial Summary

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE (DECREASE)
BUILDING MAINTENANCE (185-00)							
Personnel Services	\$ 52,980	\$ 62,931	\$ 123,754	\$ 111,924	\$ 132,150	\$ 132,150	\$ 20,226
Materials & Supplies	102,628	123,197	149,550	148,825	141,050	141,050	(7,775)
Contractual Services	163,566	174,808	193,200	196,200	192,350	192,350	(3,850)
Professional Development	(50)	-	300	300	550	550	250
Capital Items	112,709	25,900	87,570	87,570	45,000	35,000	(52,570)
Total	\$ 431,833	\$ 386,836	\$ 554,374	\$ 544,819	\$ 511,100	\$ 501,100	\$ (43,719)

Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Bldg & Grounds Technician	1.00	1.00	-	60,403	54,686	(5,717)
Senior Maintenance Technician	1.00	1.00	-	38,064	77,464	39,400
Overtime/Temporary/Seasonal	-	-	-	13,456	-	(13,456)
Total	2.00	2.00	-	111,923	132,150	20,227

Measurements:

- The Division has been using new methods for routine tasks such as filter changes in hopes of time savings. Changes have been implemented without employee time resulting in approximately 10% labor cost savings.
- Continued savings on HVAC digital controls, improvements show substantial cost savings.
- The Division had over 350 general maintenance requests from individual employees in 2014, and more than 180 through July of 2015. These requests range from relatively simple tasks such as paper delivery, bathroom supply delivery, desk repairs, electrical problems, and clogged toilets, to more complex ones including icy sidewalks, HVAC malfunctions, and door locking mechanism malfunctions.

Goals:

- Monitor and adjust HVAC systems to ensure efficient energy use.
- Use energy efficient technology when replacing lighting; we are moving to more LED lamping.
- Create and provide better breakdowns of maintenance capital costs.
- Provide better labor cost estimates for in house projects.



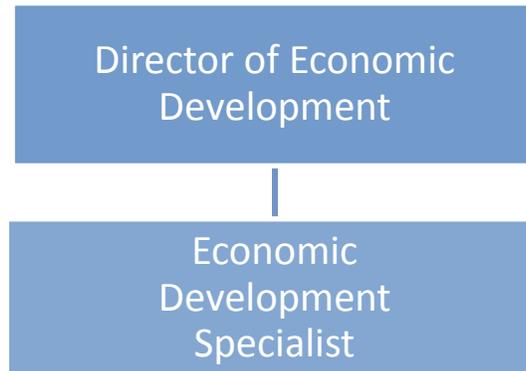
Strategies:

- The Building Maintenance Tracker System will help the Division coordinate repairs, track costs, and help with inventory of parts used. We will also use this program for scheduling future normal maintenance tasks.
- Coordinate maintenance projects with staff.
- Search for new products and suppliers to reduce costs.

2015 Achievements:

- Conducted exterior sidewalk tile removal for new colored concrete sidewalk.
- Completed painting projects at City Hall, Police areas, offices, halls, dispatch.
- City Hall Air Handler/Fresh Air unit for Community Room and Council Chambers project.
- Completed several projects at Fire Department.
- Library ballast upgrade project, we have updated 30 plus fixtures, ballast savings over \$18,000.

THIS PAGE LEFT BLANK INTENTIONALLY



Mission:

The mission of the Department of Economic Development is to improve the economic well-being of the community through efforts that entail job creation, job retention, tax base enhancement, and the improvement of the local quality of life.

The mission of the Department of Economic Development can be further separated into six key strategic objectives:

- Identify and prioritize specific target business sectors;
- Develop a specific brand positioning and marketing plan for the City;
- Develop a plan for increasing the knowledge and skills of the available workforce;
- Develop a plan for governmental support of local business sectors through improved policy and infrastructure decisions;
- Develop a plan for improved coordination and communication with local economic development groups and area businesses;
- Develop a business development plan for targeted geographic areas within the community.

Department Description:

The Department of Economic Development consists of two 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 developers, business owners or operators, and other development or business professionals. Key functions and activities currently undertaken by the department include:

- Facilitation of development agreements for redevelopment projects, particularly in the City’s Tax Increment Finance Districts;
- Negotiation of financial incentives, particularly in the City’s TIF District’s;
- Assistance with available building and property searches;
- Coordination of multiple City departments and/or external regulatory agencies when needed throughout the entitlement process;
- Conducting of business retention surveys and hosting of tours and other retention events;
- Provision of presentations on the local economy and the business friendly nature of the City;



Economic Development

City of Sun Prairie 2016 Annual Budget

- Coordination of specific advertising opportunities, including special events and City-owned property;
- Preparation of formal responses for information requests on development opportunities within the City;
- Conducting targeted outbound marketing efforts on available buildings and properties, as well as for the City of Sun Prairie in general;
- Provision of staffing support to the downtown Business Improvement District and the Sun Prairie Tourism Commission;
- Coordination of workforce development resources from local, regional, and State agencies;
- Act as a local liaison to regional, State, and sector specific business and economic development organizations;
- Undertaking of special projects on an as-needed basis.

2016 Budget Highlights:

- Personnel expenditures will increase as the Economic Development Specialist will be on the payroll for a full year.
- Membership, Office Supplies, and Meetings and Training are projected to increase with the addition of the Economic Development Specialist. Formal training opportunities for both department positions are being requested. Formal training for the Director of Economic Development is being requested for the first time in several years.
- Contracted professional services are projected to increase overall with the anticipated development activity, but costs will be allocated to open TIF districts whenever possible.
- Marketing efforts are expanded in the 2016 budget, but are being allocated across relevant TIF Districts for the first time. This results in a net decrease in the general fund budget for this line item.
- Staff is recommending budgeting for the cost of acquiring an option that will allow for the orderly expansion of industrial areas of the City, and will also allow for the marketing of a larger development parcel without having to acquire the parcel(s). Terms and cost of any option would need to be negotiated. Staff is recommending that this initiative proceed only if lot sale revenue from currently available City-owned parcels is realized in 2016.
- Replacement of the Director of Economic Development’s laptop and docking station by upgrading to a Surface is requested to aid in the performance needed to continue to efficiently maintain the City’s website and social media platforms.

Financial Summary:

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	<u>INCREASE (DECREASE)</u>
ECONOMIC DEVELOPMENT (620-00)							
Personnel Services	97,718	99,660	169,257	169,257	172,701	172,701	3,444
Materials & Supplies	39	77	757	557	1,850	1,850	1,293
Contracted Services	2,122	7,779	15,800	15,539	11,300	21,600	6,061
Professional Development	2,308	3,143	3,895	4,160	3,775	5,513	1,353
Capital Items	-	-	2,045	3,000	-	-	(3,000)
Total	\$ 102,187	\$ 110,659	\$ 191,754	\$ 192,513	\$ 189,626	\$ 201,664	\$ 9,151



Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Econ. Development Director	1.0	1.0	-	102,196	104,879	2,683
Econ. Development Specialist	1.0	1.0	-	67,054	67,822	768
Total	2.0	2.0	-	169,250	172,701	3,451

Measurements:

	<u>Estimated 2015</u>	<u>Projected 2016</u>
Major Projects Undertaken (120 hours or more)	7	9
Formal Retention Contacts Made	12	30
Negotiated Development Agreements	4	4
Lot Sales	1	1
Targeted Marketing Efforts & Presentations	4	25
Contacts with Potential Start Ups	6	12

2015 Achievements (Year to Date):

- Coordinated simultaneous grand openings with Cabela’s and Marcus Theatres.
- InForm Product Development opened its new facility in the Sun Prairie Business Park.
- Assembled a comprehensive response to a site selector’s RFI for a 90+/- acre warehousing project for a Fortune 200 company in a multi-state search. Earned a site visit. (Project announced in Janesville.)
- Continued negotiations on prospective projects on multiple Main Street properties, including the Hanley and Marathon sites.
- Coordinated the development and launch of the new City website, and coordinated staff training.
- Staff participated in the Madison Region Familiarization Tour for site selectors.
- Staff facilitated more than a half dozen site tours of area businesses and companies.
- Updated City-owned lot marketing materials (signs, flyers, etc.)
- Hosted the Business Park & Major Employer Networking Event.
- Continued the Sun Prairie Works Initiative.
- Made presentations on development opportunities in Sun Prairie to RASCW, Smart Growth Greater Madison, and the Madison Commercial Brokers Group.
- Presented to the Leadership Sun Prairie Class.
- Completed updates to the business quiz and community profile for the Sun Prairie Chamber of Commerce.



- Successfully filled the Economic Development Specialist position.
- Staff participated in the 2015 Madison Region Economic and Diversity Summit.
- Actively assisted with Farm Technology Days event.
- Assisted in the evaluation of options being considered during the amendment process for the Westside Plan Update.
- Assisted with Groundhog Day festivities and other BID activities.
- Prepared the Annual Report for the downtown Business Improvement District.
- Completed further integration of the Tourism and BID brochures.
- Completed updates to the Tourism and BID websites as part of the combination with the City website.
- Continued maintenance of social media for the City, the department, Tourism, and BID.
- Continued staffing of the Tourism Commission.
- Assisted with the coordination of National Night Out.
- Currently working on a marketing article in BRAVA Magazine featuring women in leadership roles in Human Resources.
- Currently working on a tour of De Forest and Sun Prairie development sites and building for regional site selectors.

**CITY OF SUN PRAIRIE
2016 APPROVED BUDGET
TRANSFERS**

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
TRANSFERS							
PERSONNEL SERVICES							
10069000-572000 TRANSFER	\$ 92,200	\$ 89,780	\$ 414,110	\$ 631,490	\$ 404,818	\$ 338,165	\$ (293,325)
SUB-TOTAL	92,200	89,780	414,110	631,490	404,818	338,165	(293,325)
TOTAL TRANSFERS	\$ 92,200		\$ 414,110	\$ 631,490	\$ 404,818	\$ 338,165	\$ (293,325)

Continuing Disclosure				1,828			(1,828)
Reiner & O'Keefe Traffic Study						1,047	1,047
Sun Prairie Media Center				2,500			(2,500)
Family Aquatic Center					67,700	-	-
Refuse Transfer				320,002	152,755	152,755	(167,247)
Capital Projects				49,821			(49,821)
Transit Transfer				257,339	184,363	184,363	(72,976)
				631,490	404,818	338,165	(293,325)

THIS PAGE LEFT BLANK INTENTIONALLY



Transit
Commission

Mission:

The purpose of the Transit Commission is to assist in providing affordable and reliable transportation to the citizens of the City of Sun Prairie through a contract with a taxi provider. The Transit Commission oversees the contract with the awarded vendor, as well as maintains grant and state aid requirements for funding purposes.

Department Description:

Per city ordinance, the Transit Commission consists of six members to be appointment by the mayor and approved by the common council. There must be one representative from the senior citizens 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.

2016 Budget Highlights:

2016 will be a very exciting year for the Transit Commission and the share-ride taxi program. The Transit Commission, on behalf of the, City of Sun Prairie will be awarded funds from the 5310 Enhanced Mobility grant to purchase one more accessible vehicle which will replace one of the two remaining vehicles that the City currently leases to the taxi provider. Also, the Transit Commission is hoping to implement some advertising strategies to bring in more revenues for the reduced fare program. These strategies would include business advertising in or on the taxis.



Financial Summary:

CITY OF SUN PRAIRIE
SPECIAL REVENUE FUNDS (Transit)
 2016 APPROVED BUDGET

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE (DECREASE)
TAXI PROGRAM REVENUES							
STATE AID - TRANSIT	\$ 284,026	\$ 337,399	\$ 450,541	\$ 412,276	\$ 471,697	\$ 471,697	\$ 59,421
TAXI PROGRAM FARES	-	-	205,143	299,359	205,000	205,000	(94,359)
DONATIONS - TAXI PROGRAM	1,565	3,560	1,000	1,000	1,500	1,500	500
TRANSFER IN	82,500	89,780	257,280	89,780	184,363	184,363	94,583
TOTAL TAXI PROGRAM REVENUES	\$ 368,091	\$ 430,739	\$ 913,964	\$ 802,415	\$ 862,560	\$ 862,560	\$ 60,145
TAXI PROGRAM EXPENDITURES							
FLEET RENTAL CHARGES	\$ -	\$ -	\$ 6,893	\$ 7,600	\$ 6,600	\$ 6,600	\$ (1,000)
PROF SVCS: TAXI CONTRACT	491,987	435,824	855,960	746,200	855,960	855,960	109,760
PROF SVCS: REDUCED FARE PRGM	22,876	15,306	-	-	-	-	-
TOTAL TAXI PROGRAM EXPENDITURE:	\$ 514,863	\$ 451,130	\$ 862,853	\$ 753,800	\$ 862,560	\$ 862,560	\$ 108,760

TAXI PROGRAM: FUND BALANCE

	(36,598)	(183,370)	(203,761)	(203,761)	(152,650)	(152,650)
	368,091	430,739	913,964	802,415	862,560	862,560
	<u>514,863</u>	<u>451,130</u>	<u>862,853</u>	<u>753,800</u>	<u>862,560</u>	<u>862,560</u>
	(183,370)	(203,761)	(152,650)	(155,146)	(152,650)	(152,650)
	94,820	132,142	153,297	153,297	153,297	153,297
	(88,550)	(71,619)	647	(1,849)	647	647



Measurements:

Item	2011	2012	2013	2014	2015 YTD
Ridership	78,849	71,470	72,231	83,436	38,467
Fare Revenues	N/A	N/A	\$184,140.37	\$228,156.50	\$131,634.10
Reduced Fare Applicants	77	77	96	150	115

2015 ACHIEVEMENTS:

In 2015, the Transit Commission introduced a new taxi vendor for the share-ride taxi program. The share-ride taxi program also eliminated the East Towne Mall shuttle at the beginning of 2015. This change was made to re-allocate funds where they were needed more, the taxi portion of the program. Shuttle ridership was minimal. The City of Sun Prairie was awarded a grant to purchase an accessible vehicle for the share-ride taxi program. The new accessible van was purchased and introduced into the program during the second half of 2015.

THIS PAGE LEFT BLANK INTENTIONALLY



Tourism
Commission

Mission:

The mission of the Sun Prairie Tourism Commission (hereon Commission) is to coordinate tourism promotion and development in the City. Specifically, the Council has delegated statutory authority to the Commission to address the following goals and duties:

- Use room tax revenue to promote and develop tourism;
- Report delinquencies or inaccuracies of room tax to the City;
- Prepare and report a budget annually to the Council;
- The Commission may not use room tax revenue to construct or develop a lodging facility.

Commission 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.

Summary of Activities:

The Sun Prairie Tourism Commission generally supports the following activities:

- Production of a joint promotional brochure with the Sun Prairie downtown Business Improvement District.
- Financial support of marketing for annual community events and one-time events that positively impact overnight hotel stays.
- Assistance in recruitment of new events to the Sun Prairie community that positively impact overnight hotel stays.



2016 Budget Highlights:

The following expenditures are budgeted for the Tourism Commission:

Event Sponsorships	\$8,020
Administration and General Tourism Promotion	\$19,700
Memberships	\$6,000
Total	\$33,720

The 2015 budget was originally \$27,720, but was amended by the Tourism Commission to include \$6,000 to become member of the Madison Area Sports Commission. The 2016 total is \$33,720 and reflects a cost to continue from the 2015 budget. The allocation of 2016 funds includes support for a majority of the same regular annual events as in the 2015 budget, except for the Sun Prairie Blues Festival, which may or may not be held again in 2016. The other key change is the elimination of the one-time sponsorship of Farm Technology Days in 2015. These funds have been allocated to a miscellaneous advertising and promotions line item (\$7,000).

No increase in the hotel tax rate is being considered at this time.

Financial Summary:

**CITY OF SUN PRAIRIE
SPECIAL REVENUE FUNDS (Tourism)
2016 APPROVED BUDGET**

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
TOURISM REVENUES							
PUBLIC ACCOMODATION TAX	\$ 45,100	\$ 43,974	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
INVESTMENT INCOME	48	-	-	-	-	-	-
TOTAL TOURISM REVENUES	\$ 45,148	\$ 43,974	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
TOURISM EXPENDITURES							
PROFESSIONAL SERVICES	\$ 30,725	\$ 21,229	\$ 29,720	\$ 33,720	\$ 33,720	\$ 33,720	\$ -
TOTAL TOURISM EXPENDITURES	\$ 30,725	\$ 21,229	\$ 29,720	\$ 33,720	\$ 33,720	\$ 33,720	\$ -

TOURISM COMMISSION: FUND BALANCE						
BEGINNING FUND BALANCE	80,875	95,298	118,044	118,044	128,324	128,324
ADDITIONS	45,148	43,974	40,000	40,000	40,000	40,000
EXPENSES	30,725	21,229	29,720	33,720	33,720	33,720
ENDING FUND BALANCE	95,298	118,044	128,324	124,324	134,604	134,604



Staffing Analysis:

While the Economic Development Department staffs the Tourism Commission, there is no direct allocation to fund personnel expenses from tourism funds.

2015 Achievements:

- Sponsored a successful Wisconsin Farm Technology Days event in August 2015 at Statz Farms just outside of Sun Prairie.
- Participated in the joint production of the annual visitors' brochure with the downtown Business Improvement District.
- Participated in the development of a new Visit Sun Prairie website as part of the City's website project.
- Became a member of the Madison Area Sports Commission, and competed to host regional and national events at Sun Prairie Ice Arena, Prairie Athletic Club, and Prairie Lanes Bowling Alley. Sun Prairie was second place for a major figure skating event, and first place for a national bowling event at Prairie Lanes.

THIS PAGE LEFT BLANK INTENTIONALLY

**CITY OF SUN PRAIRIE
SPECIAL REVENUE FUNDS**

2016 APPROVED BUDGET

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE <u>(DECREASE)</u>
POLICE PROGRAMS							
POLICE PROGRAM REVENUES							
20004300-435210 GRANTS - POLICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
20004700-471000 INVESTMENT INCOME	16	-	-	-	-	-	-
20004800-485210 DONATIONS - POLICE	6,145	6,385	1,750	2,500	2,500	2,500	-
20004800-489000 MISCELLANEOUS REVENUES	8,509	374	-	2,500	2,500	2,500	-
TOTAL POLICE PROGRAM REVENUES	\$ 14,670	\$ 6,759	\$ 1,750	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
POLICE PROGRAM EXPENDITURES							
20021000-532000 OPERATING SUPPLIES	(57)	65	-	6,000	6,000	6,000	-
20021000-532000 OPERATING SUPPLIES: K9 PROGRAM	1,443	243	343	3,000	3,000	3,000	-
20021000-532000 OPERATING SUPPLIES: FORFEITURE	7,492	505	10,100	10,138	10,138	10,138	-
20021000-544000 SHOP WITH A COP	4,500	3,281	4,000	4,000	4,000	4,000	-
20021000-544000 NATIONAL NIGHT OUT	97	-	-	-	-	-	-
20021000-572000 TRANSFER OUT	2,781	-	-	-	-	-	-
TOTAL POLICE PROGRAM EXPENDITURES	\$ 16,257	\$ 4,095	\$ 14,443	\$ 23,138	\$ 23,138	\$ 23,138	\$ -

POLICE PROGRAMS: FUND BALANCE

BEGINNING FUND BALANCE	32,418	30,831	33,496	33,496	20,803	20,803
ADDITIONS	14,670	6,759	1,750	5,000	5,000	5,000
EXPENSES	16,257	4,095	14,443	23,138	23,138	23,138
ENDING FUND BALANCE	30,831	33,496	20,803	15,358	2,665	2,665

**CITY OF SUN PRAIRIE
SPECIAL REVENUE FUNDS**

2016 APPROVED BUDGET

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE <u>(DECREASE)</u>
LIBRARY PROGRAMS							
LIBRARY PROGRAM REVENUES							
20004300-435520 GRANTS - LIBRARY	\$ 838	\$ 525	\$ 525	\$ 2,000	\$ 1,000	\$ 1,000	\$ (1,000)
20004300-437520 COUNTY AID - LIBRARY	-	-	-	-	-	-	-
20004700-471000 INVESTMENT INCOME	4	-	-	-	-	-	-
20004800-485520 DONATIONS - LIBRARY	6,460	13,974	2,000	6,000	2,000	2,000	(4,000)
TOTAL LIBRARY PROGRAM REVENUES	\$ 7,301	\$ 14,499	\$ 2,525	\$ 8,000	\$ 3,000	\$ 3,000	\$ (5,000)
LIBRARY PROGRAM EXPENDITURES							
20052000-521000 SOCIAL SECURITY	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -
20052000-532000 OP SUPPLIES: GRANT PROJECTS	805	1,358	2,000	2,000	1,000	1,000	(1,000)
20052000-532000 OP SUPPLIES: DONATION PROJECTS	7,827	7,894	6,000	6,000	2,000	2,000	(4,000)
TOTAL LIBRARY PROGRAM EXPENDITURES	\$ 8,632	\$ 9,257	\$ 8,000	\$ 8,000	\$ 3,000	\$ 3,000	\$ (5,000)
LIBRARY PROGRAMS: FUND BALANCE							
BEGINNING FUND BALANCE	8,680	7,349	12,591	7,116	7,116	7,116	
ADDITIONS	7,301	14,499	2,525	8,000	3,000	3,000	
EXPENSES	8,632	9,257	8,000	8,000	3,000	3,000	
ENDING FUND BALANCE	7,349	12,591	7,116	7,116	7,116	7,116	

**CITY OF SUN PRAIRIE
SPECIAL REVENUE FUNDS**

2016 APPROVED BUDGET

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE <u>(DECREASE)</u>
MUSEUM PROGRAMS							
MUSEUM REVENUES							
20004800-485530 DONATIONS - MUSEUM	\$ 839	\$ 1,891	\$ 120	\$ -	\$ 200	\$ 200	\$ 200
20004700-471000 INVESTMENT INCOME	7	-	-	-	-	-	-
TOTAL MUSEUM REVENUES	\$ 847	\$ 1,891	\$ 120	\$ -	\$ 200	\$ 200	\$ 200
MUSEUM EXPENDITURES							
20053000-532000 OPERATIONAL SUPPLIES	\$ 80	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ -
20053000-581000 MACHINERY & EQUIPMENT EXPENSE	362	-	-	-	-	-	-
TOTAL MUSEUM EXPENDITURES	\$ 442	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ -

MUSEUM PROGRAMS: FUND BALANCE							
BEGINNING FUND BALANCE	14,455	14,860	16,913	16,913	17,033	17,033	
ADDITIONS	847	1,891	120	-	200	200	
EXPENSES	442	163	-	-	-	-	
ENDING FUND BALANCE	14,860	16,913	17,033	16,913	17,233	17,233	

THIS PAGE LEFT BLANK INTENTIONALLY



Westside
Transportation
Impact Fee

Mission:

To 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.

Fund Description:

The City's goal is to ensure that 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, with the purpose of ensuring 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 street projects being contemplated, 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 were also adopted to address ambiguities in the Ordinance and to designate the Community Development Director to be the Impact Fee Administrator. The per-trip impact fee was increased as part of the Ordinance amendment, but not to the recommended level deemed necessary to collect the full Westside share for the infrastructure involved.

2016 Budget Highlights:

Future roadway projects that will be partially funded by the impact fee program include, but are not limited to, the following:

- Design of Brooks Drive – Thompson Road connection.
- CTH C Bike Path from Sth 19 north.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
Impact Fees- Single Family	\$ 22,432	\$ 27,607	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Impact Fees- Multi-Family	80,327	36,556	\$ 27,648	40,000	35,000	35,000	(5,000)
Impact Fees- Non-Residential	202,473	502,099	500,000	500,000	400,000	400,000	(100,000)
Investment Income	7,715	3,227	1,832	-	1,500	1,500	1,500
Total Revenues	312,947	569,489	579,480	565,000	461,500	461,500	(103,500)
Professional Services	-	-	-	-	10,000	10,000	10,000
Transfer Out	-	694,537	124,764	124,764	139,598	141,551	14,834
Total Expenditures	-	694,537	124,764	124,764	149,598	151,551	24,834
	\$ -	\$ 694,537	\$ 124,764	\$ 124,764	\$ 149,598	\$ 151,551	\$ 24,834

Beginning Fund Balance	\$ 1,721,269	\$ 2,034,216	\$ 1,909,168	\$ 1,909,168	\$ 2,349,404	\$ 2,349,404
Additions	312,947	569,489	579,480	565,000	461,500	461,500
Expenses	-	694,537	124,764	124,764	149,598	151,551
Ending Fund Balance	\$ 2,034,216	\$ 1,909,168	\$ 2,363,884	\$ 2,349,404	\$ 2,661,306	\$ 2,659,353

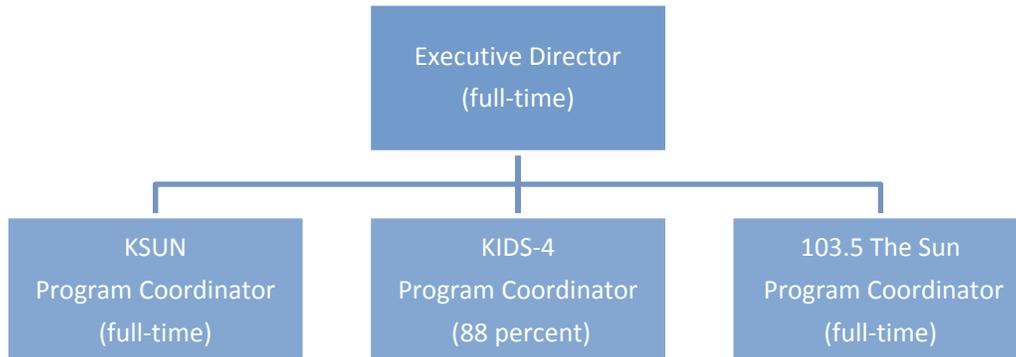
Measurements:

Impact fees are collected with each new building permit that is issued within the impact fee district based on the projected level of traffic that each use is anticipated to generate. So far, a total of \$4,321,944.28 in traffic impact fees have been collected. Based on the 2014 impact fee update and report, approximately \$12.5 million in impact fees can be collected to cover the district’s fair share of the anticipated \$21 million in roadway construction costs. The partial implementation of the proposed fee increase in 2014, however, results in a projected shortfall in the recovery of these costs at the current time.

2015 Achievements:

The following capital project was partially funded through the impact fee program and have been constructed:

- Grand and Ironwood Traffic Signals



Mission:

The Sun Prairie Media Center’s mission is to serve Sun Prairie by educating, informing, entertaining, and empowering its citizens through programming produced by Sun Prairie residents for Sun Prairie residents.

Department Description:

The Sun Prairie Media Center is a unique city department in that it is staffed not only by regular full-time employees but also by high school students working to save for college as well as many resident volunteers and KIDS-4 crew members who work hard to produce the unique community programming seen and heard daily on KSUN, KIDS-4, and 103.5 The Sun Community Radio.

Sun Prairie Media Center employees work in tandem with students, the Media Center Commission, volunteers, the school district, area businesses, and other city employees to ensure that community programming – including in-studio productions, on-location productions, and live events such as city meetings and high school sports – exists to help foster a community informed and entertained about what is happening where they live, work, shop, play, and send their kids to school.

The staff of the SPMC consists of an Executive Director and three Program Coordinators who together seek out and nurture relationships with residents, community leaders, and area businesses who are interested in the production of community programming. Through formal training, informal meetings, and experienced technical and creative assistance, the staff works diligently to ensure that volunteer producers and KIDS-4 crews are comfortable and confident in their abilities to make their voices heard in our community.

The SPMC staff also takes seriously the nature of the changing media landscape and strives to keep its facilities and equipment as modern and user-friendly as possible by researching media product innovations and breakthroughs and implementing them into the SPMC whenever it is not only cost-efficient to do so but also when doing so allows us to improve upon the service to our community and the fulfillment of our mission statement.



Finally, the SPMC strives to teach media literacy to all Sun Prairie residents – to the younger population through its KIDS-4 program, media production club, and summer workshops, to the adult population through media training and hands-on in-studio productions, to the senior population as part of its planned “Senior Crew” workshops.

2016 Budget Highlights:

2015 was a very busy year for the Sun Prairie Media Center. The launch of a community radio station was arguably one of the biggest challenges this department has had for many years from many perspectives – technical, financial, personnel, and creative. 2016 does not look to present anything quite so daunting.

However, with the relief of getting the radio station on the air comes other challenges: First and foremost is the formidable challenge of making the radio station an integral part of the lives of Sun Prairie citizens and employees. This means making the station as accessible as possible to those who wish to participate in its programming as well as making sure the staff and volunteers have the necessary equipment in place to maximize the station’s potential.

To fulfill the latter goal, SPMC staff and volunteers will have to break out of our studio to go on location to cover events happening in Sun Prairie, preferably live. This will necessitate the purchase of additional equipment not part of the initial station launch budget. There also remains the relevant question of staffing: At the time of this writing, the radio station has been on the air for a handful of days. While we currently believe and hope that we can continue to staff the Media Center at its current level, community interest may very well require us to add a part-time person as, perhaps, an “after-hours radio production coordinator.”

While excitement is brewing about community radio, the SPMC will not lose sight of its flagship KSUN and KIDS-4 TV channels. The SPMC plans to follow through on production improvements begun by the purchase of all-in-one studio production centers in 2014 with upgrading the SPMC’s decade-old studio cameras by replacing half in 2015 and the other half in 2016. These new cameras will shoot in HD, not only improving our on-line look but also preparing us for the potential to broadcast in HD, whether through Charter or through a local fiber-to-the-home initiative.

In addition, the SPMC’s live productions – mainly Sun Prairie High School sports – are sorely in need of an upgrade that will be possible through the purchase of an on-site production suite, most likely a unit called the TriCaster Mini. This unit is compatible with our in-studio switchers, which will make it easier for us to have a seamless, consistent look no matter how or where the production was created.



Financial Summary:

**CITY OF SUN PRAIRIE
SUN PRAIRIE MEDIA CENTER SPECIAL REVENUE FUND
2016 APPROVED BUDGET**

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE (DECREASE)
SUN PRAIRIE MEDIA CENTER REVENUES	\$ 355,780	\$ 371,885	\$ 346,500	\$ 346,500	\$ 364,000	\$ 364,000	\$ 17,500
Personnel Services	250,925	241,492	251,383	259,009	261,759	274,887	15,878
Materials & Supplies	13,502	11,805	19,210	15,710	16,986	16,986	1,276
Contractual Services	26,143	33,451	30,350	28,404	33,407	33,407	5,003
Insurance	605	825	1,245	1,295	6,024	6,018	4,723
Professional Development	5,527	2,817	4,250	5,200	1,440	1,440	(3,760)
Capital Items	33,612	26,183	80,000	75,000	40,000	40,000	(35,000)
SUN PRAIRIE MEDIA CENTER EXPENDITURES	\$ 330,314	\$ 316,573	\$ 386,438	\$ 384,618	\$ 359,616	\$ 372,738	\$ (11,880)

CABLE ACCESS TELEVISION: OPERATING FUND BALANCE						
BEGINNING FUND BALANCE	203,588	218,851	278,632	278,632	257,194	257,194
ADDITIONS	355,780	371,885	346,500	346,500	364,000	364,000
EXPENSES	<u>340,517</u>	<u>312,104</u>	<u>367,938</u>	<u>366,618</u>	<u>341,116</u>	<u>354,238</u>
ENDING FUND BALANCE	218,851	278,632	257,194	258,514	280,078	266,956

CABLE ACCESS TELEVISION: REPLACEMENT FUND						
BEGINNING FUND BALANCE	38,748	48,951	44,483	44,483	25,983	25,983
ADDITIONS	21,500	21,500	21,500	21,500	21,500	21,500
EXPENSES	<u>11,297</u>	<u>25,968</u>	<u>40,000</u>	<u>42,500</u>	<u>40,000</u>	<u>40,000</u>
ENDING FUND BALANCE	48,951	44,483	25,983	23,483	7,483	7,483

PATRICK MARSH FUNDS	<u>2,150</u>	<u>2,150</u>	<u>2,150</u>	<u>2,150</u>	<u>2,150</u>	<u>2,150</u>
----------------------------	--------------	--------------	--------------	--------------	--------------	--------------

TOTAL CABLE ACCESS TELEVISION FUND BAL	\$ 269,952	\$ 325,265	\$ 285,327	\$ 284,147	\$ 289,711	\$ 276,589
---	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
CATV Director	1.0	1.0	-	65,478	69,486	4,008
CATV Program Coordinator	1.9	2.9	1.0	133,349	193,079	59,730
CATV Production Coordinator	1.0	-	(1.0)	47,166	-	(47,166)
LTE Programmers/Tapings	0.8	0.8	-	11,757	11,842	85
Overtime				-	-	-
Boards & Commissions				323	480	157
TOTAL	4.7	3.9	(0.8)	258,073	274,887	16,814



Goals and Priorities To Accomplish:

1. **To fulfill the potential of 103.5 The Sun Community Radio.** Just as the station's physical launch was the biggest goal for the Sun Prairie Media Center in 2015, growing the station from all perspectives – its programming, its presence in the community, its potential as a revenue-generator – will be the SPMC's biggest goal in 2016.
 - a. Programming: The SPMC could easily program 103.5 The Sun to do nothing but run automated music and repurposed KSUN programming. And thanks to the amount of volunteer KSUN programming produced we facilitate here, just stopping there would make 103.5 better than other community radio stations. But we want to grow our pool of volunteers to include many residents who are specifically interested in producing original radio content, to the extent that every day 103.5 The Sun is premiering a new, locally-produced program.
 - b. Presence in the community: 103.5 The Sun will open up more opportunities for on-location reports and productions, whether they be broadcast on a taped or, better yet, live platform. Citizens should take seeing us at community events for granted.
 - c. Revenue generation: While 103.5 The Sun is licensed as a non-profit, non-commercial station, its existence will open up more opportunities for business sponsorship and underwriting, increasing SPMC revenue and offsetting additional costs that the radio station brings.

2. **To increase sponsorship opportunities for SPMC programming/activities.** This continues to be an ongoing priority for the SPMC. Sun Prairie's economic development seems to get more robust by the day, and the SPMC needs to take advantage of that business growth by increasing sponsorships and underwriting brought in by area businesses. The added platform of 103.5 The Sun Community Radio should make this goal easier to accomplish in 2016 than in years past.
 - a. Community Building: By an increase in the number of opportunities for the business community to get involved in SPMC programming and activities, the SPMC will build stronger connections to area business leaders, and thereby deepening business roots in the community. It is our hope that businesses that are invested in the SPMC are more likely to be invested in Sun Prairie itself, putting them more in touch with their customers' needs and wants and making them ultimately more successful and profitable.
 - b. Financial stability: More sponsorship and underwriting opportunities means more revenue opportunities for the SPMC which means an increase in our odds at taking advantage of those opportunities. This should result in building a stable of clients likely to continue their financial support of the SPMC, ultimately making fundraising easier.
 - c. Communication and Transparency: Business owners are important members of the Sun Prairie community and quite often residents of Sun Prairie themselves. By strengthening the SPMC's ties to them, the SPMC will increase the ways in which it is in touch with Sun Prairie and informed of the programming its community wants and needs.

3. **To increase diversity in local programming.** What will make KSUN and 103.5 The Sun Community Radio continue to grow and improve will be both the quantity and quality of its unique local programming. The SPMC has been and is committed to attempting to meet the needs of an



- increasingly diverse population with its programming. Inspired in part by the mayor's stance on diversity, the SPMC needs to do better to attract a more diverse volunteer producer workforce.
- a. **Empowerment:** Having your voice heard is an empowering feeling. The SPMC strives to empower all Sun Prairie residents by presenting production opportunities and programming for all Sun Prairie residents, regardless of race, religion, sexual orientation, or physical ability. Empowering all members of a diverse population is community media centers are for, and this is what the SPMC will strive to continue to do in 2016.
 - b. **Financial Stability:** As Sun Prairie becomes more diverse, business owners and leaders are becoming more diverse while "traditional" business leaders are recognizing the need to appeal and serve a more diverse population. The production of programming to appeal to more residents will undoubtedly appeal to more business owners, increasing the likelihood of securing SPMC sponsorship and underwriting opportunities from a larger pool of businesses.
 - c. **Communication and Transparency:** If the mission of the Sun Prairie Media Center is to serve Sun Prairie by educating, informing, entertaining, and empowering its citizens, the SPMC has to do a better job attracting all citizens to its facilities, thereby increasing the odds that KSUN and 103.5 The Sun Community Radio are the community voices for a larger, more diverse population.

Strategies for Accomplishing Goals Above:

1. To fulfill the potential of 103.5 The Sun Community Radio.

- A. **Research.** Once 103.5 is launched, the SPMC is looking to coordinate with its Media Center Commission on a needs assessment process. Through research already done, the SPMC has some ideas what the community wants from 103.5 The Sun (and KSUN). But the time is right for a complete evaluation of how the community perceives us, what the community wants from us, and what we can do better to better serve the community. The right questions need to be asked and answered for 103.5 The Sun to maximize its usefulness to Sun Prairie.
- B. **Community awareness.** The SPMC and specifically the executive director needs to look for more ways to alert the general public about 103.5 The Sun Community Radio, whether through contests, more presence at community events, or its own events. Repeat appearances at service groups such as the Rotary Club, the Lions Club, and the Optimist Club should be undertaken now that the station is officially launched.
- C. **Fundraising.** A fundraising concert held in February 2015 was a success logistically but a disappointment financially. Despite disappointments, efforts must continue to be made. The SPMC has committed to hosting a car wash at UW football games in the fall of 2015 to raise funds. Elsewhere, the SPMC has to continue to inform the business community about underwriting opportunities. The SPMC should attempt to work more closely with its Media Center Commission to find fundraising opportunities. Ideas being fleshed out now include on-air auctions or pledge drives, trivia nights, taking in used car/boat donations, and savings cards.
- D. **Promotion.** 103.5 The Sun is a reality. Now a marketing campaign needs to be undertaken with the dual goal of getting listeners to the station and letting potential volunteers know of a need for programming. Early indicators of both are very encouraging.



2. **Increase sponsorship opportunities for SPMC programming/activities.**
 - A. Program creation. Through the assistance of community volunteers, programs are being created that have intrinsic value to a sponsor or group of sponsors. Examples include Reel Reviews, Sun Prairie Sports View, and The Home Extension. These values need to be communicated to businesses and partnerships birthed and nurtured.
 - B. SPMC awareness building. The launch of 103.5 The Sun Community Radio is the perfect time to not only launch awareness of the radio station but the Sun Prairie Media Center as a whole. Business sponsorships where available have already increased, as graduation and high school sports sponsorships continue to rise each year. Obviously the interest is there from the business community; the goal in 2016 is to give businesses increasing opportunities and to capitalize on the presence of those opportunities.

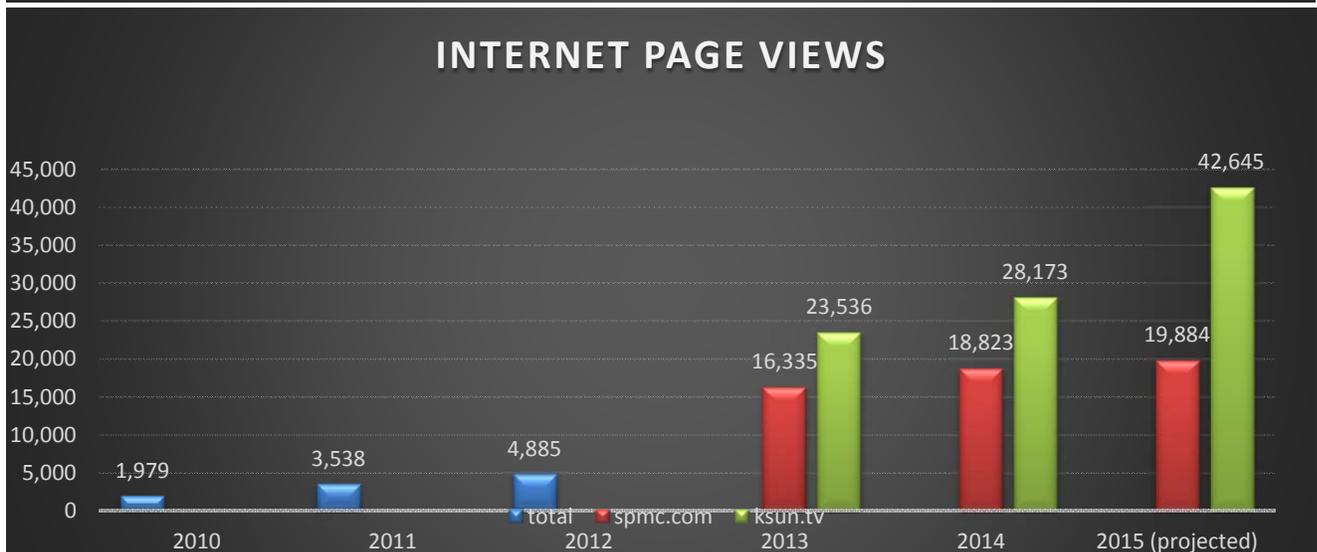
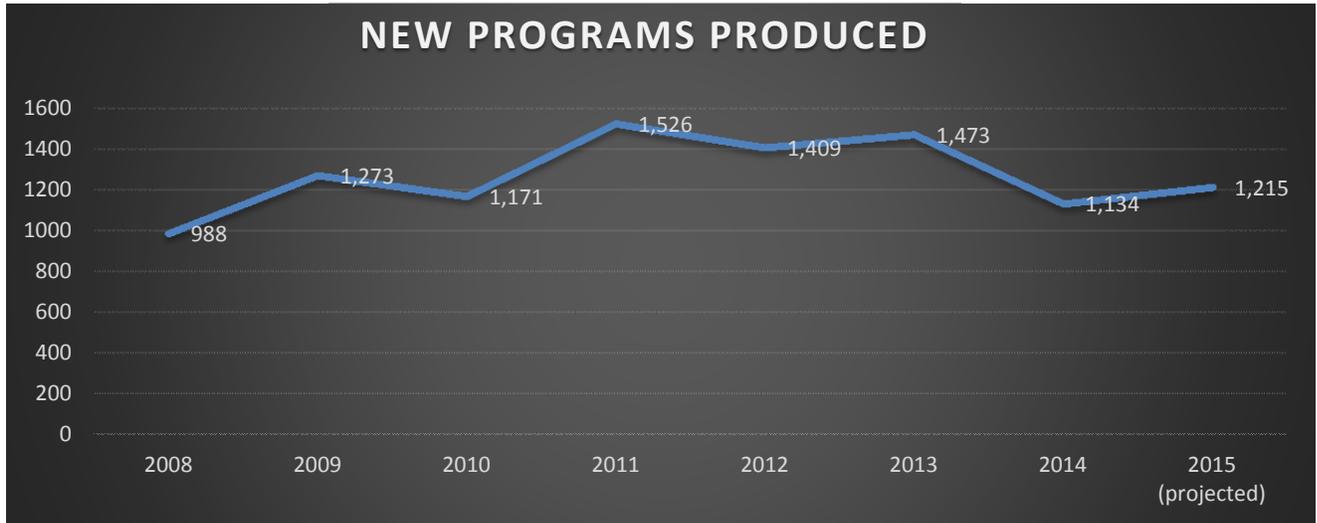
3. **Increase local programming.** Programming, in particular “regular” series programming, has increased exponentially since spring 2014, when the new Media Center director was hired. The added platform of the radio station will undoubtedly result in even more original productions, but KSUN and KIDS-4 need to be included in content growth as well.
 - A. Membership drive. While all community media centers are comrades in spirit, there is no doubt that the time is right to take advantage of the financial troubles of Madison’s WYOU. Preliminary talks have been made with board members of WYOU to share resources, but perhaps the time is right to take the message right to potential producers. That message? That the Sun Prairie Media Center has the best accessible television and radio facilities around. And the added advantage of members outside of Sun Prairie? More revenue by way of membership fees.
 - B. More training opportunities. With the launch of 103.5 The Sun Community Radio comes not only the need for more content, but the need to train more volunteers. As of third quarter 2015, the SPMC has already begun maximizing that opportunity by offering additional workshops for radio production. The opportunity is that once volunteers come through the door for radio, perhaps they’ll gain interest in the TV side as well. It’s our job to take advantage of that opportunity.
 - C. Strengthen bonds with Sun Prairie High School. One of the biggest areas for potential growth – particularly programming, not revenue – is with the area high schools. To that end, the SPMC embarked on the production of a SPHS cooking show late in the 2014-2015 school year and also took several meetings with SPHS officials to discuss ways to further partner on programming opportunities. Thanks to KIDS-4, the SPMC has a great relationship with elementary and middle schools in the district, but high school participation is virtually non-existent. Along with the participation of new superintendent Dr. Brad Saron, it feels like the time is right to change that.

Measurement

This chart shows the total number of programs produced yearly by the SPMC since 2008. Numbers since 2014 could be misleading in that the SPMC has efforded to producing returning series that encourages stronger volunteer commitments, the development of signature programming, and potential sponsorship opportunities. So while raw numbers may be down, actual in-studio production is up.

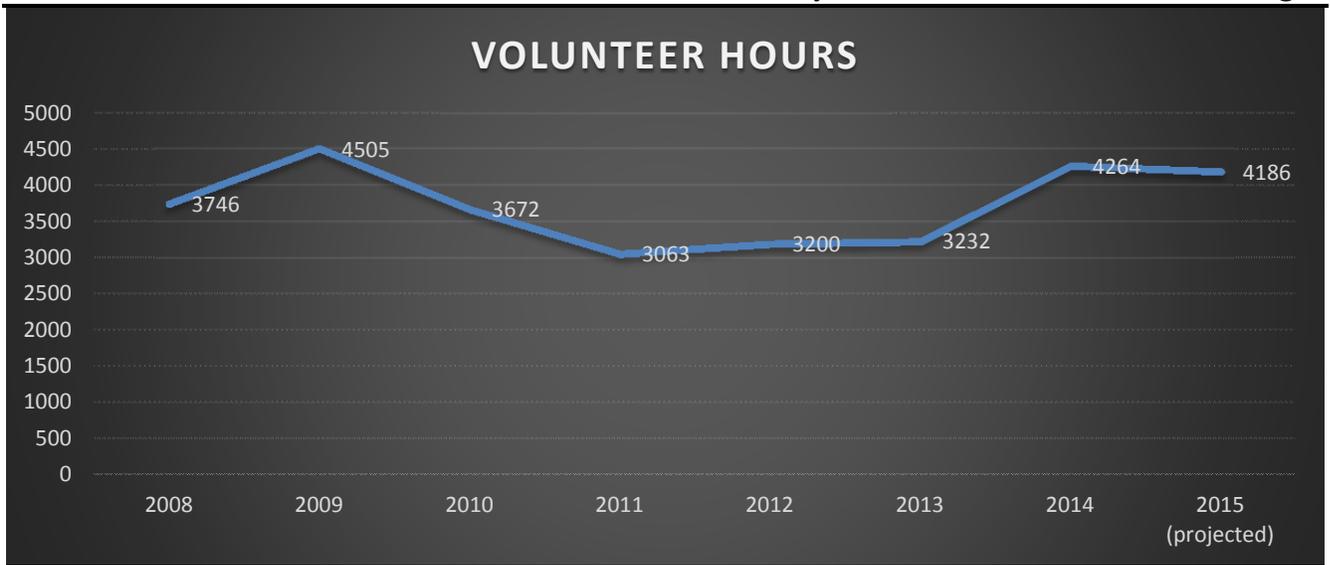


S:

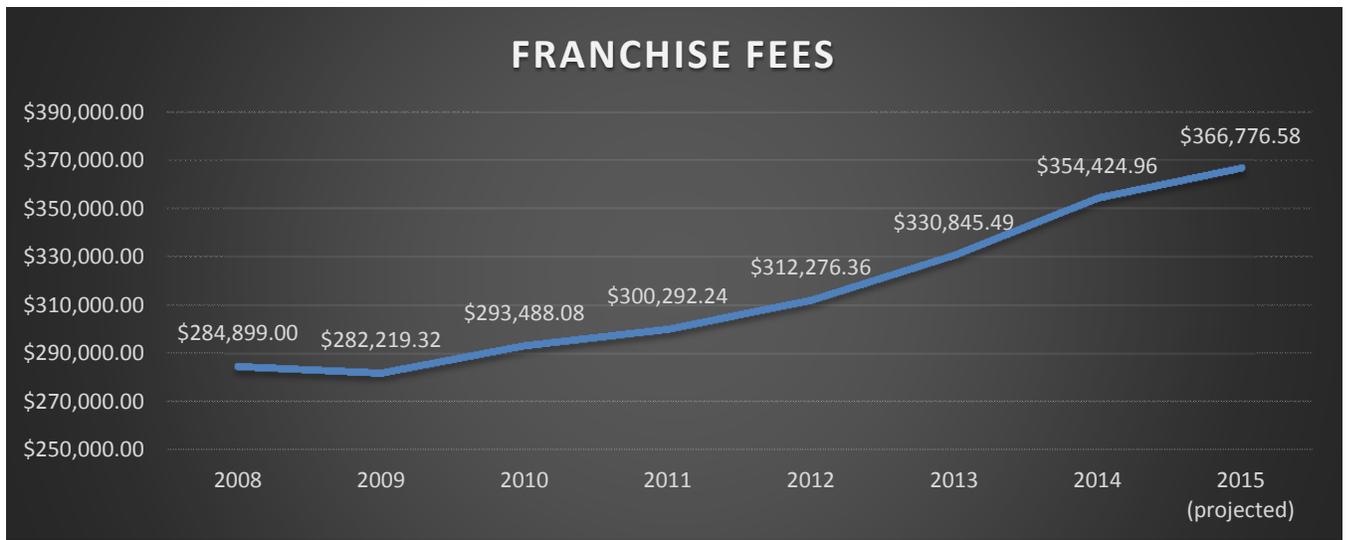


Operating Statistics / Performance Measures:

This chart shows the large growth in Internet page views over the last two years. Separate data for the SPMC’s two distinct web sites was not kept until 2013. This indicates, among other things, the popularity of watching KSUN programming on demand, which is expected to increase in page views a whopping 51 from 2014 to 2015.



This chart shows the number of volunteer hours at the SPMC since 2008. Figures have bounced back after some years of reductions.



This chart shows the overall increase in franchise fees taken in from Charter since 2008. It is believed that this is due largely to the increase in rental and service fees by Charter.



Major Fall 2014- Summer 2015 Achievements:

1. Launched 24-hour, 7-days-a-week low-power radio station.
2. Created a volunteer policy and procedures handbook for the radio station that will be adapted for TV stations.
3. Constructed the radio studio with the assistance of a hired audio engineer.
4. Researched and compiled a list of the most cost-effective radio equipment and labor to help with various stages of install.
5. Redrafted and rebranded the Cable Access Telecommunications Commission as the Media Center Commission to incorporate changes brought about by the addition of the radio station.
6. Enacted a 2014 budget carryover to efficiently pay for radio construction using the SPMC budget.
7. Planned and hosted "Radio Aid," a fundraising concert given at Sun Prairie High School PAC to raise funds for the radio station. Raised over \$2,400.
8. Held other fundraisers, including restaurant nights at Culver's, Pizza Ranch, Orange Leaf, and Burracho's.
9. Added KSUN and KIDS-4 program listings to Charter's on-screen electronic program guides, meaning that viewers can easily locate programs, quickly identify programs, and even set up "season passes" for programs.
10. Created a partnership with the Greater Madison Urban League that resulted in a summer intern at SPMC as well as two additional city interns at City Hall.
11. Completed a successful 2014-2015 KIDS-4 crew year with 51 kids at the new price point. Collected \$5,100 in program fees.
12. Created a new web site, kids4.tv, for parents and families of KIDS-4 crews. Site includes frequent updates including uploaded crew material and other operational info for KIDS-4 families.
13. Held successful summer workshops for 38 students. Collected \$2,770 in workshop fees.
14. Partnered with Sun Prairie Business and Education Partnership for the videotaping of several PSAs related to their GRIT program.
15. Partnered with Sun Prairie Arts Alliance for creating videos and PSAs.
16. Partnered with the Bank of Sun Prairie on naming rights to radio studio. Agreement raised \$5,000 for SPMC.
17. Partnered with the Office of Economic Development on a series of business recruitment videos called "Sun Prairie Works."
18. Continued the production of several ongoing episodic shows for KSUN, including "Sun Prairie Sports View," "Reel Reviews," "Inside Your City," "Talk of the Town," and "NewsDesk."
19. Instituted regular production of several new episodic shows for KSUN, including "Forward Forum," "Financial Fitness," and "The Home Extension," and "Sunshine Moments."



20. Strengthened media sharing partnerships with other access stations in and around Dane County, deepening our program offerings while giving more exposure to Sun Prairie Media Center-produced programs.
21. Spearheaded the birth of “Dane County PEG Station Group,” consisting of members of several access stations in Dane County. Implemented to increase media-, resource-, and idea-sharing.
22. Increased visibility in the community by attending several events, such as Strawberry Fest, Sun Prairie Block Party, and volunteering at the Colonial Club.
23. Increased visibility in press, resulting in several profiles in the Wisconsin State Journal, a morning of live on-location remotes from WMTV (Channel 15), and countless articles in “The Star.”
24. Won five awards at the annual “2015 Best of the Midwest Video Fest,” including two “Best in Show” awards and one spotlight award for “Significant Community Achievement.”
25. Won the “Good Neighbor” award for our partnership with the Colonial Club Senior Activity Center.
26. Strengthened our business partnership efforts, resulting in increases in both sports sponsorships and graduation sponsorships.
27. Renewed our membership in Wisconsin Community Media.
28. Staff attended the Wisconsin Community Media conference in Milwaukee.
29. Elected to Board of Directors of Wisconsin Community Media (Jeff Robbins).
30. Implemented major studio improvements in both SPMC TV studios with the purchase of TriCaster video switchers. Upgrade resulted in improved graphics, virtual sets, ease of preparing recorded shows for TV and Internet usage.
31. Upgraded computers for two full-time staffers to facilitate efficient usage of latest video editing software.
32. Facilitated several repairs on equipment, such as microphones in City Hall Council Chambers, studio cameras, and TelVue video transcoder.
33. Continued SPMC presence at local economic events such as Chamber of Commerce luncheons and business groundbreakings. Recruited and joined the Chamber Education Committee (Jeff Robbins).



Mission:

To provide a clean and safe environment for Sun Prairie residents by providing refuse and recycling solutions, street maintenance, snow and ice removal, traffic control, storm water facility maintenance, affording safe and reliable maintenance of City fleet and equipment, and ensuring residents receive accurate and timely service information.

2016 Budget Highlights:

- New collection service in April 2016.
- New sticker permit badges needed for Recycling Center entry.
- Research permit design to provide additional customer information.
- Continue cart wash program.

Financial Summary:

CITY OF SUN PRAIRIE							
REFUSE AND RECYCLE SPECIAL REVENUE FUND							
2016 APPROVED BUDGET							
	2013	2014	2015	2015	2016	2016	INCREASE
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>BUDGET</u>	<u>REQUESTED</u>	<u>APPROVED</u>	<u>(DECREASE)</u>
TOTAL REFUSE & RECYCLE REVENUES	\$ -	\$ -	\$ 1,432,308	\$ 1,442,002	\$ 1,278,591	\$ 1,278,591	\$ (163,411)
Personnel Services	-	-	16,100	14,204	18,731	18,731	4,527
Materials & Supplies	-	-	29,995	4,000	4,800	4,800	800
Contractual Services	-	-	1,412,623	1,416,698	1,227,060	1,227,060	(189,638)
Capital Items	-	-	-	7,100	28,000	28,000	20,900
TOTAL REFUSE & RECYCLE EXPENDITURES	\$ -	\$ -	\$ 1,458,718	\$ 1,442,002	\$ 1,278,591	\$ 1,278,591	\$ (163,411)

Refuse & Recycle Fund							
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 4,515	\$ 4,515	\$ 4,515	\$ 4,515	
ADDITIONS	-	-	1,432,308	1,442,002	1,278,591	1,278,591	
EXPENSES	-	-	1,458,718	1,442,002	1,278,591	1,278,591	
ENDING FUND BALANCE	\$ -	\$ -	\$ (21,895)	\$ 4,515	\$ 4,515	\$ 4,515	

Goals:

- Implement and maintain cost effective residential programs to dispose solid waste.
- Provide effective educational and disposal information.
- Improve quality of life by offering curbside pick-up, drop-off and special event refuse and recycling.
- Transition to new collection services as we switch to Pelliterri Waste System.



Strategies:

- Conduct curbside automated collection cart collections including weekly refuse and every other week (EOW) recycling.
- Provide cart exchange and supply for new units.
- Facilitate bulk collections enforcement, provide yard waste collections, and conduct curbside brush collections.
- Conduct appliance collection at Recycling Center drop-off.
- Provide annual household hazardous waste collection event.

Activities:

- Contract collection and disposal of curbside refuse and recycling materials from 1-4 unit residences.
- Contract yard waste collection for 1-4 unit dwellings once in April and twice in October/November.
- Provide once per month curbside collection of brush materials April through November.
- Operate the City recycling center to facilitate collection of brush, yard waste, metal and used appliances, used motor oil, oil filters, used auto tires/batteries, used light bulbs and tubes, used electronic equipment and cardboard.
- Conduct household hazardous waste collection for residents once per year.
- Conduct semi-annual electronics collections.

Measurements:

Activity	2010	2011	2012	2013	2014	2015 YTD
Work Orders	--	12	141	73	153	
Units collected	9,223	9,249	9,356	9,451	9,468	9574
Contractor Cost	\$9.55	\$10.43	\$10.68	\$10.90	\$11.19	\$11.45
Recycling collection tons	2,759	2,646	2,834	1,838	1,349	
Refuse tons	6,483	6,444	5,818	6,628	4,460	3,341

Electronics collections tons	93.45
Yard waste processed cu yards.	7543
Recycling used tires	795
Waste oil gallons	3992
Appliance processing tons	100.11

- Curbside refuse and recycling collection agreement expires April 1, 2016.
- An RFP was put out and we will be transitioning to Pelliterri Waste Systems.
- 80 new homes anticipated in 2016.
- General property tax supports solid waste collections for each 1-4 unit household at a cost of \$115 per year.



2015 Achievements:

- New RFP will produce savings of about \$200,000 in 2016 and \$250,000 in 2017.
- Met State requirements for per-capita recycling requirements.
- Sun Prairie recycling collection = 180 lbs/person (106 lbs required)
- Conducted Household hazardous waste program.
- Conducted two special resident cart wash events at City Service Center.

THIS PAGE LEFT BLANK INTENTIONALLY



Revolving Loan Fund Committee

Overview:

The City of Sun Prairie has retained Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for the establishment of an Economic Development Revolving Loan Fund (RLF). This has also been referred to as the “Wisconsin Development Fund.” This 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 Wisconsin Department of Administration (DOA) is the recipient and contracts with the Wisconsin Economic Development Corporation (WEDC) to manage activities and funds associated with Economic Development. These economic development funds are used to provide grants to local units of government that use the funds to loan to a business. The business, in return for use of the public funds, provides private investment towards the assisted activity and most importantly creates job opportunities, principally for the benefit of low and moderate income persons.

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

Mission:

The RLF fund and committee’s primary purpose is to provide a supplementary financing tool to qualified businesses unable to secure adequate funds through traditional financing that will have a positive economic impact by way of full-time job creation and increased opportunity for low-to-moderate income persons.

Goals:

According to the proposed 2013 updates to the City’s Revolving Loan Fund Manual, economic development activities assisted with funds made available through the RLF Program are intended to meet the following federal and State goals and objectives:

- To encourage the creation and retention of permanent jobs, which provide a wage, appropriate to the skills and experience of the local labor force and that is competitive. 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.
- To encourage the leveraging of new private investment into the City of Sun Prairie in the form of fixed asset investment, particularly in land and buildings.
- To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
- To implement the City of Sun Prairie’s Strategic Business Development Plan’s goals and objectives.
- To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
- To encourage the development and use of modern technology and create safe work environments.



Strategies:

According to the proposed 2014 updates to the City’s Revolving Loan Fund Manual, applications that meet the following local objectives of the City of Sun Prairie will be considered to be more competitive and more desirable:

- To encourage redevelopment or new development in targeted geographies within the city of Sun Prairie, including Downtown Sun Prairie (TIF 8), Main Street (TIF 11), and areas immediately adjacent to these targeted geographies. In addition, the City of Sun Prairie may identify individual sites as priority areas outside of these general areas that have been identified as areas in need of redevelopment or otherwise economically distressed.
- To support business creation, retention and expansion in targeted business sectors as 5 adopted in the City’s Strategic Business Development Plan.
- To enhance the economic viability of the immediately surrounding area, or of the City of Sun Prairie as a whole.
- To encourage full-time the creation, retention or expansion of employment opportunities with wages and benefits beyond the federal minimum wage, and at or above the average wages for Dane County in that industry or occupation.
- To encourage the creation, retention and expansion of unique or entrepreneurial businesses that are determined to be viable businesses by the RLF Committee, but may not have adequate access to more traditional means of financing.
- Other projects outside of these criteria may be considered if identified by the City Council as a worthy project through formal action.

Activities:

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

	Actual	Projected	
	2014	2015	2016
Assets			
Cash & Investments	97,498	113,649	129,800
Loan Receivable	<u>48,159</u>	<u>34,204</u>	<u>19,499</u>
Total Assets	145,657	147,853	149,299
Liabilities & Fund Balance			
Reserved for Loan	48,159	34,204	19,499
RLF Fund	<u>97,498</u>	<u>113,649</u>	<u>129,800</u>
Total Liabilities & Fund Balance	145,657	147,853	149,299



Section overview:

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 conducted a Park Impact Fee study in 2007. As a result of the findings of this study, the common council authorized a Park Impact Fee to generate revenue for a Park Fund. The park impact fee assists financing the capital costs associated with these park improvements.

The capital costs attributable to the park facilities, the need for which is generated by the new development relative to existing development, will be paid by new development through an impact fee. The impact fee will be charged only to residential units. The use of park facilities by nonresidential development is minimal; therefore no impact fee is warranted.

The fee is collected within 14 days of issuing a building permit. The fee schedule is as follows:

Single family	\$2,160/unit
Multi-family	\$1,710/unit
Assisted living	\$770/unit

In order to apportion the public costs of new development fairly and responsibly, some measure must be undertaken to ensure that the entire cost of accommodating new development is not born solely by the current residents of the city. The goal of levying an impact fee on new development is to offset the initial cost to local taxpayers of satisfying the additional demand on the public infrastructure.

All aspects of the Wisconsin statute governing impact fees, Wis. Stat. §66.0617 have been met in the creation and administration of this fee, fund and the enactment of City of Sun Prairie, Wisconsin, Municipal Code §18.04.100(c)&(d).

Summary of activities:

- Basketball Court Maintenance
- Security camera installations
- Park additions
- Playground renovations and additions
- ADA Compliance
- Sidewalk and Trails
- Skate Park additions



Financial Summary:

**CITY OF SUN PRAIRIE
PARK IMPROVEMENT FUND
2016 REQUESTED BUDGET**

	2013 <u>ACTUAL</u>	2014 <u>ACTUAL</u>	2015 <u>PROJECTED</u>	2015 <u>BUDGET</u>	2016 <u>REQUESTED</u>	2016 <u>APPROVED</u>	INCREASE <u>(DECREASE)</u>
TOTAL PARK FUND REVENUES	\$ 258,269	\$ 169,416	\$ 194,505	\$ 156,001	\$ 156,000	\$ 116,000	\$ (40,001)
Materials & Supplies	4,428	9,389	6,862	3,000	38,000	45,500	42,500
Contracted Services	600	-	-	-	78,000	78,000	78,000
Professional Services	-	-	528	-	-	-	-
Transfers	6,900	-	123,000	168,129	121,160	121,160	(46,969)
Capital Items	87,698	112,728	91,817	198,500	181,500	91,500	(107,000)
TOTAL PARK FUND EXPENDITURES	\$ 99,626	\$ 122,117	\$ 222,207	\$ 369,629	\$ 418,660	\$ 336,160	\$ (33,469)

PARK FUND: FUND BALANCE

BEGINNING FUND BALANCE	\$ 917,943	\$ 1,076,586	\$ 1,123,885	\$ 1,123,885	\$ 910,257	\$ 910,257
ADDITIONS	258,269	169,416	194,505	156,001	156,000	116,000
EXPENSES	<u>99,626</u>	<u>122,117</u>	<u>222,207</u>	<u>369,629</u>	<u>418,660</u>	<u>336,160</u>
ENDING FUND BALANCE	\$ 1,076,586	\$ 1,123,885	\$ 1,096,183	\$ 910,257	\$ 647,597	\$ 690,097



Section overview:

The City of Sun Prairie collects a charge at the time a building permit is issued for the initial construction of a building for the trees that will be added to the neighborhood on the terrace. This fee is charged for both residential and non-residential structures. For a building with up to four dwelling units, the fee is charged per dwelling unit. Buildings that are non-residential or that are 5 units or more are charged a fee at the rate of one tree per 50 feet of lot frontage on a public street.

The charge has been increased in the 2016 budget from \$241.71 to \$325.00 per unit or per 50 feet of frontage on a public street.

Financial Summary:

**CITY OF SUN PRAIRIE
STREET TREE FUND
2016 APPROVED BUDGET**

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
TOTAL STREET TREE FUND REVENUES	\$ -	\$ -	\$ 20,000	\$ 52,540	\$ 48,359	\$ 48,359	\$ (4,181)
Land Improvements	-	-	20,000	85,229	171,641	171,641	86,412
Capital Items	-	-	-	-	-	-	-
TOTAL STREET TREE FUND EXPENDITURES	\$ -	\$ -	\$ 20,000	\$ 85,229	\$ 171,641	\$ 171,641	\$ 86,412

STREET TREE FUND: FUND BALANCE							
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 155,728	\$ 155,728	\$ 123,039	\$ 123,039	
ADDITIONS	-	-	20,000	52,540	48,359	48,359	
EXPENSES	-	-	20,000	85,229	171,641	171,641	
ENDING FUND BALANCE	\$ -	\$ -	\$ 155,728	\$ 123,039	\$ (243)	\$ (243)	

THIS PAGE LEFT BLANK INTENTIONALLY



Description:

The City of Sun Prairie is committed to providing an annual Capital Improvement Plan (CIP) to aid in the decision making process for the annual budget and ensure the adequate maintenance, acquisition and construction of capital projects. The CIP serves as a tool for determining the scheduling of capital improvements and related financing. The CIP also shares the City’s intentions for improvements for the next five years with residents, developers, intergovernmental partners and the business community. A primary responsibility of the City is to preserve, maintain and improve the community’s investment in buildings, vehicles, roads, utilities, parks and equipment. The CIP is a short and long-range plan for the physical development and infrastructure investment in the City of Sun Prairie. This document is a summarization of the CIP. Please reference the 2016 Capital Improvement Plan for more detailed information.

2016 Budget Highlights:

Street Reconstruction and Rehabilitation Projects

The Public Works and Engineering Department work together to determine which streets are in most need of reconstruction or rehabilitation. For 2016, the following streets are scheduled for major reconstruction or rehabilitation:

- CTHwy C
- Hanley Drive
- Laura Street
- Market & Park Street
- S. Bird Street
- Sunfield Street
- Vernig Road
- E. Klubertanz Drive & Werner Ct
- Clarmar Drive
- Steven Street

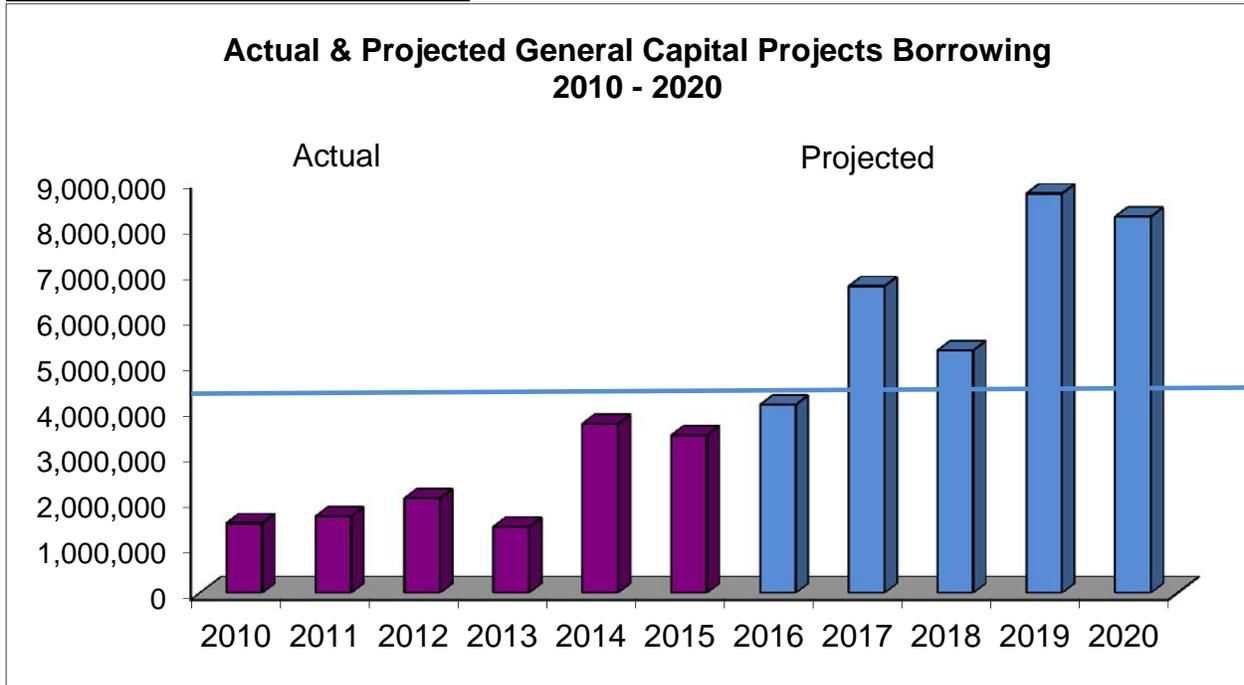
Building Improvements

The 2016 Capital Projects Fund budget includes \$483,850 to:

- Replace the roof at City Hall
- Needs assessment for the Westside Facility
- Westside facility parking lot rehabilitation
- City hall parking lot rehabilitation
- Move the police property room to the Westside Facility
- Remodel the Fire Department Exhaust System
- Carpet replacement for the Community Room in City Hall
- Replacement of 2 heat pumps



General Capital Projects Borrowing



Financial Summary:

	REQUESTED	PROJECTED			
	2016	2017	2018	2019	2020
SOURCES OF FUNDING					
General Obligation-Capital Borrowing	\$ 4,116,059	\$ 6,711,866	\$ 5,305,938	\$ 8,737,668	\$ 8,231,579
Transfer from Impact Fee Fund	141,551	1,800,343	1,512,294	661,181	733,963
Grants, Interest & Other Revenues	50,843	-	-	-	-
Utility Reimbursement	776,000	-	-	-	-
Fund Balance	500,000	-	-	-	-
TOTAL SOURCES OF FUNDING	5,584,453	8,512,209	6,818,232	9,398,849	8,965,542
USES OF FUNDING					
Buildings & Land Improvements	483,850	-	-	-	-
Street Reconstruction/Rehabilitation	4,058,950	5,089,000	4,136,000	6,919,000	7,698,000
Sidewalks/Bikepaths	-	100,000	75,000	75,000	55,000
Transportation System Improvements	-	3,191,609	2,503,132	2,233,549	1,131,041
Utility Improvements	776,000	-	-	-	-
Equipment	10,000	-	-	-	-
Professional Services	186,000	-	-	-	-
Issuance Costs	80,700	131,600	104,100	171,300	81,501
TOTAL USES OF FUNDING	\$ 5,595,500	\$ 8,512,209	\$ 6,818,232	\$ 9,398,849	\$ 8,965,542



2015 Achievements:

Completed 2015 projects include the following:

- Installation of traffic signals at the Ironwood and N. Grand Avenue intersection.
- Bike path/sidewalks for Safe Routes to School
- Hoepker Bike Trail
- Street rehabilitation/reconstruction for Maple Street, Martin Drive, Hillcrest Street, Tower Drive, and Beech Street

THIS PAGE LEFT BLANK INTENTIONALLY

SUN PRAIRIE
CAPITAL IMPROVEMENT PLAN
PROJECT COSTS 2016



PROJECT	2016 PROJECT ESTIMATE	PROJECT COSTS						FUNDING SOURCES					2016 Borrowing	BORROWING Levy Funded			
		General Fund	TIF District	Fleet Replace Fund	Water Pollution Control Fund	Storm-Water Fund	Sun Prairie Utilities	Traffic Impact Fees	Park Fund	Grant/Donation Fees	Debt Proceeds Available	Retained Earnings					
Street Reconstruction																	
16006	1	CTH C (Bike Path 67.44% TI)	Sth 19 to Stonehaven plus	1,050,000	904,950	-	-	145,050	-	-	-	29,505	-	500,000	-	520,495	375,445
16007	3	Hanley Drive	Woodview to Plat & Thomas	286,000	230,000	-	1,000	-	55,000	-	-	-	-	-	56,000	230,000	230,000
16008	9	Harvest Lane	Musket to Pilgrim	561,000	365,000	-	1,000	50,000	145,000	-	-	-	-	-	146,000	415,000	365,000
16009	6	Laura Street	Columbus to Clara	495,000	402,000	-	2,000	90,000	1,000	-	-	-	-	-	3,000	492,000	402,000
16011	4	Market & Park Street	Tracks to E. Main	1,409,000	175,000	725,000	-	3,000	360,000	146,000	-	-	-	-	149,000	1,260,000	175,000
16014	1	S. Bird Street	Baily to RR Tracks	681,000	410,000	-	1,000	250,000	20,000	-	-	20,000	-	-	21,000	640,000	390,000
16001	5	Sunfield Street	S. Walker to Major Way	718,000	500,000	-	3,000	85,000	130,000	-	-	-	-	-	133,000	585,000	500,000
16017	2	Vernig Road	Grove to End	509,000	189,000	-	135,000	110,000	75,000	-	-	-	-	-	210,000	299,000	189,000
16019	2	E. Klubertanz Drive & Werner Ct	Bristol to Davis	643,000	370,000	-	3,000	70,000	200,000	-	-	-	-	-	203,000	440,000	370,000
Street Pavement Rehab																	
16004	8	Clarmar Drive	Sapphire to Sunfield	1,470,000	425,000	-	2,000	1,040,000	3,000	-	-	-	-	-	5,000	1,465,000	425,000
16016	7	Steven Street	Lori to Daniel St	310,000	88,000	-	1,000	220,000	1,000	-	-	-	-	-	2,000	308,000	88,000
Transportation Improvements																	
16030		Thompson-Brooks Connection Design (60.16% TI)		183,000	183,000	-	-	-	-	-	-	110,093	-	-	-	72,907	72,907
		Reiner-O'Keefe Signal Study		3,000	3,000	-	-	-	-	-	-	1,953	-	-	1,047	-	-
Vehicles																	
V-1601	1	Ladder Truck - Fire (1 of 2 payments)		500,000	-	-	500,000	-	-	-	-	-	-	-	-	500,000	-
V-16119	1	Tandem Axle Patrol Truck		187,000	-	-	187,000	-	-	-	-	-	-	-	-	187,000	-
V-16121	7	Single Axle Patrol Truck		170,000	-	-	170,000	-	-	-	-	-	-	-	-	170,000	-
V-16122	8	Chipper / Anti-icing Truck		125,000	-	-	125,000	-	-	-	-	-	-	-	-	125,000	-
V-16002	2	Patient Lift/Load System		48,939	-	-	48,939	-	-	-	-	-	-	-	-	48,939	-
V-16003		Ambulance		155,893	-	-	155,893	-	-	-	-	-	-	-	-	155,893	-
Equipment																	
E-16000		Audible Pedestrian Crossing Buttons		10,000	10,000	-	-	-	-	-	-	-	-	-	10,000	-	-
Park Improvements																	
16201		Park Open Space Concept Plan		30,000	30,000	-	-	-	-	-	30,000	-	-	-	-	-	-
16202		Renovation of Vandenberg Park Playground		40,000	40,000	-	-	-	-	-	40,000	-	-	-	-	-	-
16203		Wyndham Hills Sidewalk and Trails (Pickle Ball)		10,000	10,000	-	-	-	-	-	10,000	-	-	-	-	-	-
16204		Smith's Crossing Park - Shelter/Restroom (Design)		8,000	8,000	-	-	-	-	-	8,000	-	-	-	-	-	-
16205		Skate Park Additions (Design)		8,000	8,000	-	-	-	-	-	8,000	-	-	-	-	-	-
16206		FAC - Replace Slide		11,400	11,400	-	-	-	-	-	11,400	-	-	-	-	-	-
Building and Grounds Maintenance																	
BM-16701		City Hall Roof Replacement		64,000	64,000	-	-	-	-	-	-	-	-	-	-	64,000	64,000
BM-16702		Heat Pump Replacement		11,000	11,000	-	-	-	-	-	-	-	-	-	-	11,000	11,000
BM-16703		Carpet Repl Comm Room		10,000	10,000	-	-	-	-	-	-	-	-	-	-	10,000	10,000
BM-16704		FD Exhaust Sys Remodel		64,000	64,000	-	-	-	-	-	-	-	-	-	-	64,000	64,000
BM-16705		Police Property Room to WSCB		74,850	74,850	-	-	-	-	-	-	-	-	-	-	74,850	74,850
BM-16706		Parking Lot Rehabilitation		150,000	150,000	-	-	-	-	-	30,843	-	-	-	-	119,157	119,157
BM-16708		Westside Facility Needs Assessment - Fire Department		10,000	10,000	-	-	-	-	-	-	-	-	-	-	10,000	10,000
BM-16707		Westside Facility Parking Lot		100,000	100,000	-	-	-	-	-	-	-	-	-	-	100,000	100,000
Water Pollution Control Facility~																	
WW-1601		Sewer Rehab/Flow Monitoring		389,200	-	-	389,200	-	-	-	-	-	-	-	389,200	-	-
WW-1602		Replace Village Lift Station		400,000	-	-	400,000	-	-	-	-	-	-	-	400,000	-	-
WW-1603		Remove Clearwater from Sewer System		100,000	-	-	100,000	-	-	-	-	-	-	-	100,000	-	-
WW-1604		Abandon Sludge Storage Lagoons		110,000	-	-	110,000	-	-	-	-	-	-	-	110,000	-	-
WW-1605		Phosphorous Treatment WPDES - Plant Upgrade		4,840	-	-	4,840	-	-	-	-	-	-	4,840	-	-	-
Stormwater Utility																	
ST-16001		NW Koshkonong Land Acquisition		1,000,000	-	-	-	1,000,000	-	-	-	-	-	-	-	1,000,000	-
ST-16003		Liberty Square Detention Basin		350,000	-	-	-	350,000	-	-	-	-	-	-	-	350,000	-
ST-16005		Ditch Reconstruction		50,000	-	-	-	50,000	-	-	-	-	-	-	50,000	-	-
ST-16007		TMDL - MMSD Adaptive Management		21,200	-	-	-	21,200	-	-	-	-	-	-	21,200	-	-
ST-16008		TMDL - Modeling for TSS/Total P		60,000	-	-	-	60,000	-	-	-	-	-	-	60,000	-	-
Debt Issuance Costs				194,500	80,700	14,500	23,800	-	75,500	-	-	-	-	-	-	194,500	80,700
TOTAL CAPITAL IMPROVEMENT PLAN				\$ 12,785,822	\$ 4,926,900	\$ 739,500	\$ 1,210,632	\$ 1,156,040	\$ 3,976,750	\$ 776,000	\$ 141,551	\$ 107,400	\$ 50,843	\$ 500,000	\$ 2,074,287	\$ 9,911,741	\$ 4,116,059

~ Please see the WPCF Equipment Replacement plan in the WPCF budget for a full listing of equipment replacement



Tax Increment Finance
District 7
Sun Prairie Business Park

Mission:

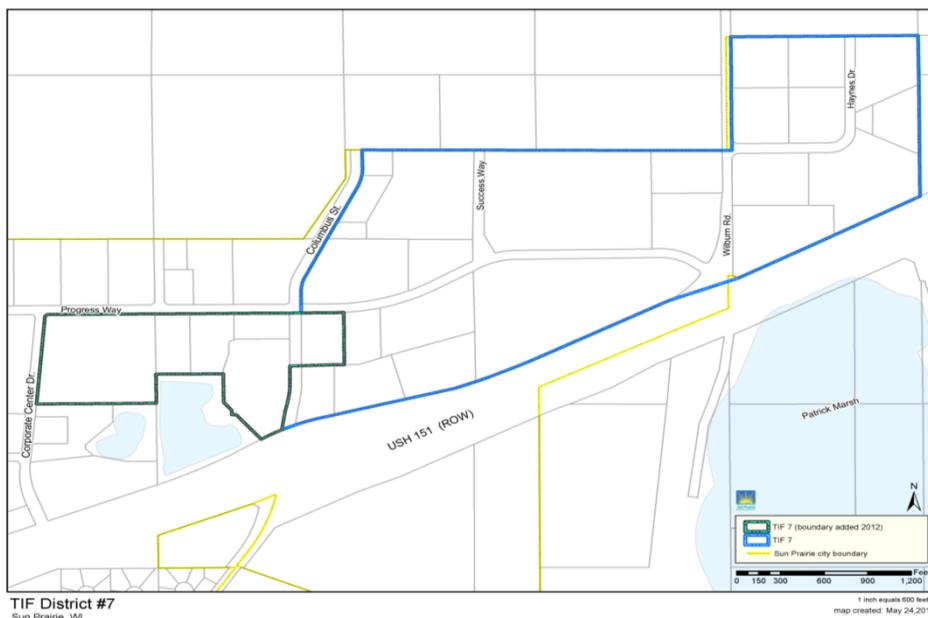
Tax Increment Financing District #7 was created to finance the construction of infrastructure improvements to the next phase of development in the existing Sun Prairie Business Park. This includes disbursing funds for marketing and business recruitment incentives, as well as other activities typical to the development and promotion of business parks. The City would not have been able to construct the needed infrastructure for Business Park development without the use of tax increment financing due to the cost of developing this infrastructure and services. It is for this reason that the City of Sun Prairie created TID # 7.

Description:

TID #7 was created on May 19, 1998 with a valuation establishment date of January 1st, 1998 as an Industrial TID, and consists primarily of the Northeast portion of the Sun Prairie Business Park. The District consists of 31 parcels covering 156 acres, all zoned Suburban Industrial (SI). The City currently owns four lots that are available for development. The City is currently anticipating that this district will close in 2017.

In 2012, TID #7 was amended to add territory and added developer incentives as an approved TID expenditure. The economic assistance via development incentives were intended to benefit the businesses by providing capital to expand their operations, or make the physical expansion of their facilities and investment in additional jobs more feasible.

The following is a map of the boundaries of TID #7:





Financial Summary:

CITY OF SUN PRAIRIE
2016 TAX INCREMENT FINANCE DISTRICT #7

Table with 8 columns: Category, 2013 Actual, 2014 Actual, 2015 Projected, 2015 Budget, 2016 Requested, 2016 Adopted, Increase/(Decrease). Rows include Sources of Funding (General Property Taxes, Exempt Computer Aid, etc.) and Uses of Funding (Professional Services, Debt Service, etc.).

2015 Achievements:

- Completed the final layer of asphalt on Haynes Drive, Success Way, Columbus Street, and Corporate Center Drive.
InForm Product Development opened its new facility in July 2015 on the lot acquired from the City in 2014.
Currently in negotiations with the owner at 1655 Corporate Center Drive on possible TIF assistance to reimburse for on-site infrastructure improvements to facilitate expansion by Madison-Kipp Corporation.
Village Hearth completed final work on their new vehicle maintenance facility.
Mechanical Systems Inc. of Minnesota is currently under construction and should be completed by Fall 2015.
Sun Prairie Utilities completed significant upgrades to the electrical system in this area.
Updated marketing materials for City-owned parcels, including new signage and flyers.
Staff had three other prospects who expressed significant interest in City lots, all of which currently remain open.
Staff initiated the creation of a new overlay zoning district for the Business Park that will replace the current design covenants instituted by the Sun Prairie Industrial Development Corporation. This will be an ordinance amendment, and will hopefully be approved by early 2016.



**Tax Increment Finance
District 8
Downtown**

Mission:

Tax Increment District #8 was created to finance the City of Sun Prairie’s Downtown Revitalization Plan (Phase I & II). This plan provides the framework for the redevelopment and enhancement of the historic Main Street corridor and the South Bristol and Market Street corridors. The City would not have been able to construct the needed infrastructure to facilitate downtown revitalization and redevelopment efforts without the use of tax increment financing due to the cost of developing this infrastructure and services. It is for this reason that the City of Sun Prairie created TID #8.

Description:

TID #8 was created on December 27, 2001 with a valuation establishment date of January 1, 2002 as a Blight Remediation TID, and consists primarily of the Sun Prairie’s traditional downtown and surrounding area. The last expenditures must be completed by December 27, 2024. The City can collect increment through 2029.

The boundary for TID #8 encompasses what has historically been defined as the downtown as well as a number of parcels of land south of Main Street. According to current GIS records, this district consists of 125 parcels covering 102 acres (including ROW). The district has parcels in several zoning categories including Suburban Residential (SR-4), Mixed Residential (MR-8), Urban Residential (UR-12), Central Commercial (CC), Urban Industrial (UI), Heavy Industrial (HI), and Planned Development (PD).

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 and 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.

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 amended area also includes property near the Main Street/Highway N intersection. This corridor is a major gateway to the City of Sun Prairie and its historic downtown. The site is the former location of the Dane County Highway Department facility, and is now a grocery store and restaurant. Other improvements to this area include the installation of traffic signals, which is an important component of the City’s downtown overall revitalization effort.

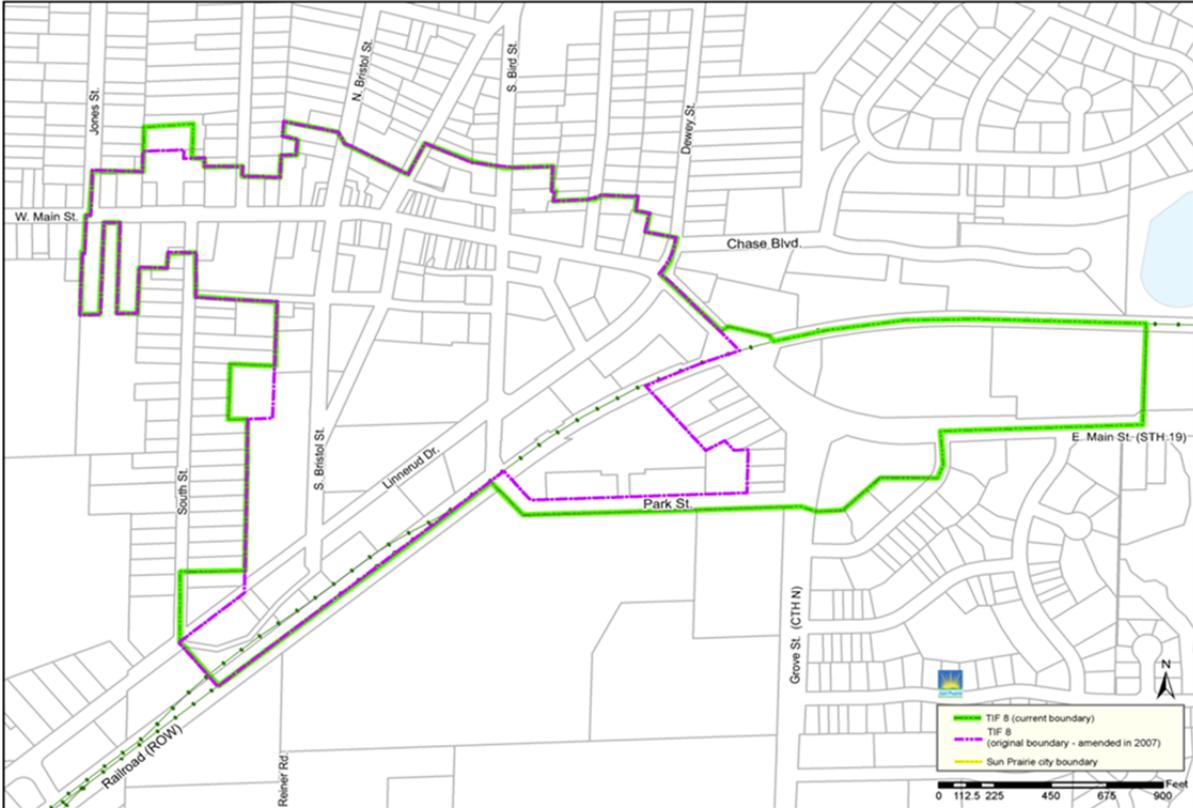
The City currently owns one lot that is available for development.



Tax Increment Finance District #8

City of Sun Prairie 2016 Annual Budget

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



TIF District #8
Sun Prairie, WI

1 inch equals 450 feet
map created: May 29, 2013



Financial Summary:

	2013 Actual	2014 Actual	2015 Projected	2015 Budget	2016 Requested	2016 Approved	Increase/ (Decrease)
Sources of Funding							
General Property Taxes	\$ 1,415,688	\$ 1,730,725	\$ 1,649,714	\$ 1,687,955	\$ 1,671,796	\$ 1,671,796	\$ (16,159)
Exempt Computer Aid	22,354	19,373	23,253	15,000	20,000	20,000	5,000
State Grants	9,182	-	-	-	-	-	-
Public Charges for Services	18,826	17,862	14,000	8,000	14,000	14,000	6,000
Investment Income	-	43	-	-	-	-	-
Miscellaneous Income	31	21	57	-	-	-	-
Proceeds of Long Term Debt	265,000	11,236,410	-	-	739,500	739,500	739,500
Bond Premium	6,458	-	-	-	-	-	-
Total Revenues	1,737,539	13,004,434	1,687,024	1,710,955	2,445,296	2,445,296	734,341
Uses of Funding							
Professional Services	5,165	10,167	10,271	10,271	22,525	24,586	14,315
Contractual Services	13,857	14,650	16,000	-	16,000	16,000	16,000
Façade Grant	-	-	-	-	-	50,000	50,000
Economic Development Payments	-	113,082	112,735	102,820	114,000	114,000	11,180
Debt Service and Related Costs	1,467,169	1,399,833	1,544,134	1,545,162	1,591,403	1,591,403	46,241
Debt Issuance Costs	4,427	-	-	-	14,500	14,500	14,500
Payment to Escrow Agent	267,293	11,366,197	-	-	-	-	-
Capital Projects	11,550	35,466	-	-	725,000	725,000	725,000
Transfer to other Funds	-	-	-	-	9,758	13,695	13,695
Total Expenses	1,769,461	12,939,395	1,683,140	1,658,253	2,493,186	2,493,186	890,931
Net Change in Fund Balance	(31,922)	65,039	3,884	52,702	(47,890)	(47,890)	
Fund Balance - Beginning of Year	588,348	556,426	(1,086,425)	(1,086,425)	(1,082,541)	(1,082,541)	
Fund Balance Restated Per 2014 Audit		(1,707,890)					
Fund Balance - End of Year	556,426	(1,086,425)	(1,082,541)	(1,033,723)	(1,130,431)	(1,130,431)	

2015 Achievements:

- Preliminary negotiations have been entered into on the last remaining City-owned parcel for possible acquisition and redevelopment.
- 100% occupancy for all commercial spaces in the traditional downtown located on Main Street.
- Staff conducted traffic counts for Main Street in the Fall of 2015.

THIS PAGE LEFT BLANK INTENTIONALLY



Tax Increment Finance
District 9
St. Mary's/Westside
Neighborhood Area

Mission:

Tax Increment District #9 was created by the City of Sun Prairie as a Mixed-Use District to help facilitate the establishment of emergency medical services within the City. This district facilitated the acquisition, redevelopment and enhancement of the St. Mary's Emergency Center site and immediately adjacent industrial parcels, including the extension of O'Keeffe Avenue and associated utilities. The City would not have been able to construct the needed infrastructure to facilitate these redevelopment efforts without the use of tax increment financing due to the cost of developing this infrastructure and services. It is for this reason that the City of Sun Prairie created TID # 9.

Description:

TID#9 was created on March 28, 2007 with a valuation establishment date of January 1, 2007 and consists primarily of the 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 as well as additional potential project expenditures.

The original boundary for TID #9 encompasses 18 parcels covering approximately 58 acres in the southern quadrant of the U.S. 151 Reiner Road/Grand Avenue interchange. The original district area has parcels in two zoning categories including Suburban Office (SO) and Suburban Industrial (SI). Eligible expenditures included acquisition and demolition of buildings or property, site grading, public infrastructure improvements (water, sanitary sewer, storm sewer, and streets), landscaping, relocation costs, environmental remediation, and development incentives.

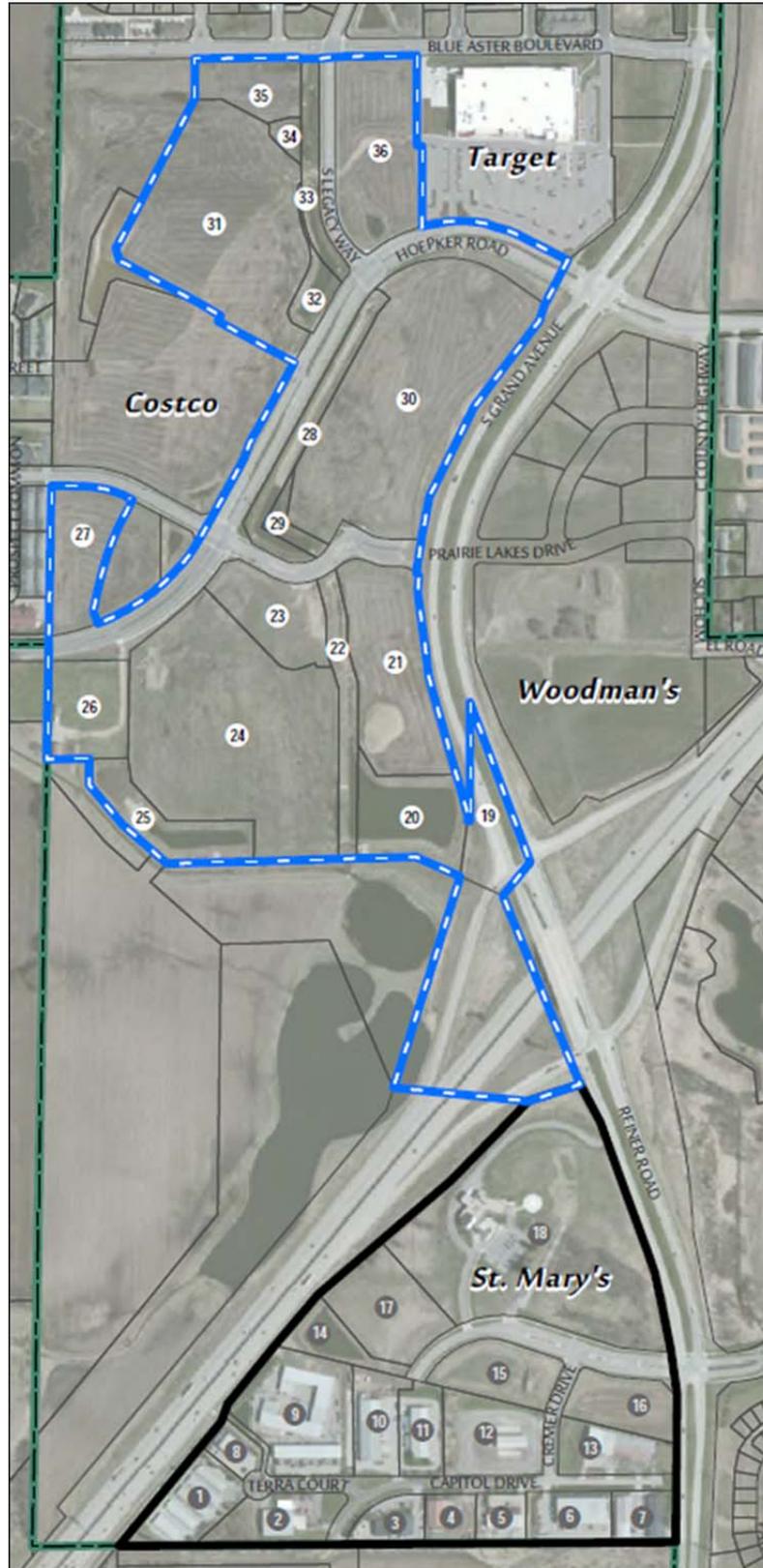
The amended area added 18 parcels and 105 acres to TID #9's original area, and added expenditure projects in the form of additional street projects and development incentives.

Primary projects completed to date include the acquisition of land for St. Mary's 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 not due until a later date if performance metrics are met.

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



The following is a map of the boundaries of TID #9:





Financial Summary:

	2013 Actual	2014 Actual	2015 Projected	2015 Budget	2016 Requested	2015 Approved	Increase/ (Decrease)
Sources of Funding							
General Property Taxes	\$ -	\$ -	\$ 33,110	\$ 33,877	\$ 546,649	\$ 546,649	\$ 512,772
Exempt Computer Aid	1,540	2,926	4,755	2,800	4,500	4,500	1,700
Proceeds of Long Term Debt	1,045,000	4,870,000	-	-	-	-	-
Bond Premium	25,468	17,237	-	-	-	-	-
Total Revenues	1,072,008	4,890,163	37,865	36,677	551,149	551,149	514,472
Uses of Funding							
Office Supplies	-	-	1,000	-	-	-	-
Professional Services	26,021	60,579	38,735	38,735	24,560	27,871	(10,864)
Economic Development Payments	-	-	138,000	-	75,000	75,000	75,000
Debt Service and Related Costs	183,470	4,362,038	186,470	186,471	221,775	221,775	35,304
Debt Issuance Costs	17,459	72,409	-	-	-	-	-
Payment to Escrow Agent	1,054,037	-	-	-	-	-	-
Capital Projects	-	394,491	-	-	-	-	-
Transfer to other Funds	-	10,596	-	-	19,516	23,454	23,454
Total Expenses	1,280,987	4,900,113	363,205	225,206	340,851	340,851	115,645
Net Change in Fund Balance	(208,979)	(9,950)	(325,340)	(188,529)	210,298	210,298	
Fund Balance - Beginning of Year	(563,810)	(772,789)	(782,739)	(782,739)	(971,268)	(971,268)	
Fund Balance - End of Year	(772,789)	(782,739)	(1,108,079)	(971,268)	(760,970)	(760,970)	

2015 Achievements:

- Cabela’s and Marcus Theatres opened in April 2015.
- 2G Engineering earned its first performance based incentive for the redevelopment of their building on Capitol Drive.
- Staff is currently negotiating a possible sale of Lot 4, a City-owned parcel in TID 9.
- Staff is currently working with the developer on the recruitment of a possible hotel project for TID 9 that would include restaurant and banquet space.
- Connection of the bike path between Madison and Hoepker Road that runs underneath U.S. 151 was completed.
- The City agreed to install high-speed fiber optic service to City-owned parcels in TID 9.

THIS PAGE LEFT BLANK INTENTIONALLY



Tax Increment Finance
District 11
Main Street

Mission:

Tax Increment District #11 was created by the City of Sun Prairie to help facilitate the implementation of the West Main Street Corridor Plan, and to encourage the general redevelopment of the central Main Street area of the City. The City would not be in a position to facilitate these redevelopment efforts without the use of tax increment financing due to the economic condition of the area. It is for this reason that the City of Sun Prairie created TID #11.

Note: TID #10 was previously created in the same area for this same purpose, but economic conditions worsened after its creation, and the valuation of this district fell significantly below the base value making it nearly impossible to recover. Replacing TID #10 with a new district allows for a new base value to be set for this area, and maximizes the amount of time that can be used for projects. TID #10 did not have any major expenditures, and its formal closure will occur in 2016.

Description:

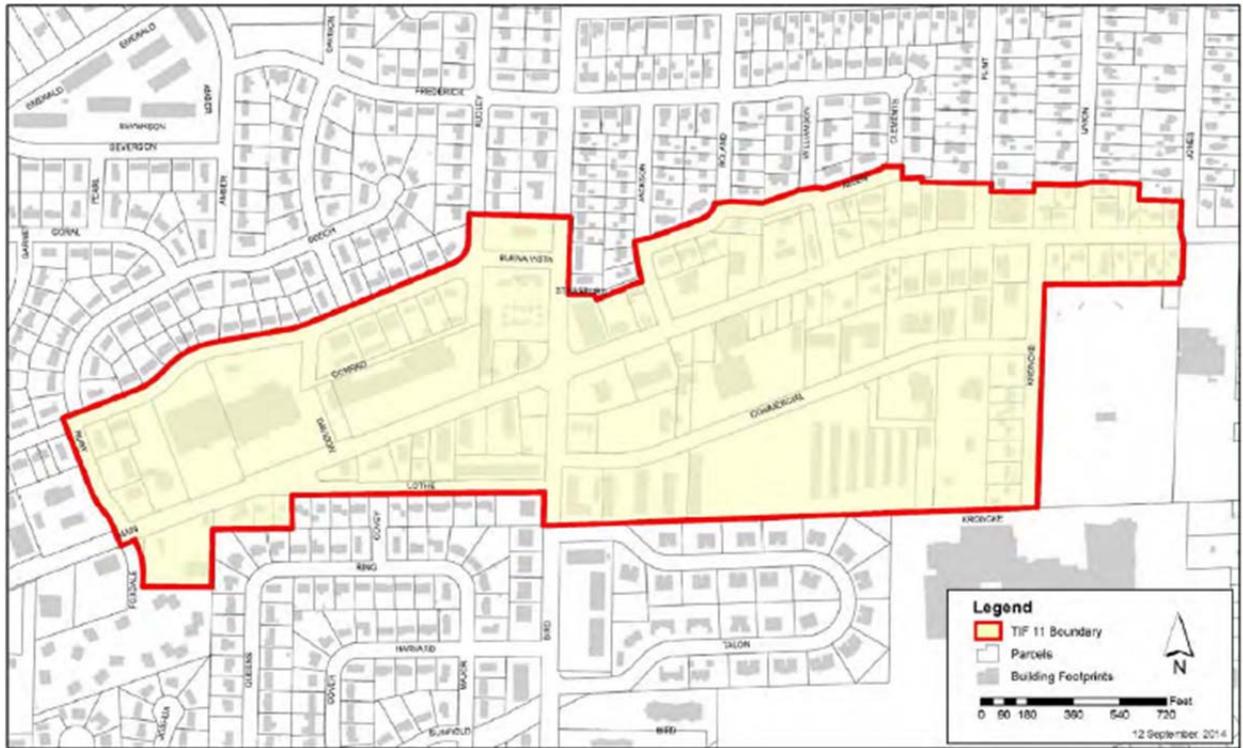
TID #11 was created on November 11, 2014 with a valuation establishment date of January 1, 2015 as a blighted area TID, and consists primarily of the area covered by the West Main Street Corridor Plan. The district can collect increment through 2042. However, staff is currently projecting that this district 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 (UC), Mixed Residential (MR-8), Urban Residential (UR-12), and Urban Industrial (UI). Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; demolition & site preparation; and general economic incentives), and professional and technical contractual services.

There have been no project expenditures made as this district was just created. Some expenditures relating to the environmental evaluation of at least one parcel are anticipated for 2015.



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





Financial Summary:

	2015 Projected	2015 Budget	2016 Requested	2015 Approved	Increase/ (Decrease)
Sources of Funding					
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Exempt Computer Aid	-	-	4,000	4,000	4,000
Total Revenues	-	-	4,000	4,000	4,000
Uses of Funding					
Professional Services	-	-	20,000	22,061	22,061
Transfer to other Funds	-	-	31,682	35,619	35,619
Total Expenses	-	-	51,682	57,680	51,682
Net Change in Fund Balance	-	-	(47,682)	(53,680)	
Fund Balance - Beginning of Year	-	-	-	-	
Fund Balance - End of Year	-	-	(47,682)	(53,680)	

2015 Achievements:

- The City has proceeded with the required environmental work needed to close out the DNR file for the Marathon site, and is currently in negotiations for a possible project at this location. The Phase I environmental review has been completed, and the Phase II should be completed yet in 2015.
- Staff is currently in negotiations for a possible mixed-use project on the former Hanley site.
- Staff has received a preliminary inquiry on the possible redevelopment of the site at 400 W. Main St.

THIS PAGE LEFT BLANK INTENTIONALLY



**CITY OF SUN PRAIRIE
2016 TAX INCREMENT FINANCE DISTRICT #10**

	2013 Actual	2014 Actual	2015 Projected	2015 Budget	2016 Department	2015 Approved	Increase/ (Decrease)
Sources of Funding							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Exempt Computer Aid	4,276	4,075	4,618	4,000	-	-	(4,000)
Bond Premium	-	-	-	-	-	-	-
Total Revenues	4,276	4,075	4,618	4,000	-	-	(4,000)
Uses of Funding							
Professional Services	606	40,259	9,946	1,000	4,150	4,150	3,150
Transfer ot other Funds	-	-	-	-	-	-	-
Total Expenses	606	40,259	9,946	1,000	4,150	4,150	3,150
Net Change in Fund Balance	3,670	(36,184)	(5,328)	3,000	(4,150)	(4,150)	
Fund Balance - Beginning of Year	(6,855)	(3,185)	(39,369)	(39,369)	(36,369)	(36,369)	
Fund Balance - End of Year	(3,185)	(39,369)	(44,697)	(36,369)	(40,519)	(40,519)	

THIS PAGE LEFT BLANK INTENTIONALLY



CITY OF SUN PRAIRIE
2016 General Debt Service Budget

	<u>General Debt Service</u>	<u>TID 6 Debt Service</u>
REVENUES		
Property Taxes	\$ 6,648,847	\$ 136,608
Exempt Computer Aid		500
TID Increment		
Special Assessments		
Public Charges for Services		
Miscellaneous	38,005	27,000
Interest	1,800	-
Total Revenues	6,688,652	164,108
EXPENDITURES		
Professional Services	2,000	4,800
Principal	6,015,732	139,044
Interest	670,920	23,984
Fiscal Charge	-	-
Capital Projects	-	-
Total Expenditures	6,688,652	167,828
Excess (deficiency) of revenues over expenditures	-	(3,720)
OTHER FINANCING SOURCES		
Proceeds of Bonds	-	-
Operating transfers in/(out)	-	-
Total Other Financing Sources (Uses)		
Excess (deficiency) of revenues and other sources over expenditures and other uses		
Fund Balances - Beginning of Year (Estimated)	31,980	(114,416)
FUND BALANCES - END OF YEAR	<u>\$ 31,980</u>	<u>\$ (118,136)</u>



CITY OF SUN PRAIRIE
2016 General Debt Service Budget

	2012 Actual	2013 Actual	2014 Actual	2015 Projected	2016 Approved
REVENUES					
Property Taxes	\$ 6,559,367	\$ 6,399,403	\$ 6,326,108	\$ 6,574,270	\$ 6,648,847
Special Assessments	5,659	-	3,858	-	-
Miscellaneous	38,272	41,684	34,457	38,611	38,005
Interest	-	933	(5,740)	-	1,800
Total Revenues	6,603,298	6,442,020	6,358,683	6,612,881	6,688,652
EXPENDITURES					
Professional Services	-	-	-	-	2,000
Principal	11,471,031	5,265,931	9,755,837	6,264,771	6,015,732
Interest	1,447,641	1,130,860	908,748	784,617	670,920
Total Expenditures	12,918,672	6,396,791	10,664,585	7,049,388	6,688,652
Excess (deficiency) of revenues over expenditures	(6,315,374)	45,229	(4,305,902)	(436,507)	-
OTHER FINANCING SOURCES/USES					
Proceeds from long-term debt	8,565,449	9,897,726	-	375,000	-
Payment to escrow	(2,277,344)	(5,998,431)	-	-	-
Premium/Discount/Issuance Costs	77,651	173,913	(363)	7,485	-
Operating transfers in/(out)	(916,062)	116,290	103,518	15,028	-
Total Other Financing Sources (Uses)	5,449,694	4,189,498	103,155	397,513	-
Excess (Deficit) of Sources vs. Uses of Funds	\$ (865,680)	\$ 4,234,727	\$ (4,202,747)	\$ (38,994)	\$ -
FUND BALANCE					
Beginning of Year	865,680	-	4,234,727	31,980	(7,014)
End of Year	\$ -	\$ 4,234,727	\$ 31,980	\$ (7,014)	\$ (7,014)
	2012	2013	2014	2015	2016
Operating Levy	12,244,489	12,475,499	12,741,648	13,007,745	13,546,268
Debt Service Levy	6,559,367	6,399,403	6,326,108	6,574,270	6,648,847
Total Levy	18,803,856	18,874,902	19,067,756	19,582,015	20,195,115
Debt Service Levy as Percent of Total Tax Levy	34.9%	33.9%	33.2%	33.6%	32.9%



**CITY OF SUN PRAIRIE
2016 DEBT SERVICE REQUIREMENTS**

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
City						
2009 GO Bonds	\$ 5,215,000	\$ 365,000	\$ -	\$ 197,367	\$ 562,367	\$ 4,850,000
2009 State Trust Fund Loan	299,005	69,864	-	13,492	83,356	229,141
2009 WPPI Loan	39,646	9,912	-	-	9,912	29,734
2010 GO Notes	3,805,000	725,000	-	75,995	800,995	3,080,000
2012A GO Notes	5,620,000	-	-	81,140	81,140	5,620,000
2012B GO Bonds	1,415,000	1,415,000	-	14,150	1,429,150	-
2013 A GO Bonds	6,930,000	1,875,000	-	97,738	1,972,738	5,055,000
2013 B GO Refunding Bonds	4,077,726	1,460,956	-	40,926	1,501,882	2,616,770
2014B GO Notes	3,655,000	40,000	-	89,475	129,475	3,615,000
2015A GO Notes	2,440,000	55,000	-	60,637	115,637	2,385,000
CITY TOTALS	\$ 33,496,377	\$ 6,015,732	\$ -	\$ 670,920	\$ 6,686,652	\$ 27,480,645

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Tax Increment Finance Dist 6						
2009 CDA Refunding Bonds	\$ 660,000	\$ 120,000	\$ -	\$ 23,110	\$ 143,110	\$ 540,000
2013 B GO Refunding Bonds	37,004	19,044	-	874	19,918	17,960
TIF DISRICT 6 TOTALS	\$ 697,004	\$ 139,044	\$ -	\$ 23,984	\$ 163,028	\$ 557,960

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Tax Increment Finance Dist 7						
2009 CDA Refunding Bonds	\$ 3,235,000	\$ 415,000	\$ -	\$ 122,618	\$ 537,618	\$ 2,820,000
TIF DISRICT 7 TOTALS	\$ 3,235,000	\$ 415,000	\$ -	\$ 122,618	\$ 537,618	\$ 2,820,000

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Tax Increment Finance Dist 8						
2006 CDA Lease/Rev Bonds	\$ 175,000	\$ 175,000	\$ -	\$ 7,000	\$ 182,000	\$ -
2009 GO Bonds	875,000	-	-	35,242	35,242	875,000
2013 A GO Bonds	255,000	85,000	-	3,188	88,188	170,000
2014A CDA Lease/Rev Bonds	12,365,000	1,090,000	-	195,973	1,285,973	11,275,000
TIF DISRICT 8 TOTALS	\$ 13,670,000	\$ 1,350,000	\$ -	\$ 241,403	\$ 1,591,403	\$ 12,320,000

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Tax Increment Finance Dist 9						
2013 A GO Bonds	\$ 1,020,000	\$ 60,000	\$ -	\$ 18,825	\$ 78,825	\$ 960,000
2014B GO Notes	555,000	-	-	15,025	15,025	555,000
2014C Taxable GO Notes	4,315,000	-	-	127,925	127,925	4,315,000
TIF DISRICT 9 TOTALS	\$ 5,890,000	\$ 60,000	\$ -	\$ 161,775	\$ 221,775	\$ 5,830,000



**CITY OF SUN PRAIRIE
2016 DEBT SERVICE REQUIREMENTS**

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Water Pollution Control Facility						
2005 Clean Water Fund Loan	\$ 9,222,387	\$ 828,292	\$ -	\$ 208,315	\$ 1,036,607	\$ 8,394,095
2009 GO Bonds	430,000	105,000	-	13,433	118,433	325,000
2014B GO Notes	295,000	30,000	-	6,825	36,825	265,000
2015A GO Notes	265,000	25,000	-	5,523	30,523	240,000
WPCF TOTALS	\$ 10,212,387	\$ 988,292	\$ -	\$ 234,096	\$ 1,222,388	\$ 9,224,095

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Stormwater Utility						
2009 GO Bonds	\$ 435,000	\$ 105,000	\$ -	\$ 13,628	\$ 118,628	\$ 330,000
2013 A GO Bonds	295,000	35,000	-	5,113	40,113	260,000
2014B GO Notes	1,240,000	125,000	-	28,700	153,700	1,115,000
2015A GO Notes	570,000	50,000	-	11,900	61,900	520,000
STORMWATER TOTALS	\$ 2,540,000	\$ 315,000	\$ -	\$ 59,341	\$ 374,341	\$ 2,225,000

Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Fleet Inservice Fund						
2015A GO Notes	\$ 155,000	\$ -	\$ -	\$ 3,387	\$ 3,387	\$ 155,000
FLEET INSERVICE TOTAL	\$ 155,000	\$ -	\$ -	\$ 3,387	\$ 3,387	\$ 155,000

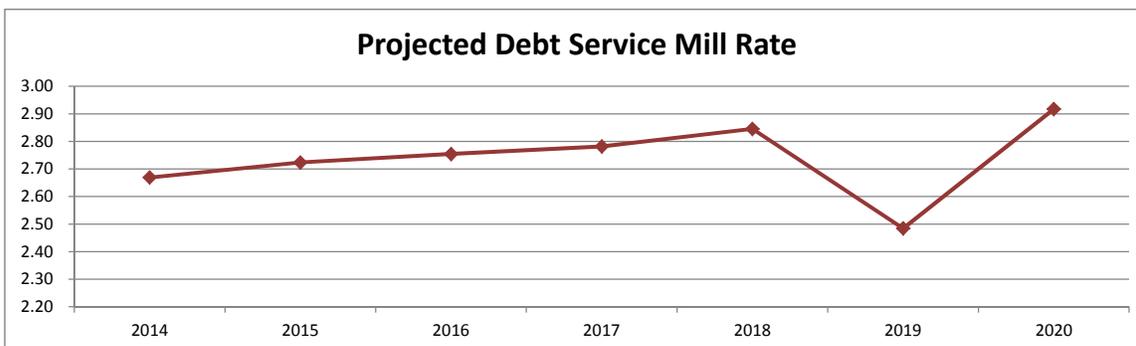
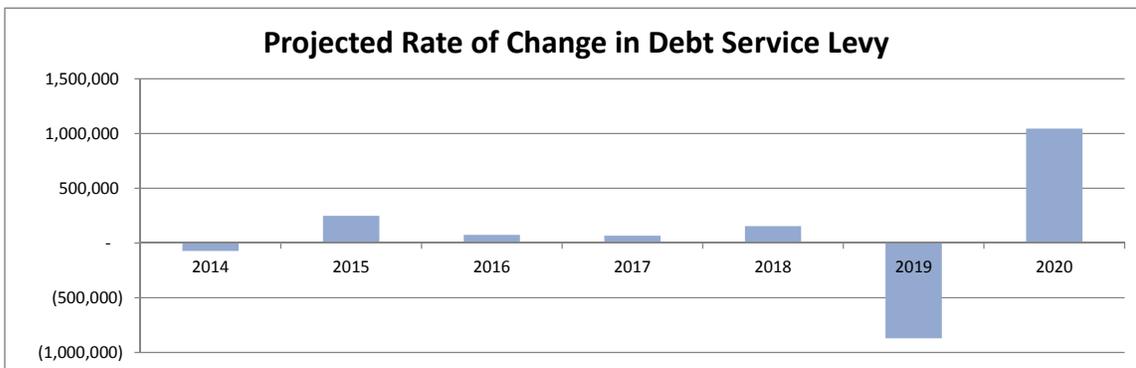
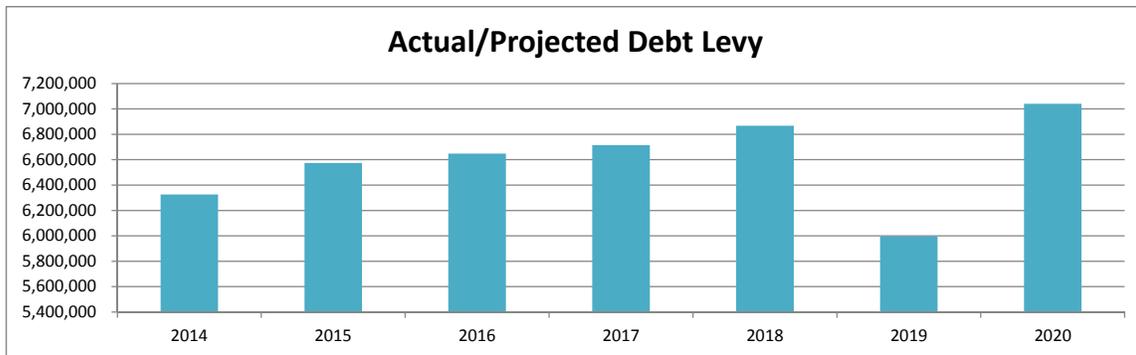
Description	Principal Balance 12/31/2015	2016 Principal Payments	2016 Escrow Interest	2016 Interest	2016 Total Principal & Interest	Principal Balance 12/31/2016
Sun Prairie Utilities						
2008 Revenue Bonds	2,325,000	265,000	-	103,560	368,560	2,060,000
2012 Revenue Bonds	2,565,000	125,000	-	65,903	190,903	2,440,000
2012 Taxable Rev Refunding Bonds	1,335,000	445,000	-	15,894	460,894	890,000
2014 Revenue Bonds	3,100,000	100,000	-	114,490	214,490	3,000,000
STORMWATER TOTALS	\$ 9,325,000	\$ 935,000	\$ -	\$ 299,847	\$ 1,234,847	\$ 8,390,000

CITY OF SUN PRAIRIE TOTALS	\$ 79,220,768	\$ 10,218,068	\$ -	\$ 1,817,371	\$ 12,035,439	\$ 69,002,700
-----------------------------------	----------------------	----------------------	-------------	---------------------	----------------------	----------------------



CITY OF SUN PRAIRIE
2016 DEBT SERVICE PROJECTIONS
 Estimating a 0% Growth

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Projected 2016</u>	<u>Projected 2017</u>	<u>Projected 2018</u>	<u>Projected 2019</u>	<u>Projected 2020</u>
GO Debt Service - Existing	-	-	6,686,652	6,231,976	5,521,297	3,972,298	3,908,072
GO Debt Service - Projected	-	-	-	521,163	1,385,737	2,063,556	3,172,068
Non-Tax Revenues	-	-	(39,000)	(39,000)	(39,000)	(39,000)	(39,000)
Use of Fund Balance	-	-	-	-	-	-	-
Actual/Projected Debt Levy	6,326,108	6,574,270	6,647,652	6,714,140	6,868,034	5,996,854	7,041,140
Projected Annual Debt Service Change (Y/Y)	(73,295)	248,162	73,382	66,488	153,894	(871,180)	1,044,286
Percent Change	-1.15%	3.92%	1.12%	1.00%	2.29%	-12.68%	17.41%
Projected Debt Service Mill Rate <small>(Assessed value is projected with no increase)</small>	2.67	2.72	2.75	2.78	2.85	2.48	2.92
Estimated Cap Projects Borrowing <small>(Excluding TIF and Enterprise Funds)</small>			4,091,000	6,712,000	5,306,000	8,738,000	8,232,000
				<small>(Projection uses level payments over 10 years)</small>			



THIS PAGE LEFT BLANK INTENTIONALLY



City of Sun Prairie 2015 Annual Budget Tax Increment Financing District No. 6

Overview

Tax Increment Financing District No. 6 was created to finance the construction of streets and utilities within the expansion area of the Industrial Park originally created under TIF District No. 3. TID No. 6 also provided incentives necessary for industrial recruitment and growth.

The City would not have been able to construct the needed infrastructure for Industrial Park development without the use of tax increment financing. It is for this reason that the City of Sun Prairie created Tax Increment Financing District No. 6.

With the creation of TID No. 6, the City of Sun Prairie provided a competitive area to attract new industry by being able to offer fully-serviced lots for industries wishing to relocate and/or expand within the community. The industrial development has contributed to the balanced growth of the City.

Summary of Activities:

Recent and Planned Development

The tax increment financing district's project period has closed in 2015. For several years, the City has been receiving shortfall payments from the developer as required by the approved development agreement to make up for the lack of new development in this district. Recent changes in ownership of some of the available parcels are not thought to be likely to generate substantial additional increment.

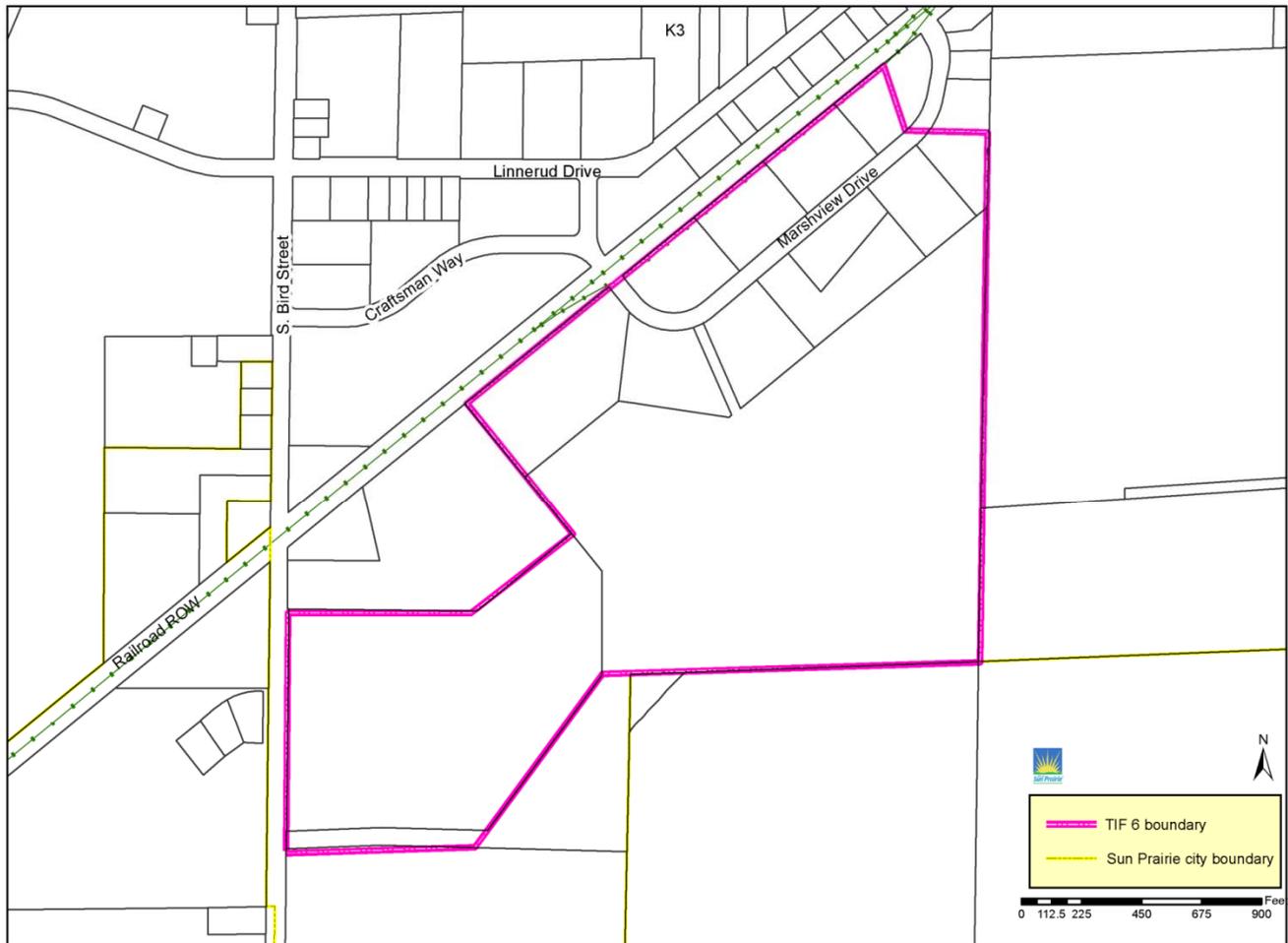
Planned Expenditures

The only planned expenditure is the audit for the close of the project period.



City of Sun Prairie 2015 Annual Budget Tax Increment Financing District No. 6

Boundary Map of Tax Increment District (TID) #6



TIF District #6
Sun Prairie, WI

1 inch equals 450 feet
map created: July 3, 2013



City of Sun Prairie 2015 Annual Budget Tax Increment Financing District No. 6

Financial Summary:

	2013 Actual	2014 Actual	2015 Projected	2015 Budget	2016 Requested	2016 Adopted	Increase/ Decrease
Sources of Funding							
General Property Taxes	\$ 136,664	\$ 133,509	\$ 135,574	\$ 138,717	\$ 136,608	\$ 136,608	\$ (2,109)
Exempt Computer Aid	114	202	869	100	500	500	400
Investment Income	28	12	-	-	-	-	-
Miscellaneous Income	32,484	35,960	37,035	24,000	27,000	27,000	3,000
Proceeds of Long Term Debt	57,274	-	-	-	-	-	-
Bond Premium	<u>2,331</u>	-	-	-	-	-	-
Total Revenues	<u>228,895</u>	<u>169,683</u>	<u>173,478</u>	<u>162,817</u>	<u>164,108</u>	<u>164,108</u>	<u>1,291</u>
Uses of Funding							
Professional Services	655	1,091	1,710	1,710	-	4,800	(1,710)
Debt Service and Related Costs	166,890	221,498	168,420	168,420	163,028	163,028	(5,392)
Debt Issuance Costs	673	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfer of other Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>168,218</u>	<u>222,589</u>	<u>170,130</u>	<u>170,130</u>	<u>163,028</u>	<u>167,828</u>	<u>(7,102)</u>
Net Change in Fund Balance	60,677	(52,906)	3,348	(7,313)	1,080	(3,720)	
Fund Balance - Beginning of Year	<u>18,336</u>	<u>79,013</u>	<u>(107,103)</u>	<u>(107,103)</u>	<u>(114,416)</u>	<u>(114,416)</u>	
Fund Balance Restatement per 2014 Audit		(133,210)					
Fund Balance - End of Year	79,013	(107,103)	(103,755)	(114,416)	(113,336)	(118,136)	

THIS PAGE LEFT BLANK INTENTIONALLY

**2016 REQUESTED BUDGET
CITY OF SUN PRAIRIE
SUN PRAIRIE UTILITIES**

MISSION STATEMENT

Sun Prairie Utilities is owned by the people it serves. Its mission is to provide low-cost electric and water service while maintaining a high standard of service with public and employee safety a priority.

EXECUTIVE SUMMARY

2015: THE MEMORABLE YEAR IN REVIEW

Significant Achievements

2015 will likely be remembered as one of the most extraordinary years in the hundred and five year utility history. Thinking back, it is quite easy to compile the main reasons why.

First, four years of planning and designing came to fruition with the construction of the Hwy 151 substation. What makes it truly unique is not the capability to serve such large demand loads, but rather the visual look of the 1200 linear feet of concrete decorative wall panels surrounding the substation that extend between 20 and 24 feet in height. The necessity of the substation resulted from the large west side electric loads created by a booming commercial area anchored by the likes of Woodman's, Target, Marcus Theaters, Cabela's, Walmart Supercenter, along with Smith's Crossing, Providence and Fox Point residential subdivisions. To properly fit into the area, the City Council and Commission both agreed that there must be a wall hiding the substation that architecturally fits well into the neighborhood. The wall installation was completed early in 2015, with the electric portion completing and being energized in August. There are (5) 12kV underground distribution feeders, one connecting to Colorado substation, two serving the Woodman's and Prairie Lakes areas, and the other two serving the Walmart and Smith's Crossing areas.

The construction of the Hwy 151 Substation allowed for another large project to begin construction. The new substation was able to carry a substantial amount of load, thus allowing for a September start to tearing down and rebuilding of the 1962 Bird Substation across from Prairie Athletic Club. The Bird Substation is Sun Prairie's second oldest, but the oldest in terms of equipment still in use. Reconstruction of the Bird Substation is expected to reach completion in the spring of 2016, thus allowing the utility to best manage to heavier summer loads.

Coincidentally, the Bird Substation upgrade may have come at a good time, as it will play a large role in reliably backing up the loads created by the surprise announcement in the Business Park. Early in 2015, Guardian Industries changed its mind about moving to Waunakee and announced a large expansion in the Sun Prairie Business Park. With the large electric furnace demands, the window manufacturer is expected to become Sun Prairie's largest customer in 2016 (potentially 10%-15% of the City's overall load). The once vacant block of buildings now house Guardian Industries, Colony Brands and rapidly growing Thermal Spray Technologies. To adequately serve the loads, Sun Prairie extended another feed down from the north end of the Business Park.

In any other year, the above projects would clearly be front and center. In 2015, there is a potential that the growth of the electric system may not receive top billing. Instead, the likely scenario is that Telecommunications will steal the show, as the City Council approved serving the entire Smith's Crossing Subdivision, TIF 9 and the Main Street corridor with fiber optics. With Smith's Crossing in particular, Sun Prairie Utilities will now serve an additional 300 plus single family homes and 170 multi-family apartments and condos. The Commission has spent the last few years analyzing a city wide fiber overlay. In the end, a \$624K market test project was approved, which will then be reviewed in a year to determine if expansion makes sense. To date, the project has received overwhelming support combined with a small amount of opposition. This entire effort has involved extraordinary efforts from numerous staff members.

Other major efforts in 2015 for the utility include WPPI Energy attempting to extend the Long Term Purchase Power contracts of its members to 40 years, allowing for better financial ratings and making quick decisions on attractive supply purchases. They need the support of 31 of 54 members and Sun Prairie is expected to approve the extended contract amendment in the last quarter of 2015.

Personnel

From an operations standpoint, the utility experience significant changes in 2015, as Lead Lineworker, Lance Mulgrew, accepted a position with Ameren and Apprentice Austin Fischer went to Alliant. Also, two of our senior employees, Dave Anderson and Dave Ohman, retired from the company after a combined 60 years of service. Additions to staff included Lori Ewoldt (Operations Admin), Amanda Dunneisen (Customer Service), Raife Ambort (Apprentice Lineworker) and Cole Hansen (Apprentice Lineworker).

Electric Operations

In addition to the projects mentioned above, the year consisted largely of service to residential subdivisions, including Smith's Crossing, West Prairie Village, Meadow Crossing, Fox Point, Ironwood Estates and Liberty Square. The crews also completed a backup feed to Veyance (now Contitech). Relocation of street reconstruction projects electric conflicts also required major efforts. The utility continued to spend the annual \$50K on tree trimming, which really improves system reliability.

Water Operations

The water crew performed its annual maintenance duties of valve operating, meter change-outs, hydrant flushing and flow tests. It also worked closely with the City and contractors on City road construction projects where new main was required.

Telecommunications

2015 experienced significant growth in both MDU (apartment) customers [currently over 250 internet customers] and business customers [Weimer Bearing, Mille Lacs, Foods, Continental Mapping, Cardinal Heating, Feuling Concrete, and Bank of Sun Prairie]. Of note, the utility will be eliminating the wireless business at the end of 2015.

2016 MAJOR PROJECTS & INITIATIVES

Electric

- Bird Substation will be completing the rebuild in the spring.
- In conjunction, install SCADA in at least the Bird and Hwy 151 Substations.
- Upgrade Bird Substation's South Bay feeder to provide Business Park backup capabilities.
- Extend feeder from Walmart to the Hwy 151 substation to place additional load on new sub.
- Crews will be working with Madison-Kipp on expansion efforts.
- Serving all new businesses and residents moving to Sun Prairie.
- Relocating conflicting electric facilities in road reconstruction project areas.

Water

- Working doing annual maintenance duties including operating valves, changing out meters, hydrant flushing and performing flow tests for potential customers. The crew will also be monitoring and assisting with water main replacement involved with street reconstruction projects.

Telecommunications

- Continue to market and grow all fiber initiatives, especially Smith's Crossing and the MDUs.
- Review and evaluate with City Council and Commission the Fiber to the Home expansion initiatives.

Personnel

- Hire a full-time meter reader and move two part-time readers into full-time Inventory and Meter Tech roles.
- Evaluate Telecom needs and possibly look at hiring a dedicated customer service person and installer for the fiber-to-the-home project.

2016 CAPITAL BUDGET OVERVIEW

A typical budget year attempts to stay in the \$2 million area. However, this year we added the ATC Capital Call Investment into the mix (\$633K budgeted). Attached is a list of projects and items targeted for 2016. The initiatives were broken out by department and type, including Electric, Metering, Office, Fleet, and Telecom.

Electric

Mostly necessary initiatives, as we distribute load to both our new Hwy 151 and Bird Substations. The SCADA upgrade will be evaluated and is critical but may be able to be spread over a couple years. We will look at the possibility of placing Bird and Hwy 151 SCADA on the new system in year one and completing the remainder in year two.

Water

Only East Klubertanz and Werner involved water main that has seen significant problems in the past. The remaining projects involve 50+ year old main that to-date has not experienced failures. Obviously, the goal is to also not replace water main soon after street reconstruction, thus the desire to go joint. Staff would like to have a long range study done this year. It typically is completed every 5 years, but with the economic downturn and our new wells 8 and 9, we felt it could be delayed a couple years.

Metering

Automated metering is not planned for 2016, but will continue to be evaluated each year and may become an initiative as it relates to fiber expansion.

Office

Only the cyclic computer replacements per the computer policy, along with a postage machine are put in for 2016. Staff will come to Commission for approval of each of these quoted initiatives.

Fleet

The main wish list and necessity item from the fleet section is the Vacuum Trailer replacement. Ours is 12 years old and has experience significant maintenance, which still does not help. This is a piece of equipment that is used constantly but is heavily lacking in performance capabilities and requires replacing. The other two items are age replacement initiatives.

Telecom

The CALEA software is required for federal compliance. The fiber expansion initiatives can be discussed in detail. With Smith's Crossing being evaluated, it is difficult to determine what we should do for MDUs and businesses in other areas. The fiber software tools will be evaluated and may become more a necessity than a luxury with the new fiber-to-the-home initiative.

Overall, the \$3.7 million budget is really \$3 million if we take out the ATC Capital Investment. Discussion topics should probably consist of: do we span Electric SCADA over a couple years, what should we do about serving fiber in Providence Subdivision, and should we replace 50+ year old water main in street reconstruction projects where we have not had problems.

**City of Sun Prairie
Personnel Strength List and 5 Year Plan**

Department: SUN PRAIRIE UTILITIES

POSITION	2015	2016	2017	2018	2019	2020
UTILITY MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
ENGINEERING TECH		0.50	1.00	1.00	1.00	1.00
ELEC. OPERATIONS SUPERVISOR	1.00	1.00	1.00	1.00	1.00	1.00
WATER OPERATIONS SUPERVISOR	0.50	-	-	-	-	-
ACCOUNTANT	1.00	1.00	1.00	1.00	1.00	1.00
ACCOUNTING ASSISTANT	1.00	1.00	1.00	1.00	1.00	1.00
OPERATIONS ADMIN	1.00	1.00	1.00	1.00	1.00	1.00
CUSTOMER SERVICE MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
LEAD LINEWORKER	1.00	1.00	1.00	2.00	2.00	2.00
JOURNEY LINEWORKER	3.00	3.00	5.00	4.00	5.00	5.00
APPRENTICE LINEWORKER	4.00	4.00	2.00	2.00	1.00	1.00
SUBSTATION TECHNICIAN	1.00	0.50	1.00	1.00	1.00	1.00
METER TECHNICIAN	0.50	1.00	1.00	1.00	1.00	1.00
LEAD WATER OPERATOR	1.00	1.00	1.00	1.00	1.00	1.00
WATER OPERATOR	3.00	3.00	3.00	3.00	3.00	3.00
METER READER	2.00	2.00	2.00	2.00	2.00	2.00
GIS SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
INVENTORY CONTROL	0.50	1.00	1.00	1.00	1.00	1.00
CUST. SERVICE I	1.00	1.00	1.00	1.00	1.00	1.00
CUST. SERVICE II	2.00	2.00	2.00	2.00	2.00	2.00
DATA PROCESSING	2.00	2.00	2.00	2.00	2.00	2.00
BLDG. MAINT./GROUNDSKEEPER	1.00	1.00	1.00	1.00	1.00	1.00
TELECOMMUNICATIONS MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
TELECOM INSTALLER	-	0.50	1.00	2.00	2.00	2.00
TELECOM CUST. SERVICE	-	0.50	0.50	1.50	1.50	1.50
Total	30.50	32.00	33.50	35.50	35.50	35.50

Note: In 2016, hire an Engineering Tech mid-year to perform both electric and water engineering duties, as required.

Note: In 2016, two of our Apprentice Lineworkers finished school and became a Journey Lineworkers (Bob and Erin).

Note: In 2016, hire a Meter Reader (thus, 2 FT readers) and let Meter Tech & Inventory Control personnel do exclusively those duties.

Note: In 2016, let Meg work exclusively for Telecom Customer Service.

2016 Capital Budget

Priority	BUDGET INITIATIVES	Type	Age	2016	2017	2018	2019	2020
	Electric							
2	Bird Substation Rebuild	Upgrade	1962	\$ 300,000				
2	SCADA Upgrade	Upgrade	1989	\$ 700,000				
2	Electric Tools	Replace	varies	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
3	ATC Voluntary Capital Calls	New		\$ 633,033	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
3	Distribution System Additions	New		\$ 400,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000
3	Bird Substation-South Bay Feeder Upgrade	Upgrade	1962	\$ 324,000				
3	Walmart to Hwy 151 Feeder Upgrade	New		\$ 50,000				
4	Rebuild Older Overhead	Upgrade	varies	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Madison-Kipp Backup Feed	New			\$ 75,000			
	Subtotal (Electric)			\$ 2,517,033	\$ 1,460,000	\$ 1,460,000	\$ 1,460,000	\$ 1,460,000
	Water							
	Water Main Replacement							
2	East Klubertanz (Bristol to Davis)	Replace	1961	\$ 135,000				
2	Werner Court (E. Klubertanz to end)	Replace	1961	\$ 65,000				
4	Vernig Road (Grove to end)	New		\$ 75,000				
4	Market Street (Main to Linnerud)	Replace	1980	\$ 145,000				
4	Hanley Dr	Replace	1964	\$ 55,000				
4	Sunfield St (Major Way to Queens)	Replace	1962	\$ 130,000				
4	Harvest Lane	Replace	1968	\$ 145,000				
	North Street	Replace	1955		\$ 150,000			
	W. Goodland Street	Replace	1957		\$ 130,000			
	W. Kohler Street	Replace	1961		\$ 140,000			
	Kelly Street	Replace	1958		\$ 140,000			
	Wilson Street	Replace	1952		\$ 140,000			
	Pennsylvania Avenue	Replace	1972		\$ 270,000			
	Birkinbine Drive	Replace	1962		\$ 140,000			
	W. Elm Street	Replace	1962		\$ 100,000			
	Luther Drive	Replace	1962		\$ 70,000			
	Robert Drive	Replace	1962		\$ 70,000			
	Broadway Drive	Replace	1974			\$ 5,000		
	E. Kohler Street	Replace	1954			\$ 95,000		
	E. Goodland Street	Replace	1954			\$ 165,000		
	Williamson Avenue	Replace	1956			\$ 95,000		
	Allen Boulevard	Replace				\$ 140,000		
	Clements Avenue	Replace	1956			\$ 46,000		
	E. Hoover Street	Replace	1963			\$ 120,000		
	E. MacArthur Street	Replace	1958			\$ 225,000		
	Taft Street	Replace	1954			\$ 130,000		
	Gerald Ave	Replace	1955			\$ 198,000		
	Flint Street	Replace	1949				\$ 130,000	
	Buena Vista Drive	Replace	1958				\$ 520,000	
	Ruby Lane	Replace	1965				\$ 63,000	
	Vandenburg Street	Replace	1962				\$ 50,000	
	N. Pine Street	Replace	1962				\$ 94,000	
	Pine Street	Replace	1974				\$ 256,000	
	Elizabeth Lane	Replace	1966				\$ 125,000	
	Elizabeth Court	Replace	1977				\$ 55,000	
	Scheuerell Lane	Replace	1966				\$ 145,000	
	Queens Street	Replace	1962					\$ 116,000
	Ring Street	Replace	1962					\$ 116,000
	Mayor Way	Replace	1962					\$ 190,000
	Barbara Street	Replace	1959					\$ 150,000
	Jeanne Court	Replace	1959					\$ 35,000
	Juniper Street	Replace	1962					\$ 210,000
	Miller Street	Replace	1961					\$ 138,000

2016 Capital Budget

	Dover Way	Replace	1962					\$ 72,000
	Wagner Court	Replace	1961					\$ 46,000
	Harvard Drive	Replace	1962					\$ 116,000
	Emerald Terrace	Replace	1966					\$ 410,000
	Diamond Court	Replace	1967					\$ 35,000
	Beech Court	Replace	1959					\$ 55,000
	Subtotal (Water)			\$ 750,000	\$ 1,350,000	\$ 1,219,000	\$ 1,438,000	\$ 1,689,000
	Metering							
4	Automated Metering Infrastructure	New			\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
	Subtotal (AMI)			\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
	Office							
2	Office LAN Computers	Replace	2011	\$ 10,000				
2	VOIP Phone System	Replace	2000	\$ 40,000				
4	Postage Machine	Replace	2006	\$ 11,000				
	C253 Copier/Scanner	Replace	2008		\$ 10,000			
	Letter Folder/Stuffer	Replace	2008			\$ 16,000		
	ITRON handhelds(4)+MVRS	Replace	2011				\$ 20,000	
	C280 Copier/Scanner (Operations)	Replace	2011					\$ 10,000
	Subtotal (Office)			\$ 61,000	\$ 10,000	\$ 16,000	\$ 20,000	\$ 10,000
	Fleet							
	1995 Bobcat Loader (#76)		1995		\$ 35,000			
	1998 Dump Truck-Ford (#82)		1998			\$ 95,000		
	2001 Truck-Dodge Dakota (#92)		2001		\$ 30,000			
3	2002 Truck-Ford F-350 (#94)		2002	\$ 42,000				
	2003 Truck-GMC Sierra (#96)		2003				\$ 30,000	
	2003 Backhoe-John Deere 310 SG (#97)		2003					
	2004 Car-Ford Taurus (#10)		2004		\$ 20,000			
3	2004 Vacuum Trailer: Vac-Tec		2004	\$ 85,000				
	2005 Truck-Ford Ranger w/Topper		2005			\$ 25,000		
3	2006 Riding Mower-Bad Boy Pup		2006	\$ 12,000				
	2007 Car-Ford Focus		2007			\$ 20,000		
	2008 Truck-Ford F150		2008					\$ 42,000
	Subtotal (Fleet)			\$ 139,000	\$ 85,000	\$ 140,000	\$ 30,000	\$ 42,000
	Telecom							
1	CALEA Software	Upgrade		\$ 11,500				
3	Fiber Optic Test Equipment	New		\$ 17,100				
3	Calix Software	New		\$ 7,775				
3	Fiber Management Application	New		\$ 17,600				
4	Fiber Optic Expansion	New		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
4	Fiber To The Home Expansion	New			\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
4	Providence MDU Apts (3-buildings)	New		\$ 105,000				
	Subtotal (Telecom)			\$ 258,975	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
	Total			\$ 3,726,008	\$ 5,005,000	\$ 4,935,000	\$ 5,048,000	\$ 5,301,000

**City of Sun Prairie
Personnel Strength List and 5 Year Plan**

Department: SUN PRAIRIE UTILITIES

POSITION	2015	2016	2017	2018	2019	2020
UTILITY MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
ENGINEERING TECH		0.50	1.00	1.00	1.00	1.00
ELEC. OPERATIONS SUPERVISOR	1.00	1.00	1.00	1.00	1.00	1.00
WATER OPERATIONS SUPERVISOR	0.50	-	-	-	-	-
ACCOUNTANT	1.00	1.00	1.00	1.00	1.00	1.00
ACCOUNTING ASSISTANT	1.00	1.00	1.00	1.00	1.00	1.00
OPERATIONS ADMIN	1.00	1.00	1.00	1.00	1.00	1.00
CUSTOMER SERVICE MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
LEAD LINEWORKER	1.00	1.00	1.00	2.00	2.00	2.00
JOURNEY LINEWORKER	3.00	3.00	5.00	4.00	5.00	5.00
APPRENTICE LINEWORKER	4.00	4.00	2.00	2.00	1.00	1.00
SUBSTATION TECHNICIAN	1.00	0.50	1.00	1.00	1.00	1.00
METER TECHNICIAN	0.50	1.00	1.00	1.00	1.00	1.00
LEAD WATER OPERATOR	1.00	1.00	1.00	1.00	1.00	1.00
WATER OPERATOR	3.00	3.00	3.00	3.00	3.00	3.00
METER READER	2.00	2.00	2.00	2.00	2.00	2.00
GIS SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
INVENTORY CONTROL	0.50	1.00	1.00	1.00	1.00	1.00
CUST. SERVICE I	1.00	1.00	1.00	1.00	1.00	1.00
CUST. SERVICE II	2.00	2.00	2.00	2.00	2.00	2.00
DATA PROCESSING	2.00	2.00	2.00	2.00	2.00	2.00
BLDG. MAINT./GROUNDSKEEPER	1.00	1.00	1.00	1.00	1.00	1.00
TELECOMMUNICATIONS MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
TELECOM INSTALLER	-	0.50	1.00	2.00	2.00	2.00
TELECOM CUST. SERVICE	-	0.50	0.50	1.50	1.50	1.50
Total	30.50	32.00	33.50	35.50	35.50	35.50

Note: In 2016, hire an Engineering Tech mid-year to perform both electric and water engineering duties, as required.

Note: In 2016, two of our Apprentice Lineworkers finished school and became a Journey Lineworkers (Bob and Erin).

Note: In 2016, hire a Meter Reader (thus, 2 FT readers) and let Meter Tech & Inventory Control personnel do exclusively those duties.

Note: In 2016, let Meg work exclusively for Telecom Customer Service.

Capital Improvement Plan 2016-2020



Project Initiative	Bird Substation Rebuild		
Project Number		Priority	2
Department	Electric	Type	Upgrade
Contact	Rick Wicklund	Useful Life	40

Description

Per the Long-Range Electric Plan, rebuild Bird Substation. Contracts approved with an expected construction start near the end of 2015. This project is contingent upon the new Hwy 151 Substation being online prior to work commencing. The Hwy 151 Substation is expected to have distribution lines energized in late August of 2015. Construction will begin in the fall, when electric system loads are at their lowest, thus minimizing outage contingency exposure. The expected construction will take approximately 3-5 months, with the substation coming back online in the spring of 2016.

Justification

This project has been planned for and borrowed for over the last couple years. Ideally, the project would already be complete, but SPU decided to wait until the new substation was construction complete, so as to minimize outage contingency exposure. It is necessitated due to the rapid growth in the City, combined with this substation being the oldest yet to receive an upgrade. In addition, it has historically been the most heavily loaded of the four substations. It will ultimately be offloaded somewhat by the Hwy 151 substation, but will serve as a standby switching substation to the Business Park and the newly increased loads brought on by Guardian, Colony Brands and Thermal Spray Technologies.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	
SPU Borrowing	\$300,000.00

Capital Improvement Plan 2016-2020



Project Initiative	Electric - SCADA Upgrade		
Project Number		Priority	2
Department	Electric	Type	Upgrade
Contact	Rick Wicklund	Useful Life	15

Description

The existing electric SCADA monitoring system utilized at each of the substations is functioning at all except the new Hwy 151 substation. The current system is outdated and lacks support and replacement/repair capabilities. Our substation technician, Dick Neff, is working with a consultant to implement a new SCADA system to monitor our entire electric distribution. Depending on costs and operations, we may span this investment out over 2 years. Utility staff will come to the Commission with a recommendation for approval when a total solution is engineered.

Justification

For reliability reasons and to adequately monitor all five of our electric substations, a new SCADA system is required. If nothing is done in 2016, the new substation will not have monitoring capabilities. Thus if outages occur, it may take more time to troubleshoot what exactly occurred. We will save substantial money by having staff that can implement/install the new system. And the timing is really convenient with the energizing of the new substation and the Bird Substation rebuild happening at the end of 2015 time frame.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$700,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$700,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Electric Tools		
Project Number		Priority	2
Department	Electric	Type	Replacement
Contact	Karl Dahl	Useful Life	5

Description

The annual budget continues to be \$10K to be spent on battery operated tools provided for safety, efficiency and to reduce lineworker injuries. The types of tools that typically get purchased include crimpers, presses and cutters.

Justification

Our goal is to improve the safety, health, and longevity of the electric lineworker. Being a physically demanding profession, the utility attempts to reduce the exposure to workman's comp injuries and long-term health ailments (typically shoulder, back and arm).

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$10,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	ATC Capital Calls		
Project Number		Priority	3
Department	Electric	Type	New Addition
Contact	Rick Wicklund	Useful Life	40

Description

ATC has estimated our 2016 Voluntary Additional Capital Contributions (VACC) to be \$636,033 with quarterly calls as follows: January - \$53,003, April - \$132,507, July - \$159,008, and October - \$291,515. The annual dividends are estimated to be \$540,845.

Justification

Currently, the American Transmission Company pays guarantees a 12.2% interest rate on the investment. Sun Prairie Utilities is a .53% owner. Capital calls occur annually and must be invested in to continue with the program. This has always been a profitable, secure and wise investment for the utility. The opportunity results from the 2003 sale of our transmission assets to American Transmission Company.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$636,033.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$3,036,033.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$636,033.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Electric Distribution Additions		
Project Number		Priority	3
Department	Electric	Type	New construction
Contact	Karl Dahl	Useful Life	40

Description

As the City grows, so does the electric distribution system. Although some of the required installation is covered by customers through a contribution in aid of construction, much of the new infrastructure is utility funded. The utility looks at historic trends in determining an annual budgeted amount. There is an expectation that the west side will continue to see rapid growth, along with a number of subdivisions throughout the City. The budget amount is difficult to determine, as it entirely a factor a customer growth. If growth slows, then the electric department will return to rebuilding the overhead facilities in the areas bounded by Main Street, Bird Street, Columbus Street and Hwy 151. With 2016 including the rebuild of Bird Substation's South Bay Feeder and the Walmart to Hwy 151 Upgrade, less money will be spent on this item.

Justification

Justification is based on the requirement to continue to promptly and adequately serve new customers. Sun Prairie Utilities' goal is to install and maintain a safe, reliable and cost effective network.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$400,000.00	\$750,000.00	\$750,000.00	\$750,000.00	\$750,000.00	\$3,400,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$500,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Electric Upgrade Bird Sub's South Bay Fd		
Project Number		Priority	3
Department	Electric	Type	Rebuild Upgrade
Contact	Karl Dahl	Useful Life	40

Description

Per the Electric Long Range Plan Project #7, the South Bay Feeder needs upgrading from the substation east along Highway 151 to Bristol Street (Guardian Industries location). The plan is to place the upgraded feeder underground with the installation of 500MCM 3-1/C aluminum primary cables. The overall distance is 4,630 feet and is estimated to cost \$70/foot.

Justification

This project is needed to provide sufficient load transfer capabilities to the west side of the Business Park, specifically to the heavy electric load areas provided by Guardian, Thermal Spray Technologies and Colony Brands. The normal feed for these businesses will be from the Business Park Substation, but this feeder from Bird Substation will provide necessary reliability and load transfer capabilities. The utility expects Guardian Industries to be its largest electric user by sometime in 2016. It was approved in the 2015 budget, but heavy workload from the new substation and the growing west side has forced this project to move into 2016. There really is not an alternative, except to delay the project a year. By doing this, we would be potentially compromising reliability to the area of the City having our largest electric load concentration.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$324,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$324,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$324,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Electric Relocate/Upgrade Walmart feed		
Project Number		Priority	3
Department	Electric	Type	Rebuild Upgrade
Contact	Karl Dahl	Useful Life	40

Description

Per the Electric Long Range Plan Project #3, the Walmart feeder needs upgrading.backfeed to the new Hwy 151 substation. Remaining is installation of 700' 500MCM 3-1/C aluminum primary cables between Walmart and the McCoy Farm.

Justification

This project is needed to place additional load from the Walmart area onto the Hwy 151 Substation. When the new store was constructed a good portion of the work was completed.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$324,000.00
--------------------------	--------------

SPU Borrowing	
----------------------	--

Capital Improvement Plan 2016-2020



Project Initiative	Electric Plant-Rebuild Older Ovhd		
Project Number		Priority	4
Department	Electric	Type	Upgrade
Contact	Karl Dahl	Useful Life	40

Description

Rebuild and upgrade the older overhead distribution system bounded by Main St (south), Bird St (west), Hwy 151 (north) and Columbus St (east). The work involves utilizing our backyard machine to set new poles, string new wire, and upgrade remaining overhead facilities. This work will be completed as time permits, given new business growth encompasses a majority of the crew's time.

Justification

This is perfect filler work and should be completed gradually to maintain strong reliability in the overhead downtown area. It is difficult to budget for, as it heavily depends on the new business work each year. This work complements the valuable tree trimming annual maintenance.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$500,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$100,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	WM Replacement-East Klubertanz		
Project Number		Priority	2
Department	Water	Type	Replacement
Contact	Rick Wicklund	Useful Life	40

Description

Replace 930' of 8" water main along East Klubertanz from Bristol to Davis, along with 510' of 6" water main into Werner Court (a tap off the main). The cost of the project is estimated to be \$200K, \$135K (East Klubertanz) and \$65K (Werner Court). This main has experienced 4 breaks and was more of a priority for Sun Prairie Utilities than for the City. A separate budget initiative sheet is being made up for Werner Court.

Justification

3 breaks in the main have occurred, with the expectation that the utility may experience more in the future. In a recent review of older water main, this was determined to be the #2 replacement priority. With the age of the road and water infrastructure, this seems like a good negotiated choice between City Engineering and SPU. The goal is always to replace main in older areas, where the City is willing to do street reconstruction.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$135,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$135,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	WM Replacement-Werner Court		
Project Number		Priority	2
Department	Water	Type	Replacement
Contact	Rick Wicklund	Useful Life	40

Description

Replace 930' of 8" water main along East Klubertanz from Bristol to Davis, along with 510' of 6" water main into Werner Court (a tap off the main). The cost of the project is estimated to be \$200K, \$135K (East Klubertanz) and \$65K (Werner Court). This main has experienced 4 breaks and was more of a priority for Sun Prairie Utilities than for the City. A separate budget initiative sheet is being made up for East Klubertanz.

Justification

3 breaks in the main have occurred, with the expectation that the utility may experience more in the future. In a recent review of older water main, this was determined to be the #2 replacement priority. With the age of the road and water infrastructure, this seems like a good negotiated choice between City Engineering and SPU. The goal is always to replace main in older areas, where the City is willing to do street reconstruction.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Water Main Replacement: Vernig Road		
Project Number		Priority	4
Department	Water	Type	New WM Install
Contact	Rick Wicklund	Useful Life	40

Description

Install 950 feet of 8" water main along Vernig Road from Grove Street to the end. The City is being pressured to construct Vernig Road and supply city utility services.

Justification

SPU sees this installation as a low priority, but I guess it makes sense to install water main when the road is constructed. We should be able to put a recapture agreement in place for future customers connecting to SPU water service off Vernig Road in the future.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$110,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$110,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	WM Replacement: Market Street		
Project Number		Priority	4
Department	Water	Type	Replacement
Contact	Rick Wicklund	Useful Life	40

Description

Replace 1300' of 6" water main along Market Street from Main Street south to the Railroad Tracks. This would be in conjunction with the street reconstruction. In meeting with City staff, the volume of traffic and the condition of the street makes this a high city street reconstruction priority.

Justification

Since the City is proposing total street reconstruction along Market, it is in the best interest of everyone to replace the water main at the same time. It is not a priority for the utility, as no breaks have been experienced. Realizing it is a high traffic area, water main replacement is a high priority in conjunction with street reconstruction.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$145,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$145,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	WM Replacement: Hanley Dr		
Project Number		Priority	4
Department	Water	Type	Replacement
Contact	Rick Wicklund	Useful Life	40

Description

Replace 700 feet of 51 year old (1964) water main.

Justification

Replace 52 year old water main while road reconstruction is being completed, so as not to dig in newer asphalt in future years. Our goal is to replace problem areas each year, along with replacing aging main in conjunction with City Road Reconstruction. Hanley Drive has experienced 1 water main break.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$100,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Water Main Replacement: Sunfield St		
Project Number		Priority	4
Department	Water	Type	Replacement
Contact	Rick Wicklund	Useful Life	40

Description

Replace 900' of 6" water main with 8" water main from Major Way to Queens St, originally installed in 1962. This will be done in construction with a high priority Street Reconstruction project. We are not doing the portion from Queens St to Walker Way, as this was installed in 1984. Sunfield Street has not experienced any water main breaks.

Justification

The entire justification is replacing 53 year old water main when the street reconstruction occurs, so as not to inconvenience customers in the future. Because the utility has not experienced any main breaks, it is seen as a fairly low priority for SPU.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$130,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Water Main Replacement - Harvest Lane		
Project Number		Priority	4
Department	Water	Type	Replacement
Contact	Rick Wicklund	Useful Life	40

Description

Replace 1,075 feet of 6" water main installed in 1968/1972 with new 8" main. This will be installed in conjunction with a street reconstruction project.

Justification

The justification for replacement is to replace a 47 year old at the same time as the street reconstruction is ongoing, so as not inconvenience customers in the future. Otherwise this is a low utility priority, as we have experienced zero main breaks.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$145,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$145,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Automated Metering Infrastructure		
Project Number		Priority	4
Department	Metering	Type	New Installation
Contact	Rick Wicklund	Useful Life	20

Description

Two-way communication metering and associated data collection system, reporting software and billing CIS integration. Upon project completion, we will be able to utilize the WPPI Meter Data Management System for valuable reporting features and to best utilize the data collected.

Justification

Automated Metering will provide increased distribution system monitoring, customer self-monitoring and usage control, improved customer service, and accurate meter readings for billing (ability to read all meters on the first of the month to best align with WPPI wholesale metering reads). Essentially we will most accurately bill customers for the usage and consumption SPU is being billed for. With the likelihood of future time-of-use rates, customers will have more of an ability to monitor and control consumption for peak shaving measures.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$0.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$2,000,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$1,000,000.00					
SPU Borrowing	\$1,000,000.00					

Capital Improvement Plan 2016-2020



Project Initiative	Office LAN Computers		
Project Number		Priority	2
Department	Office	Type	Replacement
Contact	Gary Sanders	Useful Life	4

Description

Purchase (5) dell Optiplex 9020 PCs with associated accessories per the 4-year cyclic computer replacement policy.

Justification

SPU has a 4-year computer replacement policy, whereby this replaces the above referenced office LAN PCs.

The alternative would be to extend the computers and go away from policy.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$10,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Phone System		
Project Number		Priority	2
Department	Office	Type	Replacement
Contact	Gary Sanders	Useful Life	10

Description

This initiative has been in the budget for a number of years, pushed out mainly because of the Long-Term Telecom fiber optics evaluation. The capital item replaces the existing legacy phone system originally installed in 2000 with a VOIP system. The investment will serve to greatly improve our existing communications with our customers, along with providing a phone system solution for fiber optic residents and small businesses. We have had discussions in 2015 with a couple vendors and will be evaluating their systems. With the existing workload though, a capital decision will likely not be made until 2016.

Justification

The current system is 15 years old and in need of upgrade. It has difficulty in high call volume situations. A new VOIP system will greatly improve customer service both daily and during outage emergency situations. While using a new VOIP solution, we can also market the product to our small businesses and residential fiber optics customers.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Postage Machine		
Project Number		Priority	4
Department	Office	Type	Replacement
Contact	Dave Euclide	Useful Life	10

Description

Replace 10-year old postage meter with maintenance plan, per the equipment cyclical replacement policy.

Justification

Current machine is 10-years old and could be replaced per the cyclic plan. Although the utility has outsourced billing, we expect to have more marketing mailings with the new fiber initiative.

The alternative is to continue to monitor the device and replace in future years.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$11,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Fleet - 1 ton F350 Truck equivalent		
Project Number		Priority	3
Department	Fleet	Type	Replacement
Contact	Karl Dahl	Useful Life	10

Description

Justification

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$42,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Fleet - Vacuum Trailer		
Project Number		Priority	3
Department	Fleet	Type	Replacement
Contact	Karl Dahl	Useful Life	10

Description

Purchase a new vacuum trailer. The purpose of a vacuum trailer is to spray water at a high force into the ground, turning soil to mud, after which it can be suctioned out. This allows a crew to safely and efficiently work around other underground utilities. In learning from the downsides of the previous model, an appropriate model in Sun Prairie is larger than our existing one but smaller than the Wastewater truck. It also requires a 6" vacuum hose to handle the large rocks.

Justification

The existing vac trailer does not work well at all, and that is after doing extensive maintenance. It does not spray water with sufficient, nor does it have adequate suction. The electric crew utilizes this machine constantly for installing st light poles, cable, and other equipment when working around nearby underground utilities. It has become a staple to our fleet. Over the last 9 years, the annual maintenance has averaged \$800. This machine will be 12 -years old and is on a tentative 10-year replacement program. The crew will benefit significantly from greater reliability and reduced downtime due to maintenance. The vac trailer was an item on the 2015 budget, but Karl had a greater need for the service trencher.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$85,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Fleet - Riding Lawn Mower		
Project Number		Priority	3
Department	Fleet	Type	Replacement
Contact	Rick Wicklund	Useful Life	10

Description

Per a 10-year replacement plan, replace the existing 2006 Bad Boy-Pup Model with a new riding lawn mower.

Justification

10-Year Replacement Plan. The alternative would be do delay this a year. Bobby performs all the current maintenance and repairs on the mower.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$12,000.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	CALEA Software		
Project Number		Priority	1
Department	Telecom	Type	Upgrade
Contact	Gary Sanders	Useful Life	5

Description

Purchase CALEA (Communications Assistance for Law Enforcement Act) Subsession Hosted solution. It is a necessary upgrade to remain in compliance with the law, as the existing one is no longer supported. The solution will involve an initial investment of \$11,500 and an annual software maintenance cost of \$6,000.

Justification

Law compliance requires us to upgrade to a new CALEA supported solution. CALEA is a United States wiretapping law passed in 1994, from which non-compliance fines can be up to \$10,000/day.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,500.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$11,500.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Fiber Optic Test Equipment		
Project Number		Priority	3
Department	Telecom	Type	Network Ops Support
Contact	Gary Sanders	Useful Life	7

Description

Fiber Optic Test and Documentation equipment

- 1)AFL/NOYES FLX380 OTDR + accessories [\$13,500]
- 2)JDSU Fiber Essentials Tool Kit Dual-Mag (200/400X) FBP Probe [\$ 3,600]

Justification

To eliminate contracted charges associated with a fiber technician's troubleshooting, we could perform duties in-house and react quicker to customer issues. In conjunction, with the Smith's Crossing FTTH overlay, the discussion of hiring an installer/tech will likely be necessary.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$17,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,100.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$17,100.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Calix Software		
Project Number		Priority	3
Department	Telecom	Type	New Cust Support
Contact	Gary Sanders	Useful Life	10

Description

Compass Consumer Connect SaaS (\$2,940 annually)
 Compass Flow Analyzer SaaS (\$2,340 annually)
 Application Setup (\$2,495 one-time)

Justification

Calix Compass Consumer Connect: Reduce OPEX, increase revenue and customer satisfaction. Easy-to-use cloud-based application that make it simple to remotely connect, activate and manage subscriber devices and services.

Calix Compass Flow Analyzer: accelerate revenue opportunities, increase subscriber satisfaction, optimize network resources, reduce OPEX, time-delayed troubleshooting capabilities.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$7,775.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,775.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$7,775.00
SPU Borrowing	

Capital Improvement Plan 2016-2020



Project Initiative	Fiber Management Application		
Project Number		Priority	3
Department	Telecom	Type	Customer Support
Contact	Gary Sanders	Useful Life	10

Description

NexusWorx ASP (Application Server Provider) hosted fiber management applications and associated services.

Web-based application specific to the management of fiber optic assets.

Besides the initial \$17,600 upfront capital cost, there will be an additional \$5,600/year software maintenance cost.

Justification

With the rapidly growing fiber optic outside plant, there is an ever growing need to manage and document such infrastructure. In addition, this will aid in the design, deployment and troubleshooting of both existing and new fiber OSP. Of note, SPU must be able to track each strand of fiber, not merely the fiber cable routes.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$17,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,600.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$17,600.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Fiber Optic Expansion		
Project Number		Priority	4
Department	Telecom	Type	New
Contact	Gary Sanders	Useful Life	40

Description

Fiber Optic New Construction: may include subdivision conduit and service to new business areas.

Justification

The fiber budget allows SPU to extend facilities along with the electric outside plant to provide access to serve future customers. Often this construction involves the installation of a spare conduit which can be used for fiber in the future. The goal is to make Sun Prairie Utilities an attractive offering when considering fiber optic communications to their respective property. By installing conduit with electric service, the fiber can be installed at a great cost reduction.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$500,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves	\$100,000.00					
SPU Borrowing						

Capital Improvement Plan 2016-2020



Project Initiative	Fiber-to-the Home Expansion		
Project Number		Priority	4
Department	Telecom	Type	New
Contact	Gary Sanders	Useful Life	40

Description

With the current installation in Smith's Crossing, there will be an analysis over the next year to decide if and how telecom expands its infrastructure to other parts of the City. This initiative sets a placeholder for installation of an estimated (2) subdivisions annually for \$1.5M. At this point, it is just a reminder to continue to evaluate the project and its value to the city.

Justification

The justification comes from customers desire for high speed internet and its value to the City of Sun Prairie. The continued evaluation by the City Council and various performance criteria will determine whether there is a justification for expansion.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$624,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$6,624,000.00
Less: Grants + Other Revenues						
Less: Impact Fee Fund						
Less: Wastewater fund						
Less: Stormwater Fund						
Less: Utility Reimbursement						
SPU Cash Reserves						
SPU Borrowing		\$624,000.00				

Capital Improvement Plan 2016-2020



Project Initiative	Fiber: Providence Apts service		
Project Number		Priority	4
Department	Telecom	Type	New Construction
Contact	Gary Sanders	Useful Life	40

Description

Extend fiber optic facilities to both the existing (3) large multi-family managed by Forward Management (76 units) and new apartment (64 units) buildings in Providence subdivision. The likelihood is that we will gain approximately 56 customers (40%) @ conservatively \$35/month or \$23,520 annually in revenues to pay for the \$105,000 investment. This is about a 4.5 year payback.

Justification

Payback is less than 5 years and will set us up nicely for serving the single family portion of the subdivision in the future. Providence also benefits from having conduit installed throughout the entire subdivision, making it much easier and cost effective to serve. In addition, by extending to Providence, we pass a number of businesses throughout the Prairie Lakes area. An alternative would be to wait until we decide to overlay the entire subdivision.

Financing

	2016	2017	2018	2019	2020	Total \$
Project Cost	\$105,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,000.00

Less: Grants + Other Revenues

Less: Impact Fee Fund

Less: Wastewater fund

Less: Stormwater Fund

Less: Utility Reimbursement

SPU Cash Reserves	\$105,000.00
SPU Borrowing	



P.O. Box 867 • 125 West Main Street • Sun Prairie, Wisconsin 53590
P: 608.837.5500 | F: 608.825.6001 | W: sunprairieutilities.com

To: Sun Prairie Utilities Commissioners
From: Rose Schulze, Accountant
Date: October 5, 2015
Re: **2016 Operating Budgets for Electric, Water, and Telecom**

For budgeting purposes, we factored in overall wage increases for all employees of 2.0% as a placeholder until a decision on 2016 wages is decided later this year. At our current staffing level, base wages + estimated overtime wages = \$1,904,175. Two percent of that amount equals approximately \$38,080.

Electric Department Budget

- Total Sales of Electricity and Purchased Power costs are based on WPPI Energy's 2016 projections; they include estimates for new businesses and growth (and one large business expansion in particular). Though we just filed our application with the PSC on September 25 for an electric rate increase in 2016, these projections are based on current rates. WPPI advised that we show it this way because the PSC's review process will likely take about 6 months, and that process will likely result in a different revenue requirement (and therefore a different amount of increase to the various customer classes) than what is in the filing.
- WPPI expects our wholesale power costs to increase about 2.8% in 2016 over 2015. The "% Cost of Power" (Purchased Power costs divided by Total Sales of Electricity) is currently estimated to be 84.9% in 2016.
- Account 454, Rent From Electric Property, includes an additional \$98,665 in 2016 that will be billed to the American Transmission Company (ATC) for their share of depreciation expense and rate of return on the "common" assets we own at the new Highway 151 Substation. An annual exchange of asset values takes place between us and the ATC each year that determines this annual billing amount.
- During our Test Year 2015 water rate increase application review, PSC Water Division staff suggested a modification to the calculation in the longstanding method we've using to determine the Electric, Water, and Telecom share of various joint expenses. This affects

account 455, Interdepartmental Rents, on the Electric side and account 931, Rents, on the Water and Telecom side.

- For fiscal year 2014, our auditors suggested a change to the method used to calculate our liability for sick leave accrual at year-end to include a portion for employees who haven't yet reached a threshold where they would receive a benefit payout upon termination of employment, resulting in an increase to the various expense categories in 2014. We'll be using the same method now in 2015 and 2016, so we expect some effect on expenses in those years but on a reduced level. (*Same note applies to Water and Telecom.*)
- Account 906, Customer Service and Informational Expenses, includes the \$41,000 per year currently embedded in our electric rates for demand-side management (down from the \$90,000 prior to 2014). We asked for this continued level in our TY2016 electric rate increase application. (Actual 2014 was lower than \$41,000 because we spent \$14,129 on a capital expenditure.)
- Account 926, Employee Pension & Benefits, represents the company-paid portion of pension and insurances, less the amount deducted and added to construction projects. The 2016 amount includes the new health insurance rates and assumes 80% of our employees will choose the HMO20 plan and 20% will choose the newly-offered high-deductible health plan. It also assumes 80% of employees will choose to do the health risk assessment and 20% will elect not to and will pay a higher portion of the premium. The 2016 contribution for employees on the defined benefit pension plan is estimated to be lower due to recent retirements. (*Same note applies to Water and Telecom.*)
- Depreciation Expense, account 403, includes a full year's depreciation for the new Highway 151 Substation and a half year's depreciation for the Bird St. Substation upgrade (due to be completed in 2016).
- Account 928, Regulatory Commission Expense, includes an amount in 2015 for PSC staff time working on our TY2015 electric increase filing so there shouldn't be any expense needed in 2016.
- Of the Interest & Dividend Income in account 419, \$852,457 represents our dividend estimate (cash + reinvested) from the American Transmission Company. This is an increase of \$111,157 over estimated 2015. The cash portion of the \$852,457 is estimated to be \$540,845, but the 2016 capital calls could be as high as \$636,033.
- Account 421, Misc. Non-operating Income CIAC, represents the amount of cash we expect to receive from developers and those who damage utility property during the year.
- Projected Net Income for 2016 is expected to increase assuming the PSC review and approval process of our TY2016 rate increase application is completed in 2016 and we are able to start implementation of the new rates.

Water Department Budget

- Water Sales revenue for 2016 assumes our TY2015 water rate increase application process is completed by the end of 2015 and we can start implementation of the new rates. (For reference, our last full rate case was in 2010, with a simplified rate increase mid-2014.)
- Account 472, Rents from Water Property, represents our water tower lease agreement payments from cellular companies. Airadigm vacated two tower locations in 2015 and paid us a settlement, so those amounts are not included in 2016.
- Account 473, Interdepartmental Rents, is now at zero because we will no longer be providing wireless Internet service to customers by 12/31/15, therefore Telecom will no longer need to pay rent to Water on that equipment.
- We plan to paint the Sheehan Park water tower in 2016; estimated cost included in account 672, Maint. of Reservoirs and Standpipes, is \$390,000.
- Account 906, Customer Service and Informational Expenses, will be reduced to zero in 2016 as decided during review of our TY2015 water rate increase filing because the unspent collections of our current level of \$20,000/year should be enough for our estimated expenditures over the next three years.
- Account 923, Outside Services Employed, includes \$15,000 for an engineering firm to perform a water system study. We have done this periodically in the past and plan to do this approximately every 7 years in the future.
- Misc. Non-Operating Revenue - CIAC, account 421, are “contributed” assets (water main, laterals, and hydrants) installed by developers and turned over to us to own and maintain, less annual depreciation expense on all contributed assets. The PSC instructs us to record these contributions as revenue in the year installed. For 2016, we expect \$989,650 in contributions. When we deduct CIAC depreciation expense we end up with a net positive amount of \$660,467.
- Though we expect our water rate increase to go into effect by 1/1/16, Net Operating Income is expected to be lower in 2016 vs. 2015 because of the large expense to paint the Sheehan Park tower.

Telecom Department Budget

- Internet Access represents monthly billed amounts to our fiber Internet customers, both residential and business. We’re assuming one month’s billing for the Smith’s Crossing test project customers in 2015, then a full year in 2016 (with counts based on the initial response from this area and assuming we’ll have more sign up by 1/1/16). We also factored in conservative estimates for additional businesses.

- As approved at a prior Utilities Commission meeting in 2015, we will discontinue offering wireless Internet service by December 31, 2015. Therefore, Wireless Internet Access is at zero for 2016.
- WAN Revenue is based on our currently-subscribing customers only.
- We did a review of our Interdepartmental Rents charged to Electric and Water and made updates to the office and SCADA Internet usage amounts for both 2015 and 2016.
- Internet Access Expense is based on our current providers and bandwidth levels; no definite changes are expected for 2016 at this time. Wireless Internet Access Expense will be reviewed more closely in the coming months and will likely be reduced or eliminated in 2016.
- Advertising Expense for both 2015 and 2016 includes a larger portion allotted to pay for additional fiber-to-the-home marketing expenses in the Smith's Crossing area.
- Outside Services Employed includes an additional \$7,000 in 2015 for potential additional consultant fees.
- Due to the elimination of wireless Internet by 12/31/15, Rents no longer includes the \$9,000/year paid to Water for tower space.
- Depreciation Expense has increased by a large amount because of the additional capital expenditures in 2015 and budgeted for 2016.
- Interest on Long-Term Debt includes anticipated interest expense on a loan for the Smith's Crossing, TIF 9, and Main St. corridor projects.
- Net Income is budgeted to be \$142,116 at this time.

THIS PAGE LEFT BLANK INTENTIONALLY

2016 ELECTRIC OPERATING BUDGET - SUMMARY

	ACTUAL	ACTUAL	ACTUAL	3-year	Actual	Projected	Budget	Budget
	2012	2013	2014	Average	7/31/2015	12/31/2015	2015	2016
RESIDENTIAL SALES	\$ 10,671,497	\$ 10,801,213	\$ 11,377,168	\$ 10,949,959	\$ 6,657,275	\$ 11,412,471	\$ 12,042,632	\$ 11,838,201
RURAL SALES	\$ 12,811	\$ 11,938	\$ 15,727	\$ 13,492	\$ 8,394	\$ 14,390	\$ 13,304	\$ 14,920
COMMERCIAL SALES	\$ 2,555,707	\$ 2,657,044	\$ 2,854,875	\$ 2,689,209	\$ 1,816,882	\$ 3,114,655	\$ 3,036,612	\$ 3,014,747
SMALL POWER	\$ 2,850,723	\$ 2,876,062	\$ 3,223,767	\$ 2,983,517	\$ 1,988,778	\$ 3,409,334	\$ 3,641,184	\$ 3,609,480
LARGE POWER	\$ 7,499,076	\$ 7,846,773	\$ 7,893,486	\$ 7,746,445	\$ 4,661,808	\$ 7,991,671	\$ 8,499,127	\$ 10,516,212
PUBLIC STREET LIGHTING	\$ 326,980	\$ 328,652	\$ 359,018	\$ 338,217	\$ 196,743	\$ 337,274	\$ 376,903	\$ 395,576
PUBLIC AUTHORITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTERDEPARTMENTAL SALES	\$ 190,325	\$ 199,910	\$ 196,208	\$ 195,481	\$ 125,064	\$ 211,540	\$ 202,540	\$ 209,346
TOTAL SALES OF ELECTRICITY	\$ 24,107,119	\$ 24,721,592	\$ 25,920,249	\$ 24,916,320	\$ 15,454,944	\$ 26,491,334	\$ 27,812,302	\$ 29,598,482
CHANGE FROM PREV YEAR	104.42%	102.55%	104.85%			102.20%	104.98%	111.73%
FORFEITED DISCOUNTS	\$ 79,471	\$ 81,652	\$ 88,720	\$ 83,281	\$ 49,858	\$ 92,579	\$ 91,780	\$ 92,285
MISC SERVICE REVENUES	\$ 8,314	\$ 7,505	\$ 9,765	\$ 8,528	\$ 5,320	\$ 9,120	\$ 8,380	\$ 8,800
RENT FROM ELECTRIC PROPERTY	\$ 39,656	\$ 40,505	\$ 38,457	\$ 39,539	\$ 39,444	\$ 45,787	\$ 45,787	\$ 145,298
INTERDEPARTMENTAL RENTS	\$ 188,415	\$ 185,217	\$ 174,199	\$ 182,610	\$ 88,268	\$ 131,910	\$ 162,300	\$ 127,875
OTHER ELECTRIC REVENUE	\$ 15,787	\$ 13,278	\$ 13,897	\$ 14,321	\$ 4,530	\$ 9,503	\$ 13,100	\$ 9,319
TOTAL OPERATING REVENUES	\$ 24,438,762	\$ 25,049,749	\$ 26,245,287	\$ 25,244,599	\$ 15,642,364	\$ 26,780,233	\$ 28,133,649	\$ 29,982,059
CHANGE FROM PREV YEAR	104.30%	102.50%	104.77%			102.04%	104.92%	111.96%
PURCHASED POWER	\$ 20,687,341	\$ 21,183,743	\$ 21,692,926	\$ 21,188,003	\$ 12,855,072	\$ 22,037,266	\$ 23,205,027	\$ 25,121,555
TOTAL TRANS & DISTRIB EXPENSES	\$ 694,049	\$ 755,296	\$ 838,656	\$ 762,667	\$ 463,776	\$ 814,000	\$ 732,635	\$ 832,267
TOTAL ACCT & COLLECTION EXPENSE	\$ 359,049	\$ 365,964	\$ 337,746	\$ 354,253	\$ 211,008	\$ 371,360	\$ 351,660	\$ 376,341
TOTAL ADM & GEN EXPENSE	\$ 588,726	\$ 612,547	\$ 632,767	\$ 611,347	\$ 389,018	\$ 680,444	\$ 662,116	\$ 663,348
DEPRECIATION EXPENSE	\$ 1,015,422	\$ 1,056,750	\$ 1,065,764	\$ 1,045,979	\$ 665,553	\$ 1,155,810	\$ 1,185,475	\$ 1,281,330
TAXES	\$ 855,860	\$ 881,596	\$ 875,039	\$ 870,832	\$ 586,891	\$ 1,011,415	\$ 1,053,900	\$ 1,089,820
TOTAL OPERATING EXPENSE	\$ 24,200,447	\$ 24,855,896	\$ 25,442,898	\$ 24,833,080	\$ 15,171,318	\$ 26,070,296	\$ 27,190,813	\$ 29,364,661
CHANGE FROM PREV YEAR	105.17%	102.71%	102.36%			102.47%		112.64%
NET OPERATING INCOME (LOSS)	\$ 238,314	\$ 193,853	\$ 802,389	\$ 411,519	\$ 471,046	\$ 709,938	\$ 942,836	\$ 617,398
INTEREST & DIVIDEND INCOME	\$ 875,858	\$ 899,849	\$ 860,782	\$ 878,830	\$ 449,114	\$ 858,255	\$ 961,461	\$ 970,064
CIAC INCOME & DEPRECIATION (NET)	\$ 21,500	\$ (81,153)	\$ (25,591)	\$ (28,415)	\$ (3,033)	\$ (106,439)	\$ (158,610)	\$ (79,628)
INTEREST CHARGES	\$ 114,410	\$ 154,060	\$ 106,448	\$ 124,973	\$ 107,315	\$ 39,575	\$ 39,368	\$ 123,672
EARNED SURPLUS	\$ (6,785)	\$ (2,165)	\$ (142)	\$ (3,031)	\$ 2,301	\$ 4,842	\$ 2,675	\$ 10,596
NET INCOME (LOSS)	\$ 1,014,477	\$ 856,324	\$ 1,530,990	\$ 1,133,930	\$ 812,113	\$ 1,427,021	\$ 1,708,994	\$ 1,394,758

2016 ELECTRIC OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3-year	Actual	Projected	Budget	Budget
		2012	2013	2014	Average	7/31/2015	12/31/2015	2015	2016
440	RESIDENTIAL SALES	\$ 10,671,497	\$ 10,801,213	\$ 11,377,168	\$ 10,949,959	\$ 6,657,275	\$ 11,412,471	\$ 12,042,632	\$ 11,838,201
441	RURAL SALES	\$ 12,811	\$ 11,938	\$ 15,727	\$ 13,492	\$ 8,394	\$ 14,390	\$ 13,304	\$ 14,920
442	COMMERCIAL SALES	\$ 2,555,707	\$ 2,657,044	\$ 2,854,875	\$ 2,689,209	\$ 1,816,882	\$ 3,114,655	\$ 3,036,612	\$ 3,014,747
442A	SMALL POWER	\$ 2,850,723	\$ 2,876,062	\$ 3,223,767	\$ 2,983,517	\$ 1,988,778	\$ 3,409,334	\$ 3,641,184	\$ 3,609,480
443	LARGE POWER	\$ 7,499,076	\$ 7,846,773	\$ 7,893,486	\$ 7,746,445	\$ 4,661,808	\$ 7,991,671	\$ 8,499,127	\$ 10,516,212
444	PUBLIC STREET LIGHTING	\$ 326,980	\$ 328,652	\$ 359,018	\$ 338,217	\$ 196,743	\$ 337,274	\$ 376,903	\$ 395,576
445	PUBLIC AUTHORITIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
448	INTERDEPARTMENTAL SALES	\$ 190,325	\$ 199,910	\$ 196,208	\$ 195,481	\$ 125,064	\$ 211,540	\$ 202,540	\$ 209,346
	TOTAL SALES OF ELECTRICITY	\$ 24,107,119	\$ 24,721,592	\$ 25,920,249	\$ 24,916,320	\$ 15,454,944	\$ 26,491,334	\$ 27,812,302	\$ 29,598,482
	CHANGE FROM PREV YEAR	104.42%	102.55%	104.85%			102.20%		111.73%
450	FORFEITED DISCOUNTS	\$ 79,471	\$ 81,652	\$ 88,720	\$ 83,281	\$ 49,858	\$ 92,579	\$ 91,780	\$ 92,285
451	MISC SERVICE REVENUES	\$ 8,314	\$ 7,505	\$ 9,765	\$ 8,528	\$ 5,320	\$ 9,120	\$ 8,380	\$ 8,800
454	RENT FROM ELECTRIC PROPERTY	\$ 39,656	\$ 40,505	\$ 38,457	\$ 39,539	\$ 39,444	\$ 45,787	\$ 45,787	\$ 145,298
455	INTERDEPARTMENTAL RENTS	\$ 188,415	\$ 185,217	\$ 174,199	\$ 182,610	\$ 88,268	\$ 131,910	\$ 162,300	\$ 127,875
456	OTHER ELECTRIC REVENUE	\$ 15,787	\$ 13,278	\$ 13,897	\$ 14,321	\$ 4,530	\$ 9,503	\$ 13,100	\$ 9,319
	TOTAL OTHER OPERATING REVENUES	\$ 331,642	\$ 328,157	\$ 325,038	\$ 328,279	\$ 187,420	\$ 288,899	\$ 321,347	\$ 383,577
	TOTAL OPERATING REVENUES	\$ 24,438,762	\$ 25,049,749	\$ 26,245,287	\$ 25,244,599	\$ 15,642,364	\$ 26,780,233	\$ 28,133,649	\$ 29,982,059
	CHANGE FROM PREV YEAR	104.30%	102.50%	104.77%			102.04%		111.96%
555	PURCHASED POWER	\$ 20,687,341	\$ 21,183,743	\$ 21,692,926	\$ 21,188,003	\$ 12,855,072	\$ 22,037,266	\$ 23,205,027	\$ 25,121,555
	% OF ELECTRIC SALES	85.81%	85.69%	83.69%	85.04%	83.18%	83.19%	83.43%	84.87%
	TRANS & DIST EXPENSE								
562	TRANS-SUBSTATION EXPENSE LABOR								
	OTHER								
566	TRANS-OH LINE EXPENSE LABOR								
	OTHER								
571	TRANS-MISC EXPENSE LABOR								
	OTHER								
580	OPERATIONS SUPERVISION LABOR	\$ 59,781	\$ 41,990	\$ 46,252	\$ 49,341	\$ 33,766	\$ 56,587	\$ 44,360	\$ 50,957
	OTHER	\$ 14	\$ 5	\$ 3,759	\$ 1,259	\$ -	\$ 1,253	\$ 20	\$ 1,278

2016 ELECTRIC OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3-year	Actual	Projected	Budget	Budget	
		2012	2013	2014	Average	7/31/2015	12/31/2015	2015	2016	
582	SUBSTATION EXP	LABOR	\$ 12,395	\$ 13,162	\$ 6,941	\$ 10,833	\$ 5,018	\$ 9,585	\$ 10,680	\$ 13,951
		OTHER	\$ 30,482	\$ 31,265	\$ 26,726	\$ 29,491	\$ 9,234	\$ 29,730	\$ 31,610	\$ 33,996
583	OVERHEAD LINE EXPENSE	LABOR	\$ 37,483	\$ 41,422	\$ 42,761	\$ 40,555	\$ 26,543	\$ 42,860	\$ 39,380	\$ 43,920
		OTHER	\$ 39,103	\$ 30,614	\$ 31,211	\$ 33,643	\$ 15,995	\$ 32,586	\$ 26,500	\$ 31,977
584	UNDERGROUND LINE EXP	LABOR	\$ 37,330	\$ 41,185	\$ 42,973	\$ 40,496	\$ 26,937	\$ 42,795	\$ 40,100	\$ 43,853
		OTHER	\$ 50,151	\$ 67,423	\$ 72,725	\$ 63,433	\$ 37,641	\$ 72,448	\$ 61,750	\$ 73,309
586	METER EXPENSE	LABOR	\$ 45,646	\$ 42,175	\$ 33,958	\$ 40,593	\$ 17,275	\$ 31,459	\$ 44,790	\$ 44,885
		OTHER	\$ 6,508	\$ 6,364	\$ 11,212	\$ 8,028	\$ 8,044	\$ 14,265	\$ 6,760	\$ 9,639
		CREDIT	\$ (9,659)	\$ (7,563)	\$ (18,137)	\$ (11,786)	\$ -	\$ (11,786)	\$ (7,900)	\$ (11,786)
588	MISC DISTRIBUTION EXP	LABOR	\$ 27,764	\$ 25,256	\$ 29,999	\$ 27,673	\$ 19,099	\$ 29,253	\$ 26,530	\$ 29,976
		OTHER	\$ 20,321	\$ 15,362	\$ 30,495	\$ 22,059	\$ 4,452	\$ 20,177	\$ 18,670	\$ 20,478
589	RENTS	LABOR								
		OTHER	14,121	12,751	12,330	\$ 13,067	\$ -	\$ 10,805	\$ 10,805	\$ 12,040
593	MAINT OF OH LINES	LABOR	\$ 104,831	\$ 85,136	\$ 98,858	\$ 96,275	\$ 76,655	\$ 107,747	\$ 104,440	\$ 110,398
		OTHER	\$ 87,267	\$ 90,257	\$ 104,990	\$ 94,171	\$ 55,723	\$ 92,499	\$ 89,400	\$ 92,972
594	MAINT OF URD LINES	LABOR	\$ 25,816	\$ 47,622	\$ 50,425	\$ 41,288	\$ 44,677	\$ 73,080	\$ 39,100	\$ 60,111
		OTHER	\$ 30,662	\$ 46,681	\$ 63,904	\$ 47,082	\$ 17,260	\$ 35,284	\$ 34,840	\$ 36,411
595	MAINT OF LINE TRANSFORMER	LABOR	\$ 712	\$ 8,093	\$ 4,741	\$ 4,515	\$ 3,378	\$ 4,754	\$ 3,700	\$ 4,872
		OTHER	\$ 10,824	\$ 25,741	\$ 18,373	\$ 18,313	\$ 2,459	\$ 18,312	\$ 14,650	\$ 20,770
		CREDIT	\$ (8,479)	\$ (21,237)	\$ (10,745)	\$ (13,487)	\$ -	\$ (13,487)	\$ (12,330)	\$ (15,156)
596	MAINT OF STREET LIGHTING	LABOR	\$ 45,993	\$ 60,626	\$ 76,146	\$ 60,922	\$ 37,273	\$ 64,269	\$ 68,930	\$ 70,947
		OTHER	\$ 24,980	\$ 50,966	\$ 58,759	\$ 44,902	\$ 22,347	\$ 49,525	\$ 35,850	\$ 52,469
597	MAINT OF METERS	LABOR								
		OTHER								
	TRANS & DISTRIB EXPENSE	LABOR	\$ 397,753	\$ 406,667	\$ 433,054	\$ 412,491	\$ 290,621	\$ 462,389	\$ 422,010	\$ 473,870
		OTHER	\$ 314,434	\$ 377,429	\$ 434,484	\$ 375,449	\$ 173,155	\$ 376,884	\$ 330,855	\$ 385,339
		CREDIT	\$ (18,137)	\$ (28,800)	\$ (28,882)	\$ (25,273)	\$ -	\$ (25,273)	\$ (20,230)	\$ (26,942)
	TOTAL TRANS & DISTRIB EXPENSES		\$ 694,049	\$ 755,296	\$ 838,656	\$ 762,667	\$ 463,776	\$ 814,000	\$ 732,635	\$ 832,267
	CHANGE FROM PREV YEAR		102.30%	108.82%	111.04%			97.06%		102.24%

2016 ELECTRIC OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3-year	Actual	Projected	Budget	Budget	
		2012	2013	2014	Average	7/31/2015	12/31/2015	2015	2016	
CUSTOMER ACCOUNTS EXPENSE										
902	METER READING EXPENSE	LABOR	\$ 26,387	\$ 34,263	\$ 34,835	\$ 31,828	\$ 20,481	\$ 35,110	\$ 37,500	\$ 36,766
		OTHER	\$ 4,613	\$ 5,633	\$ 10,081	\$ 6,776	\$ 6,988	\$ 12,717	\$ 6,280	\$ 13,178
903	CUST RECORDS & COLL.	LABOR	\$ 144,012	\$ 138,377	\$ 144,252	\$ 142,214	\$ 92,019	\$ 157,747	\$ 144,530	\$ 155,203
		OTHER	\$ 90,605	\$ 97,691	\$ 119,735	\$ 102,677	\$ 68,111	\$ 122,286	\$ 119,350	\$ 127,194
904	BAD DEBT WRITE OFFS	LABOR								
		OTHER	\$ 3,433	\$ -	\$ 1,313	\$ 1,582	\$ (508)	\$ 2,500	\$ 3,000	\$ 3,000
905	MISC CUSTOMER ACCOUNTS									
906	CUST. SERV. & INFORMATION EXP.		\$ 90,000	\$ 90,000	\$ 27,530	\$ 69,177	\$ 23,917	\$ 41,000	\$ 41,000	\$ 41,000
	TOTAL ACCT & COLL EXP	LABOR	\$ 170,399	\$ 172,640	\$ 179,087	\$ 174,042	\$ 112,500	\$ 192,857	\$ 182,030	\$ 191,969
		OTHER	\$ 188,651	\$ 193,324	\$ 158,659	\$ 180,211	\$ 98,508	\$ 178,503	\$ 169,630	\$ 184,372
	TOTAL ACCT & COLLECTION EXPENSE		\$ 359,049	\$ 365,964	\$ 337,746	\$ 354,253	\$ 211,008	\$ 371,360	\$ 351,660	\$ 376,341
	CHANGE FROM PREV YEAR		103.67%	101.93%	92.29%			109.95%		101.34%
ADM & GEN EXPENSE										
913	ADVERTISING EXPENSE	LABOR								
		OTHER	\$ 1,957	\$ 1,857	\$ 454	\$ 1,423	\$ 1,463	\$ 2,190	\$ 2,190	\$ 1,614
920	ADM & GEN SALARIES	LABOR	\$ 154,560	\$ 157,011	\$ 146,724	\$ 152,765	\$ 84,261	\$ 148,206	\$ 160,940	\$ 162,171
		OTHER	\$ 2,743	\$ 2,924	\$ 14,020	\$ 6,562	\$ 1,977	\$ 6,562	\$ 3,000	\$ 6,686
921	OFFICE SUPPLIES	LABOR								
		OTHER	\$ 16,968	\$ 18,649	\$ 18,039	\$ 17,885	\$ 10,816	\$ 18,542	\$ 18,610	\$ 18,410
923	OUTSIDE SERVICE EMPLOYED		\$ 20,399	\$ 17,326	\$ 29,264	\$ 22,330	\$ 17,643	\$ 24,114	\$ 22,080	\$ 22,540
924	PROPERTY INSURANCE		\$ 3,214	\$ 3,824	\$ 4,452	\$ 3,830	\$ 2,790	\$ 4,742	\$ 5,240	\$ 11,105
925	INJURY & DAMAGE INSURANCE		\$ 12,838	\$ 21,166	\$ 17,833	\$ 17,279	\$ 6,377	\$ 13,442	\$ 15,080	\$ 24,190
926	EMPLOYEE BENEFITS		\$ 316,474	\$ 310,681	\$ 348,468	\$ 325,208	\$ 225,972	\$ 381,263	\$ 357,300	\$ 346,465
928	REGULATORY COMM. EXPENSE		\$ -	\$ 6,628	\$ 10	\$ 2,213	\$ 104	\$ 6,700	\$ 6,700	\$ 2,500
929	DUPLICATE CHARGES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2016 ELECTRIC OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3-year	Actual	Projected	Budget	Budget
		2012	2013	2014	Average	7/31/2015	12/31/2015	2015	2016
930	MISC GENERAL EXPENSE								
	LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	OTHER	\$ 38,764	\$ 41,989	\$ 38,980	\$ 39,911	\$ 24,330	\$ 41,709	\$ 43,120	\$ 40,890
931	RENTS								
	OTHER	\$ 6,023	\$ 6,023	\$ 5,878	\$ 5,975	\$ 3,456	\$ 11,280	\$ 5,926	\$ 12,480
932	MAINT OF GENERAL PLANT								
	LABOR	\$ 6,245	\$ 6,737	\$ 5,207	\$ 6,063	\$ 3,232	\$ 6,417	\$ 6,630	\$ 6,479
	OTHER	\$ 8,541	\$ 17,732	\$ 3,438	\$ 9,904	\$ 6,597	\$ 15,278	\$ 15,300	\$ 7,818
	TOTAL ADM & GEN EXP								
	LABOR	\$ 160,805	\$ 163,748	\$ 151,931	\$ 158,828	\$ 87,493	\$ 154,623	\$ 167,570	\$ 168,650
	OTHER	\$ 427,921	\$ 448,799	\$ 480,836	\$ 452,519	\$ 301,525	\$ 525,821	\$ 494,546	\$ 494,698
	TOTAL ADM & GEN EXPENSE	\$ 588,726	\$ 612,547	\$ 632,767	\$ 611,347	\$ 389,018	\$ 680,444	\$ 662,116	\$ 663,348
	CHANGE FROM PREV YEAR	91.75%	104.05%	103.30%			107.53%		97.49%
403	DEPRECIATION EXPENSE	\$ 1,015,422	\$ 1,056,750	\$ 1,065,764	\$ 1,045,979	\$ 665,553	\$ 1,155,810	\$ 1,185,475	\$ 1,281,330
406	AMORTIZATION EXPENSE						\$ -	\$ -	\$ -
408	TAXES	\$ 855,860	\$ 881,596	\$ 875,039	\$ 870,832	\$ 586,891	\$ 1,011,415	\$ 1,053,900	\$ 1,089,820
	SUB TOTAL	\$ 1,871,282	\$ 1,938,346	\$ 1,940,803	\$ 1,916,810	\$ 1,252,444	\$ 2,167,225	\$ 2,239,375	\$ 2,371,150
	CHANGE FROM PREV YEAR	103.18%	103.58%	100.13%			111.67%		109.41%
	TOTAL OPERATING EXP								
	LABOR	\$ 728,956	\$ 743,055	\$ 764,072	\$ 745,361	\$ 490,614	\$ 809,869	\$ 771,610	\$ 834,489
	OTHER	\$ 23,471,491	\$ 24,112,841	\$ 24,678,826	\$ 24,087,719	\$ 14,680,704	\$ 25,260,427	\$ 26,419,203	\$ 28,530,172
	TOTAL OPERATING EXPENSE	\$ 24,200,447	\$ 24,855,896	\$ 25,442,898	\$ 24,833,080	\$ 15,171,318	\$ 26,070,296	\$ 27,190,813	\$ 29,364,661
	CHANGE FROM PREV YEAR	105.17%	102.71%	102.36%			102.47%		112.64%
	NET OPERATING INCOME (LOSS)	\$ 238,314	\$ 193,853	\$ 802,389	\$ 411,519	\$ 471,046	\$ 709,938	\$ 942,836	\$ 617,398
418	RENTAL INCOME (EXPENSES)	\$ 3,142	\$ 1,740	\$ 6,018	\$ 3,633	\$ 5,600	\$ 5,366	\$ 5,100	\$ 5,049
419	INTEREST & DIVIDEND INCOME	\$ 787,109	\$ 811,561	\$ 766,884	\$ 788,518	\$ 410,793	\$ 763,885	\$ 867,990	\$ 874,889
421	MISC NON-OPER INCOME	\$ 52,696	\$ 53,637	\$ 54,969	\$ 53,767	\$ 32,721	\$ 56,093	\$ 55,460	\$ 57,215
421	MISC NON OPER INCOME--CIAC	\$ 253,531	\$ 156,373	\$ 215,639	\$ 208,514	\$ -	\$ 141,500	\$ 85,000	\$ 172,600
425	MISC AMORTIZATION	\$ 32,911	\$ 32,911	\$ 32,911	\$ 32,911	\$ -	\$ 32,911	\$ 32,911	\$ 32,911
426	OTHER INCOME DEDUCT - CIAC DEPREC	\$ (232,031)	\$ (237,526)	\$ (241,230)	\$ (236,929)	\$ (3,033)	\$ (247,939)	\$ (243,610)	\$ (252,228)
	INTEREST, DIVIDEND & CIAC INCOME	\$ 897,357	\$ 818,696	\$ 835,191	\$ 850,415	\$ 446,081	\$ 751,816	\$ 802,851	\$ 890,436
427	INTEREST ON LONG-TERM DEBT	\$ 120,379	\$ 113,734	\$ 153,308	\$ 129,140	\$ 109,328	\$ 185,478	\$ 185,478	\$ 174,360
428	AMORT. OF DEBT DISCOUNT & EXPENSE	\$ 4,522	\$ 99,802	\$ 63,731	\$ 56,018	\$ 4,649	\$ 7,974	\$ 8,097	\$ 6,344

2016 ELECTRIC OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3-year	Actual	Projected	Budget	Budget
		2012	2013	2014	Average	7/31/2015	12/31/2015	2015	2016
429	AMORT. OF PREMIUM ON DEBT (CREDIT)	\$ (2,215)	\$ (5,190)	\$ (7,280)	\$ (4,895)	\$ (6,662)	\$ (11,417)	\$ (11,417)	\$ (10,913)
431	OTHER INTEREST EXPENSE	\$ 9	\$ 11	\$ 6	\$ 9	\$ -	\$ 10	\$ 10	\$ 10
432	CAPITALIZED INTEREST	(8,285)	(54,297)	(103,317)	(55,300)	-	(142,470)	(142,800)	(46,129)
	INTEREST CHARGES	\$ 114,410	\$ 154,060	\$ 106,448	\$ 124,973	\$ 107,315	\$ 39,575	\$ 39,368	\$ 123,672
434	MISC. CREDITS TO SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ 2,301	\$ 6,340	\$ 4,000	\$ 12,000
435	MISC. DEBITS TO SURPLUS	\$ (4,975)	\$ -	\$ -	\$ (1,658)	\$ -	\$ -	\$ -	\$ -
439	APPROP. OF INCOME TO MUNI FUNDS	\$ (1,810)	\$ (2,165)	\$ (142)	\$ (1,372)	\$ -	\$ (1,498)	\$ (1,325)	\$ (1,404)
	EARNED SURPLUS	\$ (6,785)	\$ (2,165)	\$ (142)	\$ (3,031)	\$ 2,301	\$ 4,842	\$ 2,675	\$ 10,596
	NET INCOME (LOSS)	\$ 1,014,477	\$ 856,324	\$ 1,530,990	\$ 1,133,930	\$ 812,113	\$ 1,427,021	\$ 1,708,994	\$ 1,394,758

2016 WATER OPERATING BUDGET - SUMMARY

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	3 YEAR AVERAGE	ACTUAL 7/31/2015	PROJECTED 12/31/2015	BUDGET 2015	BUDGET 2016
UNMETERED SALES	\$ 2,399	\$ 6,459	\$ 6,351	\$ 5,070	\$ 3,193	\$ 6,258	\$ 8,307	\$ 7,084
METERED SALES - RESIDENTIAL	\$ 1,645,732	\$ 1,567,770	\$ 1,571,685	\$ 1,595,062	\$ 927,003	\$ 1,606,531	\$ 1,753,155	\$ 1,736,943
METERED SALES - MULTIFAMILY RES								
METERED SALES - COMMERCIAL	\$ 510,075	\$ 480,423	\$ 320,904	\$ 437,134	\$ 194,427	\$ 337,843	\$ 355,244	\$ 364,645
METERED SALES - INDUSTRIAL	\$ 57,357	\$ 58,494	\$ 52,781	\$ 56,211	\$ 25,766	\$ 55,228	\$ 58,322	\$ 60,505
PRIVATE FIRE PROTECTION	\$ 50,741	\$ 53,597	\$ 56,302	\$ 53,547	\$ 35,317	\$ 58,351	\$ 62,419	\$ 61,134
PUBLIC FIRE PROTECTION	\$ 585,426	\$ 597,043	\$ 620,472	\$ 600,980	\$ 375,073	\$ 638,924	\$ 685,972	\$ 730,623
SALES TO PUBLIC AUTHORITY	\$ 31,513	\$ 28,091	\$ 35,693	\$ 31,766	\$ 16,854	\$ 34,210	\$ 37,310	\$ 36,887
INTERDEPT SALES	\$ 669	\$ 663	\$ 699	\$ 677	\$ 416	\$ 700	\$ 773	\$ 756
TOTAL WATER SALES	\$ 2,883,911	\$ 2,799,656	\$ 2,844,068	\$ 2,842,545	\$ 1,683,132	\$ 2,738,045	\$ 2,961,501	\$ 2,998,577
CHANGE FROM PREV YEAR	105.75%	97.08%	101.59%			102.89%		110.38%
FORFEITED DISCOUNTS	\$ 13,200	\$ 12,733	\$ 12,594	\$ 12,842	\$ 7,162	\$ 13,430	\$ 14,380	\$ 14,606
MISC SERVICE REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RENTS FROM WATER PROPERTY	\$ 229,980	\$ 239,601	\$ 242,866	\$ 237,482	\$ 350,053	\$ 281,577	\$ 201,065	\$ 214,346
INTERDEPARTMENTAL RENTS	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 5,250	\$ 9,000	\$ 9,000	\$ -
OTHER WATER REVENUES	\$ 21,947	\$ 22,899	\$ 26,929	\$ 23,925	\$ 1,640	\$ 24,250	\$ 29,300	\$ 25,400
TOTAL OPERATING REVENUE	\$ 3,158,038	\$ 3,083,889	\$ 3,135,457	\$ 3,125,795	\$ 2,047,237	\$ 3,254,646	\$ 3,413,629	\$ 3,484,373
CHANGE FROM PREV YEAR	105.96%	97.65%	101.67%			103.80%		107.06%
TOTAL PUMPING EXPENSES	\$ 247,944	\$ 258,382	\$ 237,190	\$ 247,839	\$ 142,987	\$ 246,225	\$ 235,850	\$ 259,565
TOTAL TRANS & DIST EXP	\$ 334,285	\$ 350,083	\$ 430,607	\$ 371,658	\$ 243,495	\$ 395,845	\$ 384,790	\$ 782,507
TOTAL ACCT & COLL EXP	\$ 138,556	\$ 148,933	\$ 170,066	\$ 152,518	\$ 178,668	\$ 168,574	\$ 158,910	\$ 153,305
TOTAL OF ADMIN & GEN EXP	\$ 567,657	\$ 590,371	\$ 576,748	\$ 578,259	\$ 345,911	\$ 570,218	\$ 591,280	\$ 574,779
DEPRECIATION	\$ 425,105	\$ 435,522	\$ 454,094	\$ 438,240	\$ 303,695	\$ 478,093	\$ 476,050	\$ 498,190
TAXES	\$ 799,851	\$ 842,277	\$ 819,700	\$ 820,609	\$ 526,698	\$ 891,985	\$ 941,888	\$ 929,132
TOTAL OPERATING EXPENSES	\$ 2,513,398	\$ 2,625,568	\$ 2,688,405	\$ 2,609,124	\$ 1,741,454	\$ 2,750,939	\$ 2,788,768	\$ 3,197,478
CHANGE FROM PREV YEAR	101.06%	104.46%	102.39%			102.33%		116.23%
NET OPERATING INCOME (LOSS)	\$ 644,640	\$ 458,321	\$ 447,052	\$ 516,671	\$ 305,783	\$ 503,707	\$ 624,861	\$ 286,895
INTEREST INCOME	\$ 8,620	\$ 4,186	\$ 4,840	\$ 5,882	\$ 1,625	\$ 3,691	\$ 4,500	\$ 3,605
MISC NON-OPERATING REVENUE - CIAC	\$ 251,018	\$ (157,074)	\$ 804,974	\$ 299,639	\$ -	\$ 597,200	\$ (310,586)	\$ 660,467
INTEREST EXPENSE	\$ 156,632	\$ 190,103	\$ 122,057	\$ 156,264	\$ 77,770	\$ 130,382	\$ 130,136	\$ 116,127
NET INCOME (LOSS)	\$ 747,646	\$ 115,330	\$ 1,134,809	\$ 665,928	\$ 229,638	\$ 974,216	\$ 188,639	\$ 834,840

2016 WATER OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3 YEAR	ACTUAL	PROJECTED	BUDGET	BUDGET
		2012	2013	2014	AVERAGE	7/31/2015	12/31/2015	2015	2016
460	UNMETERED SALES	\$ 2,399	\$ 6,459	\$ 6,351	5,070	\$ 3,193	\$ 6,258	\$ 8,307	\$ 7,084
461-1	METERED SALES - RESIDENTIAL	\$ 1,645,732	\$ 1,567,770	\$ 1,571,685	1,595,062	\$ 927,003	\$ 1,606,531	\$ 1,753,155	\$ 1,736,943
	METERED SALES - MULTIFAMILY RES		\$ 7,116	\$ 179,181	62,099	\$ 105,083	\$ 188,344	\$ 198,383	\$ 231,444
461-2	METERED SALES - COMMERCIAL	\$ 510,075	\$ 480,423	\$ 320,904	437,134	\$ 194,427	\$ 337,843	\$ 355,244	\$ 364,645
461-3	METERED SALES - INDUSTRIAL	\$ 57,357	\$ 58,494	\$ 52,781	56,211	\$ 25,766	\$ 55,228	\$ 58,322	\$ 60,505
462	PRIVATE FIRE PROTECTION	\$ 50,741	\$ 53,597	\$ 56,302	53,547	\$ 35,317	\$ 58,351	\$ 62,419	\$ 61,134
463	PUBLIC FIRE PROTECTION	\$ 585,426	\$ 597,043	\$ 620,472	600,980	\$ 375,073	\$ 638,924	\$ 685,972	\$ 730,623
464	SALES TO PUBLIC AUTHORITY	\$ 31,513	\$ 28,091	\$ 35,693	31,766	\$ 16,854	\$ 34,210	\$ 37,310	\$ 36,887
467	INTERDEPT SALES	\$ 669	\$ 663	\$ 699	677	\$ 416	\$ 700	\$ 773	\$ 756
	TOTAL WATER SALES	\$ 2,883,911	\$ 2,799,656	\$ 2,844,068	2,842,545	\$ 1,683,132	\$ 2,926,389	\$ 3,159,884	\$ 3,230,021
	CHANGE FROM PREV YEAR	105.75%	97.08%	101.59%			102.89%		110.38%
470	FORFEITED DISCOUNTS	\$ 13,200	\$ 12,733	\$ 12,594	12,842	\$ 7,162	\$ 13,430	\$ 14,380	\$ 14,606
471	MISC SERVICE REVENUE	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
472	RENTS FROM WATER PROPERTY	\$ 229,980	\$ 239,601	\$ 242,866	237,482	\$ 350,053	\$ 281,577	\$ 201,065	\$ 214,346
473	INTERDEPARTMENTAL RENTS	\$ 9,000	\$ 9,000	\$ 9,000	9,000	\$ 5,250	\$ 9,000	\$ 9,000	\$ -
474	OTHER WATER REVENUES	\$ 21,947	\$ 22,899	\$ 26,929	23,925	\$ 1,640	\$ 24,250	\$ 29,300	\$ 25,400
	TOTAL OPERATING REVENUE	\$ 3,158,038	\$ 3,083,889	\$ 3,135,457	3,125,795	\$ 2,047,237	\$ 3,254,646	\$ 3,413,629	\$ 3,484,373
	CHANGE FROM PREV YEAR	105.96%	97.65%	101.67%			103.80%		107.06%
623	POWER FOR PUMPING	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
	LABOR								
	OTHER	\$ 147,065	\$ 156,551	\$ 147,161	150,259	\$ 94,377	\$ 159,045	\$ 151,640	\$ 158,500
624	PUMPING LABOR & EXPENSES	\$ 39,828	\$ 42,961	\$ 44,171	42,320	\$ 27,832	\$ 44,731	\$ 45,140	\$ 46,516
	LABOR								
	OTHER	\$ 9,290	\$ 15,294	\$ 27,180	17,255	\$ 6,196	\$ 10,622	\$ 14,900	\$ 17,260
626	MISC EXPENSES	\$ 7,524	\$ 7,684	\$ 4,698	6,635	\$ 2,911	\$ 4,990	\$ 7,700	\$ 4,840
	LABOR								
	OTHER	\$ 7,524	\$ 7,684	\$ 4,698	6,635	\$ 2,911	\$ 4,990	\$ 7,700	\$ 4,840
631	MAINT OF STRUCT & IMPROV	\$ 3,890	\$ 5,829	\$ 4,329	4,683	\$ 3,196	\$ 4,950	\$ 5,940	\$ 5,337
	LABOR								
	OTHER	\$ 1,160	\$ 3,445	\$ 3,072	2,559	\$ 2,140	\$ 3,669	\$ 2,320	\$ 3,395
633	MAINT OF PUMP EQUIP	\$ 10,673	\$ 4,746	\$ 4,378	6,599	\$ 5,395	\$ 7,011	\$ 5,340	\$ 5,667
	LABOR								
	OTHER	\$ 28,515	\$ 21,872	\$ 2,201	17,529	\$ 940	\$ 11,207	\$ 2,870	\$ 18,050

2016 WATER OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3 YEAR	ACTUAL	PROJECTED	BUDGET	BUDGET	
		2012	2013	2014	AVERAGE	7/31/2015	12/31/2015	2015	2016	
	TOTAL PUMPING EXPENSES	LABOR	\$ 54,391	\$ 53,536	\$ 52,878	53,602	\$ 36,423	\$ 56,692	\$ 56,420	\$ 57,520
		OTHER	\$ 193,554	\$ 204,846	\$ 184,312	194,237	\$ 106,564	\$ 189,533	\$ 179,430	\$ 202,045
	TOTAL PUMPING EXPENSES		\$ 247,944	\$ 258,382	\$ 237,190	\$ 247,839	\$ 142,987	\$ 246,225	\$ 235,850	\$ 259,565
	CHANGE FROM PREV YEAR		106.31%	104.21%	91.80%			103.81%		105.42%
641	CHEMICALS	LABOR	\$ -	\$ -	\$ -	-	\$ -	\$ -		\$ -
		OTHER	\$ 20,307	\$ 21,023	\$ 17,484	19,605	\$ 14,657	\$ 20,170	\$ 20,170	\$ 20,190
642	OPERATIONS	LABOR	\$ 13,242	\$ 14,010	\$ 14,636	13,963	\$ 9,431	\$ 14,758	\$ 14,370	\$ 15,310
		OTHER	\$ 3,511	\$ 5,382	\$ 4,606	4,500	\$ 2,028	\$ 3,477	\$ 4,360	\$ 4,500
660	OPERATIONS SUPERVISION	LABOR	\$ 53,708	\$ 64,953	\$ 67,512	62,058	\$ 43,127	\$ 43,790	\$ 65,530	\$ 34,940
		OTHER	\$ -	\$ 5	\$ 5,226	1,744	\$ -	\$ 1,745	\$ 50	\$ 1,797
661	STORAGE FACILITY	LABOR								
		OTHER								
662	TRANS & DIST. EXPENSES	LABOR	\$ 41,489	\$ 32,606	\$ 36,776	36,957	\$ 22,207	\$ 39,106	\$ 37,300	\$ 38,223
		OTHER	\$ 5,024	\$ 5,031	\$ 6,414	5,490	\$ 1,834	\$ 4,137	\$ 4,180	\$ 5,650
663	METER EXPENSES	LABOR	\$ 36,752	\$ 46,628	\$ 34,542	39,307	\$ 13,217	\$ 41,579	\$ 45,100	\$ 43,340
		OTHER	\$ 10,567	\$ 16,316	\$ 18,851	15,245	\$ 3,171	\$ 15,239	\$ 14,300	\$ 15,700
		CREDIT	\$ (23,659)	\$ (31,472)	\$ (25,288)	(26,806)	\$ -	\$ (28,409)	\$ (29,700)	\$ (29,520)
665	MISC. EXPENSES	LABOR	\$ 5,501	\$ 4,661	\$ 1,336	3,833	\$ 2,035	\$ 4,075	\$ 5,620	\$ 3,551
		OTHER	\$ 3,352	\$ 2,465	\$ 741	2,186	\$ 710	\$ 2,190	\$ 2,630	\$ 2,255
671	MAINT OF STRUCT & IMPROV	LABOR								
		OTHER								
672	MAINT. RESERVOIRS & PIPES	LABOR	\$ 764	\$ 1,393	\$ 1,134	1,097	\$ 608	\$ 1,158	\$ 1,440	\$ 1,302
		OTHER	\$ 2,887	\$ 5,908	\$ 5,875	4,890	\$ 617	\$ 907	\$ 420	\$ 394,890
673	MAINT OF TRAN & DIST MAINS	LABOR	\$ 37,981	\$ 43,220	\$ 56,129	45,777	\$ 45,778	\$ 69,700	\$ 42,610	\$ 59,394
		OTHER	\$ 26,145	\$ 51,813	\$ 75,941	51,300	\$ 47,067	\$ 73,740	\$ 73,740	\$ 74,840

2016 WATER OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3 YEAR	ACTUAL	PROJECTED	BUDGET	BUDGET
		2012	2013	2014	AVERAGE	7/31/2015	12/31/2015	2015	2016
675	MAINT OF SERVICES								
	LABOR	\$ 36,164	\$ 35,613	\$ 47,542	39,773	\$ 27,148	\$ 42,001	\$ 36,610	\$ 44,128
	OTHER	\$ 35,778	\$ 7,366	\$ 35,517	26,220	\$ 6,324	\$ 20,750	\$ 20,750	\$ 26,220
676	MAINT OF METERS								
	LABOR								
	OTHER								
	CREDIT								
677	MAINT OF HYDRANTS								
	LABOR	\$ 14,899	\$ 16,352	\$ 14,134	15,128	\$ 2,731	\$ 16,002	\$ 15,580	\$ 16,403
	OTHER	\$ 9,873	\$ 6,810	\$ 11,499	9,394	\$ 805	\$ 9,730	\$ 9,730	\$ 9,394
678	MAINT OF MISC PLANT								
	LABOR								
	OTHER								
	CREDIT								
	TOTAL TRANS & DIST EXP								
	LABOR	\$ 240,500	\$ 259,436	\$ 273,741	257,892	\$ 166,282	\$ 272,169	\$ 264,160	\$ 256,591
	OTHER	\$ 117,444	\$ 122,119	\$ 182,154	140,572	\$ 77,213	\$ 152,085	\$ 150,330	\$ 555,436
	CREDIT	\$ (23,659)	\$ (31,472)	\$ (25,288)	(26,806)	\$ -	\$ (28,409)	\$ (29,700)	\$ (29,520)
	TOTAL TRANS & DIST EXP	\$ 334,285	\$ 350,083	\$ 430,607	371,658	\$ 243,495	\$ 395,845	\$ 384,790	\$ 782,507
	CHANGE FROM PREV YEAR	90.57%	104.73%	123.00%			91.93%		197.68%
902	METER READING EXPENSE								
	LABOR	\$ 25,351	\$ 32,438	\$ 33,995	30,595	\$ 19,976	\$ 34,863	\$ 36,700	\$ 35,723
	OTHER	\$ 4,351	\$ 5,550	\$ 8,626	6,176	\$ 4,678	\$ 10,868	\$ 4,650	\$ 11,260
	CREDIT	\$ (14,851)	\$ (18,994)	\$ (20,008)	(17,951)	\$ -	\$ (22,865)	\$ (20,675)	\$ (23,491)
903	CUSTOMER RECORD & COLL								
	LABOR	\$ 121,447	\$ 120,663	\$ 125,434	122,515	\$ 79,895	\$ 129,152	\$ 123,470	\$ 132,339
	OTHER	\$ 84,435	\$ 99,215	\$ 118,882	100,844	\$ 62,527	\$ 121,414	\$ 112,000	\$ 126,287
	CREDIT	\$ (102,941)	\$ (109,939)	\$ (117,246)	(110,042)	\$ -	\$ (125,283)	\$ (117,735)	\$ (129,313)
904	UNCOLLECTIBLE ACCOUNTS								
	LABOR						\$ -		\$ -
	OTHER	\$ 764	\$ -	\$ 383	382	\$ (73)	\$ 425	\$ 500	\$ 500
906	CUST. SERV. & INFO. EXP.								
	OTHER	\$ 20,000	\$ 20,000	\$ 20,000	20,000	\$ 11,665	\$ 20,000	\$ 20,000	\$ -
	TOTAL ACCT & COLL EXP								
	LABOR	\$ 146,798	\$ 153,101	\$ 159,429	153,109	\$ 99,871	\$ 164,015	\$ 160,170	\$ 168,062
	OTHER	\$ 109,550	\$ 124,765	\$ 147,891	127,402	\$ 78,797	\$ 152,707	\$ 137,150	\$ 138,047

2016 WATER OPERATING BUDGET - DETAIL

		ACTUAL	ACTUAL	ACTUAL	3 YEAR	ACTUAL	PROJECTED	BUDGET	BUDGET
		2012	2013	2014	AVERAGE	7/31/2015	12/31/2015	2015	2016
	CREDIT	\$ (117,792)	\$ (128,933)	\$ (137,254)	(127,993)	\$ -	\$ (148,148)	\$ (138,410)	\$ (152,804)
	TOTAL ACCT & COLL EXP	\$ 138,556	\$ 148,933	\$ 170,066	152,518	\$ 178,668	\$ 168,574	\$ 158,910	\$ 153,305
	CHANGE FROM PREV YEAR	102.70%	107.49%	114.19%			99.12%		90.94%
920	ADM & GEN SALARIES								
	LABOR	\$ 116,660	\$ 117,298	\$ 114,836	116,265	\$ 73,991	\$ 128,798	\$ 119,530	\$ 132,218
	OTHER	\$ 2,685	\$ 2,902	\$ 12,090	5,892	\$ 1,917	\$ 5,892	\$ 2,770	\$ 6,069
921	OFFICE EXPENSES								
	LABOR								
	OTHER	\$ 14,168	\$ 16,106	\$ 15,081	15,118	\$ 8,684	\$ 14,887	\$ 15,830	\$ 15,120
923	OUTSIDE SERVICES	\$ 20,210	\$ 19,278	\$ 25,033	21,507	\$ 15,899	\$ 22,183	\$ 19,590	\$ 35,813
924	PROPERTY INSURANCE	\$ 3,149	\$ 3,903	\$ 4,544	3,865	\$ 2,623	\$ 3,688	\$ 5,350	\$ 8,637
925	INJURY & DAMAGES	\$ 11,619	\$ 12,635	\$ 17,529	13,928	\$ 5,745	\$ 10,455	\$ 15,390	\$ 18,815
926	EMPLOYEE BENEFITS	\$ 189,466	\$ 200,317	\$ 199,867	196,550	\$ 133,738	\$ 212,761	\$ 216,820	\$ 199,666
928	REGULATORY COMM. EXP	\$ -	\$ -	\$ 104	35	\$ 201	\$ 3,000	\$ 3,000	\$ -
930	MISC GENERAL EXP								
	LABOR	\$ -	\$ -	\$ -	-	\$ -	\$ -		\$ -
	OTHER	\$ 13,640	\$ 14,352	\$ 10,809	12,934	\$ 8,360	\$ 14,120	\$ 14,280	\$ 14,200
931	RENTS	\$ 181,690	\$ 178,614	\$ 168,018	176,107	\$ 85,367	\$ 133,325	\$ 156,950	\$ 129,583
932	MAINT OF GEN PLANT								
	LABOR	\$ 6,069	\$ 6,822	\$ 5,319	6,070	\$ 3,135	\$ 6,423	\$ 6,560	\$ 6,551
	OTHER	\$ 8,303	\$ 18,144	\$ 3,518	9,988	\$ 6,251	\$ 14,686	\$ 15,210	\$ 8,107
	TOTAL OF ADMIN & GEN EXP								
	LABOR	\$ 122,729	\$ 124,120	\$ 120,155	122,335	\$ 77,126	\$ 135,221	\$ 126,090	\$ 138,769
	OTHER	\$ 444,929	\$ 466,251	\$ 456,593	455,924	\$ 268,785	\$ 434,997	\$ 465,190	\$ 436,010
	TOTAL OF ADMIN & GEN EXP	\$ 567,657	\$ 590,371	\$ 576,748	578,259	\$ 345,911	\$ 570,218	\$ 591,280	\$ 574,779
	CHANGE FROM PREV YEAR	96.84%	104.00%	97.69%			98.87%		100.80%
403	DEPRECIATION	457,969	470,959	492,821	473,916	\$ 303,695	\$ 520,620	\$ 516,940	\$ 543,417
	CREDIT	(32,864)	(35,437)	(38,727)	(35,676)	\$ -	\$ (42,527)	\$ (40,890)	\$ (45,227)
408	TAXES	810,453	854,065	831,724	832,081	\$ 526,698	\$ 906,038	\$ 955,478	\$ 943,458

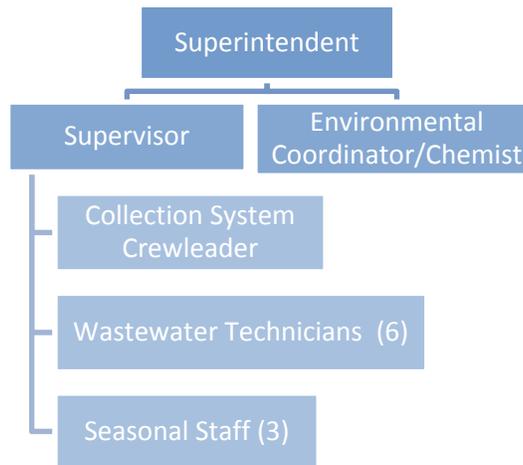
2016 WATER OPERATING BUDGET - DETAIL

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	3 YEAR AVERAGE	ACTUAL 7/31/2015	PROJECTED 12/31/2015	BUDGET 2015	BUDGET 2016
CREDIT	(10,603)	(11,788)	(12,024)	(11,472)	\$ -	\$ (14,053)	\$ (13,590)	\$ (14,326)
TOTAL TAXES & DEPRECIATION	\$ 1,224,956	\$ 1,277,799	\$ 1,273,794	1,258,850	\$ 830,393	\$ 1,370,078	\$ 1,417,938	\$ 1,427,322
TOTAL OPERATING EXPENSES LABOR	\$ 564,417	\$ 590,193	\$ 606,203	586,938	\$ 379,702	\$ 628,097	\$ 606,840	\$ 620,942
OTHER	\$ 2,133,898	\$ 2,243,005	\$ 2,295,495	2,224,133	\$ 1,361,752	\$ 2,355,979	\$ 2,404,518	\$ 2,818,413
CREDIT	\$ (184,917)	\$ (207,630)	\$ (213,293)	(201,947)	\$ -	\$ (233,137)	\$ (222,590)	\$ (241,877)
TOTAL OPERATING EXPENSES	\$ 2,513,398	\$ 2,625,568	\$ 2,688,405	2,609,124	\$ 1,741,454	\$ 2,750,939	\$ 2,788,768	\$ 3,197,478
CHANGE FROM PREV YEAR	101.06%	104.46%	102.39%			102.33%		116.23%
NET OPERATING INCOME (LOSS)	\$ 644,640	\$ 458,321	\$ 447,052	516,671	\$ 305,783	\$ 503,707	\$ 624,861	\$ 286,895
419 INTEREST INCOME	\$ 8,620	\$ 4,186	\$ 4,840	5,882	\$ 1,625	\$ 3,691	\$ 4,500	\$ 3,605
421 MISC NON-OPERATING REVENUE--CIAC	\$ 251,018	\$ (157,074)	\$ 804,974	299,639	\$ -	\$ 597,200	\$ (310,586)	\$ 660,467
NON-OPERATING REVENUE	\$ 259,637	\$ (152,888)	\$ 809,814	305,521	\$ 1,625	\$ 600,891	\$ (306,086)	\$ 664,072
427 INTEREST EXP (REVENUE BONDS)	\$ 154,943	\$ 136,417	\$ 136,852	142,737	\$ 79,632	\$ 133,569	\$ 133,569	\$ 119,575
428 AMORTIZATION OF BOND EXPENSE	\$ 7,677	\$ 71,558	\$ 20,952	33,396	\$ 2,504	\$ 4,294	\$ 4,048	\$ 3,416
429 AMORTIZATION OF PREMIUM ON DEBT	\$ (5,988)	\$ (6,446)	\$ (6,677)	(6,370)	\$ (4,366)	\$ (7,481)	\$ (7,481)	\$ (6,864)
432 INTEREST CHARGED TO CONSTRUCTION	\$ -	\$ (11,426)	\$ (29,070)	(13,499)	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ 156,632	\$ 190,103	\$ 122,057	156,264	\$ 77,770	\$ 130,382	\$ 130,136	\$ 116,127
NET INCOME (LOSS)	\$ 747,646	\$ 115,330	\$ 1,134,809	665,928	\$ 229,638	\$ 974,216	\$ 188,639	\$ 834,840

2016 TELECOM OPERATING BUDGET

	ACTUAL	ACTUAL	ACTUAL	3 YEAR	ACTUAL	PROJECTED	BUDGET	BUDGET
	2012	2013	2014	AVERAGE	7/31/2015	12/31/2015	2015	2016
OPERATING REVENUE								
Internet Access	\$ 163,806	\$ 187,205	\$ 207,001	\$ 186,004	\$ 141,192	\$ 257,694	\$ 244,253	\$ 371,566
Internet Installation	\$ 31,702	\$ 8,426	\$ 28,531	\$ 22,886	\$ 2,304	\$ 17,082	\$ 13,500	\$ 13,500
Network Services	\$ -	\$ 644	\$ -	\$ 215	\$ -	\$ -	\$ -	\$ -
Wireless Internet Access	\$ 70,754	\$ 59,682	\$ 35,455	\$ 55,297	\$ 15,795	\$ 20,851	\$ 24,800	\$ -
Wireless Internet Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wireless Internet E-Mails	\$ 1,040	\$ 1,083	\$ 872	\$ 998	\$ 554	\$ 950	\$ 430	\$ 950
WAN Installation Fees	\$ -	\$ 4,500	\$ 10,570	\$ 5,023	\$ -	\$ 7,266	\$ 11,070	\$ -
WAN revenue	\$ 176,289	\$ 182,252	\$ 183,577	\$ 180,706	\$ 111,240	\$ 196,067	\$ 199,725	\$ 206,525
Colocation, Routers & Equipment	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 4,200	\$ 7,200	\$ 7,200	\$ 7,200
Web Hosting Setup/Domain Fees	\$ 30	\$ 31	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30
Web hosting	\$ 807	\$ 731	\$ 451	\$ 663	\$ 258	\$ 442	\$ 456	\$ 432
Customer Late Penalties	\$ 508	\$ 795	\$ 615	\$ 639	\$ 501	\$ 706	\$ 640	\$ 835
Other Internet Revenue	\$ 55	\$ 62	\$ 61	\$ 59	\$ 41	\$ 65	\$ 65	\$ 77
Interdepartmental Rents	\$ 15,180	\$ 15,180	\$ 14,952	\$ 15,104	\$ 8,820	\$ 28,320	\$ 15,120	\$ 29,520
Misc. Service Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUES	\$ 467,372	\$ 467,791	\$ 489,315	\$ 474,826	\$ 284,935	\$ 536,673	\$ 517,289	\$ 630,635
OPERATING EXPENSES								
Internet Access Expense	\$ 103,456	\$ 95,720	\$ 100,246	\$ 99,807	\$ 66,022	\$ 113,013	\$ 112,716	\$ 112,779
Wireless Internet Access Exp.	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 4,200	\$ 7,200	\$ 7,200	\$ 7,200
Web Hosting/Domain Fee Expenses	\$ 30	\$ 31		\$ 20	\$ 30	\$ 30	\$ 30	\$ 30
Commissions Exp. - Network Services	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Operation Supervision & Eng.	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Station Expenses	\$ -	\$ 1,166	\$ 1,626	\$ 931	\$ 1,315	\$ 1,558	\$ 600	\$ 1,400
Overhead Line Expense	\$ 1,032	\$ 655	\$ 1,009	\$ 899	\$ 417	\$ 910	\$ 1,030	\$ 910
Underground Line Expense	\$ 4,735	\$ 5,404	\$ 4,413	\$ 4,851	\$ 2,608	\$ 4,870	\$ 4,990	\$ 4,950
Network Services Expense	\$ 16	\$ -	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -
Miscellaneous Distribution Expense	\$ 20	\$ -	\$ 84,710	\$ 28,243	\$ 1,839	\$ 3,880	\$ 2,000	\$ 2,000
Maint. of OH Lines Exp.	\$ 705	\$ 358	\$ 185	\$ 416	\$ -	\$ 435	\$ 670	\$ 450
Maint. of URD Lines Exp.	\$ 863	\$ 855	\$ 2,208	\$ 1,309	\$ 40	\$ 1,320	\$ 1,690	\$ 1,410
Maint. of Misc Distrib. Plant Exp.	\$ 907	\$ 756	\$ 970	\$ 878	\$ 584	\$ 880	\$ 920	\$ 870
Customer Records & Coll. Exp	\$ 12,639	\$ 16,071	\$ 18,450	\$ 15,720	\$ 11,620	\$ 20,360	\$ 17,280	\$ 21,610
Uncollectible Accounts	\$ -	\$ 290	\$ 148	\$ 146	\$ -	\$ 500	\$ 500	\$ 500
Advertising Expense	\$ 95	\$ 37	\$ 69	\$ 67	\$ 547	\$ 8,290	\$ 750	\$ 12,000
Admin. & General Salaries	\$ 58,704	\$ 60,534	\$ 45,544	\$ 54,927	\$ 23,088	\$ 39,579	\$ 59,080	\$ 40,370
Office Supplies & Expenses	\$ 2,258	\$ 2,375	\$ 2,680	\$ 2,438	\$ 1,624	\$ 2,530	\$ 2,530	\$ 2,605
Outside Services Employed	\$ 4,461	\$ 23,766	\$ 32,487	\$ 20,238	\$ 899	\$ 1,230	\$ 21,990	\$ 8,560

2016 TELECOM OPERATING BUDGET								
	ACTUAL	ACTUAL	ACTUAL	3 YEAR	ACTUAL	PROJECTED	BUDGET	BUDGET
	2012	2013	2014	AVERAGE	7/31/2015	12/31/2015	2015	2016
Property Insurance	\$ 197	\$ 239	\$ 278	\$ 238	\$ 167	\$ 351	\$ 327	\$ 823
Injuries & Damages	\$ 726	\$ 774	\$ 1,073	\$ 858	\$ 374	\$ 995	\$ 943	\$ 1,792
Employee Pensions & Benefits	\$ 15,344	\$ 15,482	\$ 10,984	\$ 13,937	\$ 6,486	\$ 10,567	\$ 23,970	\$ 10,510
Misc General Expense	\$ 9,016	\$ 5,816	\$ 2,270	\$ 5,701	\$ 1,139	\$ 4,800	\$ 5,780	\$ 4,670
Rents	\$ 24,883	\$ 24,760	\$ 24,254	\$ 24,632	\$ 13,515	\$ 24,625	\$ 23,429	\$ 15,332
Maintenance of General Plant	\$ 915	\$ 1,536	\$ 707	\$ 1,053	\$ 765	\$ 1,555	\$ 690	\$ 1,034
Depreciation Expense	\$ 84,329	\$ 81,480	\$ 94,751	\$ 86,853	\$ 63,623	\$ 122,850	\$ 108,690	\$ 155,407
Taxes	\$ 53,518	\$ 56,493	\$ 54,634	\$ 54,882	\$ 33,851	\$ 58,060	\$ 65,880	\$ 62,722
TOTAL OPERATING EXPENSES	\$ 386,048	\$ 401,798	\$ 490,896	\$ 426,247	\$ 234,753	\$ 430,388	\$ 463,685	\$ 469,934
Interest on Long-Term Debt	\$ 2,445	\$ 466	\$ 51	\$ 987	\$ -	\$ 1,173	\$ -	\$ 16,335
Amort. Of Debt Discount & Exp.	\$ 216	\$ 850	\$ 328	\$ 465	\$ -	\$ 6,500	\$ -	\$ -
Other Interest Expense	\$ 2,563	\$ 1,578	\$ 2,606	\$ 2,249	\$ -	\$ 2,490	\$ 2,490	\$ 2,250
Interest Charged to Construction - Credit						\$ (1,173)		\$ -
TOTAL OTHER EXPENSES	\$ 5,223	\$ 2,894	\$ 2,985	\$ 3,701	\$ -	\$ 8,990	\$ 2,490	\$ 18,585
TOTAL EXPENSES	\$ 391,271	\$ 404,692	\$ 493,881	\$ 429,948	\$ 234,753	\$ 439,378	\$ 466,175	\$ 488,519
Misc. Non-Operating Income (CIAC-Muni)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
NET INCOME (LOSS)	\$ 76,100	\$ 63,099	\$ (4,566)	\$ 44,878	\$ 50,182	\$ 97,295	\$ 51,114	\$ 142,116



Mission:

To cost-effectively operate, maintain and manage the wastewater treatment plant and collection system to protect public health and safety, and enhance the quality of area waterways.

Department Description:

The wastewater department has two divisions, the sanitary sewer collection system and the wastewater treatment plant. The collection division is responsible for maintaining/operating over 130 miles of sewer mains ranging in size from 8-42 inches and 11 lift stations. Maintenance includes scheduled cleaning, repairs and flow monitoring. The goal is to increase service life of mains and lift stations, and eliminate/reduce sewer backups.

The treatment plant division is responsible for operating/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 requirements of our Wisconsin Pollutant Discharge Elimination System (WPDES) Permit, and increase service life of treatment plant through proper operation of plant and following schedule plant maintenance tasks.

2016 Budget Highlights:

- We are continuing to work with MSA/Donohue on the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit Compliance Schedule related to new more stringent phosphorus treatment requirements. By October 30, 2016 the City must submit a Preliminary Compliance Alternatives Plan to the Department of Natural Resources (DNR). The Plan will include preliminary costs for plant upgrades to meet new phosphorus treatment requirements, and may also include trading options that the City is considering.
- Major upgrades to the current treatment plant were completed in 2005 with a projected design life of ten (10) years. In 2009 MSA re-rated the plant capacity that increased plant capacity from 3.4 to 4.4 million gallons per day (mgd). We know that the plant has sufficient capacity to go beyond 2015, but



with new phosphorus regulations, we need to know if we can coordinate phosphorus upgrades with plant upgrades. There could be some cost savings if we could do phosphorus and plant upgrades at the same time. A plant capacity study was approved as part of the 2015 Budget but as of August 3, 2015, we have not started the study. Study should be completed by end of December, 2015.

- Clearwater entering the sewer system continues to be a problem. In 2015, \$55,000 was budgeted to conducting flow monitoring in the seven major sewer basins. We are currently doing additional flow monitoring in the area serviced by the Bird Street Sewer Interceptor as we recorded increases in flow after significant rain events. Based on data collected, in 2016 additional monitoring will be done in smaller basins exhibiting the most significant increases in flow. Additional tools that could be used to assist in locating sources of clearwater are dye testing of the sanitary and storm sewers, smoke testing, television inspection of sewer mains and sump pump inspections. The goal is to develop cost effective measures to reduce amount of clearwater entering sewer system and to extend useful life of treatment plant and collection system.
- The plant generates around 2,200 cubic yards of biosolids annually that is stored in a building until land is available for land application. Finding enough agricultural land within a five mile round trip from the plant and the short window that we have to land apply is making it difficult to empty our storage building. The further away the land is from the plant, the longer it takes to empty the storage building. We generally can start land applying in early to mid-October with a goal to complete the work by the end of November. Rain, snow and sometimes an early freeze, are always a challenge. Within this same window, we need to complete the scheduled cleaning of the sewer system. If we get behind with sewer cleaning, we lose two staff that cannot assist with the land application. In order to annually empty storage building and ensure sufficient storage for the following year, we need to enter into an agreement with a DNR licensed contractor for land applying biosolids.
- In conjunction with street reconstruction projects, letters are sent to homeowners requesting that they contact the plant to schedule a television inspection of their sewer lateral. Plant staff must have access to their basement in order to perform the inspection. The inspections are done to provide engineering with lateral locations and to avoid conflicts with other utilities that may be replaced when the street is reconstructed. The inspection is also done to determine if the homeowner's private lateral needs to be replaced from the center of the street to the City's right-of-way. The cost is much less to repair/replace if done when the street is being reconstructed. In 2015, we had 110 laterals to inspection but only 35 inspections were scheduled. In 2016, I am recommending that we contract lateral inspections. Vendors now have equipment for televising laterals from the sewer main. With costs ranging from \$250 to \$600 per lateral, the \$25,000 budgeted will not cover the cost to televise all of the laterals. Staff will still have to access basements to televise some of the laterals.



Financial Summary:

	2013 ACTUAL	2014 ACTUAL	2015 PROJECTED	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
WPCF Operating Revenues	\$ 3,594,350	\$ 3,762,048	\$ 3,759,336	\$ 3,794,870	\$ 3,859,000	\$ 3,859,000	\$ 64,130
WPCF Expenditures							
Administration Expense	503,915	521,311	541,980	531,768	564,839	562,056	30,288
Plant Operations Expense	1,921,969	1,943,146	1,937,149	1,949,994	2,207,269	2,207,269	257,275
Collection System Expense	442,380	457,648	203,985	460,365	502,876	502,876	42,511
Replacement Account	83,750	63,729	32,962	394,106	378,980	422,280	28,174
Capital Expense	34,670	24,655	-	-	-	-	-
Total Operating Expense	<u>2,986,684</u>	<u>3,010,489</u>	<u>2,716,076</u>	<u>3,336,233</u>	<u>3,653,964</u>	<u>3,694,481</u>	<u>358,248</u>
Operating Income (Loss)	607,666	751,559	1,043,260	458,637	205,036	164,519	(294,118)
WPCF Non-operating Income	683,423	1,216,724	17,000	175,500	315,500	315,500	140,000
WPCF Debt Service Expense	300,195	272,743	252,980	252,980	1,223,388	1,223,388	970,408
WPCF Plant Expansion	-	33,970	178,990	213,871	114,840	114,840	(99,031)
WPCF Capital Projects	-	-	437,192	810,159	889,200	889,200	79,041
	300,195	306,713	869,162	1,277,010	2,227,428	2,227,428	950,418
Total Non-operating Revenues/Other Financing Uses	<u>383,228</u>	<u>910,011</u>	<u>(852,162)</u>	<u>(1,101,510)</u>	<u>(1,911,928)</u>	<u>(1,911,928)</u>	<u>(810,418)</u>
Total Sources and Uses of Funds	<u>990,894</u>	<u>1,661,570</u>	<u>191,098</u>	<u>(642,873)</u>	<u>(1,706,892)</u>	<u>(1,747,409)</u>	<u>(1,104,536)</u>

Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
WWTP Superintendent	1.00	1.00	-	110,383	125,026	14,643
WWTP Supervisor	1.00	1.00	-	97,437	102,063	4,626
Chemist	1.00	1.00	-	74,594	78,501	3,907
Maintenance Crewleader	1.00	1.00	-	74,233	77,602	3,369
Maintenance Worker	6.00	5.00	(1.00)	391,619	347,674	(43,945)
Wastewater Tech II	-	1.00	1.00	-	78,075	78,075
Seasonal Wages	-	-	-	18,688	17,360	(1,328)
Overtime/Miscellaneous	-	-	-	14,522	13,490	(1,032)
Total	<u>10.00</u>	<u>10.00</u>	<u>-</u>	<u>781,476</u>	<u>839,791</u>	<u>58,315</u>



Priority: WPDES Permit Compliance

Goal: Meet requirements of WPDES Permit compliance schedule for phosphorus treatment.

Strategies:

- City will continue working with MSA/Donohue in meeting WPDES compliance schedule for phosphorus. By October 30, 2016 the City must submit a Preliminary Compliance Alternatives Plan to the Department of Natural Resources (DNR). The Plan will include preliminary costs for plant upgrades to meet new phosphorus treatment requirements, and may also include trading options that the City is considering.
-

Priority: Plant Capacity

Goal: Coordinate phosphorus upgrades with plant capacity upgrades.

Strategies:

- Review 2015 plant capacity study and population projections to determine remaining organic (loading) and hydraulic (flow) capacity of the treatment plant. Need to determine if required phosphorus upgrades can be coordinated with plant upgrades. Per the City's WPDES Permit, phosphorus treatment requirement must be met by October 1, 2022.
-

Priority: Identify clearwater sources.

Goal: Remove up to 25% of identified inflow sources of clearwater entering the sewer system over the next 5 years.

Strategies:

- Install flow loggers to monitor flow in major sewer basins. Install additional loggers in basins that exhibited significant increases in flow during a major rain event in order to pinpoint area(s) that require further investigation. Staff will then focus on manhole inspections, looking for storm sewers leaking into sanitary sewers, and roof drains and sump pumps discharging to sewer. Next step would be to develop a cost for removing clearwater and identify a funding source for the repairs.

SUN PRAIRIE

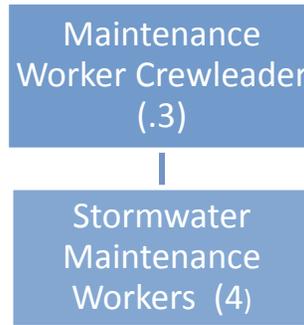
Capital Improvement Plan Water Pollution Control Facility



Capital Item~	Included in Repl Fund?	2016 Approved (\$)	2017 Projected (\$)	2018 Projected (\$)	2019 Projected (\$)	2020 Projected (\$)
Sewer Capital Projects/Flow/I&I	No	\$ 389,200	\$ 455,000	\$ 455,000	\$ 455,000	\$ 455,000
Remove Clearwater from Sanitary Sewer System	No	100,000	300,000	300,000	300,000	300,000
Phosphorus Treatment WPDES - Plant Upgrade	No	4,840	107,700	180,000	504,000	36,000
Abandon Sludge Storage Lagoons	No	110,000				
Replace Village Lift Station	Yes/No	400,000				
Replace Primary Sludge Pumps	Yes		50,000			
Waukesha Generator	Yes		350,000			
Replace Piston Pumps	Yes		50,000			
Replace Columbus Lift Station	Yes			200,000		
TOTAL COST		\$1,004,040	\$1,312,700	\$1,135,000	\$1,259,000	\$791,000

~ Please see the Equipment Replacement Plan in the WPCF Budget for a full detail listing of the plan.

THIS PAGE LEFT BLANK INTENTIONALLY



Executive Summary:

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 \$8.00 per month, which is paid on the Water and Light bill. This fee is proposed to be increased to \$8.50 per month beginning July 1, 2016.

The intent of the Stormwater Utility is to improve and maintain the City’s stormwater management and conveyance systems. The Stormwater Utility is jointly administered by Administration, Finance, Engineering and Public Works. Over the long term, approximately 50% of the utility’s annual budget is used to finance capital projects such as storm sewer extensions and detention ponds. The other 50% of the budget is used to fund ongoing maintenance, education and administrative duties.

Financial Summary:

	2013 YTD ACTUAL	2014 YTD ACTUAL	2015 PROJ	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
Stormwater Operating Revenues	1,460,705	1,616,387	1,629,129	1,599,920	1,798,070	1,798,070	198,150
Stormwater Expenditures							
Administration Expense	168,247	180,173	201,404	212,639	220,925	223,908	8,286
Maintenance Expense	1,259,973	1,243,339	1,351,701	1,316,976	1,423,987	1,424,987	107,011
Street Cleaning Expense	29,361	34,818	57,852	66,200	66,200	66,200	-
Erosion Control Expense	-	-	-	2,500	-	-	(2,500)
Total Operating Expense	1,457,581	1,458,330	1,610,957	1,598,315	1,711,112	1,715,095	112,797
Operating Income (Loss)	3,124	158,057	18,172	1,605	86,958	82,975	85,353
Stormwater Non-Operating Revenues	174,832	578,975	16,462	-	3,848,550	3,848,550	3,848,550
Stormwater Debt Service	38,708	67,679	73,293	64,474	449,741	449,741	385,267
Stormwater Capital Projects	55,233	95,412	47,900	822,604	3,851,250	3,851,250	3,028,646
Total Non-Operating Revenues/Other Financing Sources	80,891	415,884	(104,731)	(887,078)	(452,441)	(452,441)	434,637
Total Sources and Uses of Funds	84,015	573,941	(86,559)	(885,473)	(365,483)	(369,466)	519,990



Staffing Analysis and Expenses:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Maintenance Worker Crewle:	1.00	0.30	(0.70)	78,975	22,901	(56,074)
Maintenance Worker	2.00	4.00	2.00	114,748	243,686	128,938
Fleet/Contracts Supervisor	1.00	-	(1.00)	100,705	-	(100,705)
Overtime	-	-	-	1,303	3,800	2,497
Seasonal Wages	-	-	-	-	10,600	10,600
Total	4.00	4.30	0.30	295,731	280,987	(14,744)

The following projects are included in the 2016 recommended budget to be completed in 2016 as design, permitting, and contracting allow.

TMDL – Adaptive Management:

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 (TSS) which includes the Yahara Watershed. Municipal Separate Storm Sewer Systems (MS4s), which Sun Prairie is, are required to meet surface water quality standards in the Yahara Watershed.

Madison Metropolitan Sewerage District (MMSD) has created a watershed adaptive management program that is 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. Currently, the pilot is in its fourth and final year. City cost is \$5,300/year for the past four years of the pilot project.

TMDL – Modeling for TSS/Total P:

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 (TSS) which includes the Yahara Watershed. Municipal Separate Storm Sewer Systems (MS4s), which Sun Prairie is, in the Yahara Watershed are required to meet surface water quality standards.

MS4s are required to perform city-wide modeling to determine how much phosphorus (Total P) and sediment (TSS – total suspended solids) is needed to be removed to meet the requirements under the TMDL. MSA has performed modeling for the City’s 2009 report and this proposal will build on some of that data but will need additional modeling to account for new standards set by the EPA. MSA has proposed a contract for \$60,000 for this modeling.

Storm Sewer Extensions:

The Stormwater Utility sponsors an annual extension of the storm sewer into areas without an adequate collection system. The 2016 Storm Sewer Extension project is proposed for Steven Street between Lori Street and Daniel Street. This project has an estimated cost of \$220,000.



Ditch Restoration:

The Stormwater Utility annually contributes \$50,000 to a fund that's earmarked for improving drainage ditches. Past projects that benefited from this program are the Wetmore Park ditch restoration and the Koshkonong Creek dredging project. Work along the Sheehan Park drainage way has been identified as an area needing ditch stabilization and upgrading.

Liberty Square Detention Basin:

A storm sewer extension project was completed in 2015 on Homestead Drive. In addition, the 2015 Utility budget included the cost for the design of the expansion of the Liberty Square detention facility located in the southwest corner of N. Bird Street and Stonehaven Drive. The 2016 budget allocates \$350,000 for the reconstruction of the detention facility and Stonehaven Drive.

Northwest Koshkonong Creek Stormwater Management Facility:

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 2016 Utility budget includes another significant improvement identified in the 2009 study. The 2016 Utility budget includes \$1,000,000 intended for use in the eventual acquisition of property for the construction of a regional stormwater basin. The fund will be used for the analysis of the proposed property; design services; and for securing rights to the property through acquisition or a purchase agreement. The benefits associated with this project are improved stormwater conveyance and treatment, which helps address flooding problems both upstream and downstream from the proposed basin, as well as to help the City meet requirements of the City's WDNR stormwater discharge permit.

Sunfield Street:

Sunfield Street is a Total Reconstruction project located between S. Walker Way and Major Way. The Utility budget for 2016 includes \$85,000 for stormwater improvements associated with this project.

South Bird Street:

This is a continuation of project that began in 2014. The 2016 Utility budget includes \$250,000 for stormwater improvements to the culvert located approximately at the low point between Bailey Road and the railroad tracks.

Clarmar Drive:

Clarmar Drive is a Pavement Rehabilitation project located between Sapphire Way and W. Main Street. The Utility budget for 2016 includes \$1,040,000 for stormwater related improvements associated with this project.

Laura Street:

Laura Street is a Total Reconstruction project located between Buena Vista Drive and Davison Drive. The Utility budget for 2016 includes \$90,000 for stormwater related improvements associated with this project.



Vernig Road:

Vernig Road is a Total Reconstruction project located between Grove Street(CTH N) and the end of Vernig. The Utility budget for 2016 includes \$110,000 for stormwater related improvements associated with this project.

Market Street:

Market Street is a Total Reconstruction project located between E. Main Street and Park Street. The Utility budget for 2016 includes \$200,000 for stormwater related improvements associated with this project.

Park Street:

Park Street is a Total Reconstruction project located between Market Street and Grove Street. The Utility budget for 2016 includes \$160,000 for stormwater related improvements associated with this project.

Harvest Lane:

Harvest Lane is a Total Reconstruction project located between Musket Ridge Drive and Pilgrim Trail. The Utility budget for 2016 includes \$50,000 for stormwater related improvements associated with this project.

E. Klubertanz Drive and Werner Court:

E. Klubertanz Drive is a Total Reconstruction project located between S. Bristol Street and Davis Street. Werner Court is a Pavement Rehabilitation project. The Utility budget for 2016 includes \$70,000 for stormwater related improvements associated with this project.

CTH C:

CTH C is a joint Reconstruction project located between STH 19 and St. Albert the Great Drive. The Utility budget for 2016 includes \$145,050 for stormwater related improvements associated with this project.

SUN PRAIRIE STORMWATER UTILITY
Forecast of Cash Flow



Sources of Funds	Actual	Actual	Projected	Forecast				
	2013	2014	2015	2016	2017	2018	2019	2020
Operating Income	\$ 7,577	\$ 143,808	\$ (53,044)	\$ 80,458	\$ 49,309	\$ 134,893	\$ 220,666	\$ 303,474
Timing Differences	116,775	(9,736)	-	-	-	-	-	-
Add: Depreciation	892,554	851,409	900,000	900,000	922,500	945,563	969,202	993,432
Total from Operations	1,016,906	985,481	846,956	980,458	971,809	1,080,455	1,189,867	1,296,906
Investment Income	(770)	2,010	2,429	3,100	3,131	3,162	3,194	3,226
Capital Contributions	2,077	(312,560)	-	-	-	-	-	-
Grant Revenue	100,000	-	-	-	-	-	-	-
Debt Proceeds	365,000	1,385,000	1,075,000	3,845,450	2,672,400	2,407,200	1,223,900	1,215,860
Due (from) to Other Funds	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Sources of Funds	1,483,213	2,059,931	1,924,385	4,829,008	3,647,340	3,490,818	2,416,961	2,515,992
Uses of Funds								
Capital Improvements	935,368	1,809,614	751,000	4,026,650	2,762,400	2,569,200	1,538,900	1,372,860
Debt Service:								
LT Debt - Principal	95,000	135,000	280,000	370,000	626,000	893,000	1,281,110	1,161,110
LT Debt - Interest	25,623	40,912	55,409	69,784	167,201	245,145	332,611	315,059
Total Debt Service	120,623	175,912	335,409	439,784	793,201	1,138,145	1,613,721	1,476,169
Debt Issuance Costs	432	26,767	9,065	75,400	52,400	43,200	18,900	10,860
Total Uses of Funds	1,056,423	2,012,293	1,095,474	4,541,834	3,608,001	3,750,545	3,171,521	2,859,889
Net Cash Flow	426,790	47,638	828,911	287,174	39,340	(259,727)	(754,560)	(343,897)
Beginning Cash	1,175,720	1,602,510	1,650,148	2,479,059	2,766,233	2,805,573	2,545,845	1,791,285
Ending Cash	\$ 1,602,510	\$ 1,650,148	\$ 2,479,059	\$ 2,766,233	\$ 2,805,573	\$ 2,545,845	\$ 1,791,285	\$ 1,447,388

SUN PRAIRIE STORMWATER UTILITY
2016-2020 Capital Improvement Plan



Capital Item	2016 Approved (\$)	2017 Projected (\$)	2018 Projected (\$)	2019 Projected (\$)	2020 Projected (\$)
Stormwater Extensions			\$ 205,000	\$ 205,000	\$ 205,000
Steven Street	220,000				
Bruce Street		80,000			
Lori Lane		95,000			
Woodsend Court		35,000			
Ditch Restoration	100,000	50,000	50,000	50,000	50,000
Street Reconstruction (Annual Stormwater Improvement)					
2016 Stormwater Improvements					
Sunfield Street, Joshua Circle, Shane Ct	85,000				
S. Bird Street (Culverts)	250,000				
Clarmar Drive	1,040,000				
Laura Street	90,000				
Vernig Road	110,000				
Market Street	200,000				
Park Street	160,000				
Harvest Lane	50,000				
E. Klubertanz & Werner Ct	70,000				
CTH C	145,050				
Total Annual Stormwater Improvements	-	910,000	1,000,000	1,000,000	1,000,000
Master Stormwater Plan Projects					
NW Koshkonong Land Acquisition	1,000,000				
NW Koshkonong Construction		1,000,000			
Liberty Square Det Basin	350,000				
S. Koshkonong St (Yelk Farm)		500,000			
S. Thompson Rd			651,000		
Hwy 151/19 Culvert Replacement			237,000		
Hwy 151/19 Ditch Improvements (Schaffer Property)			271,000		
TMDL - MMSD Adaptive Management	21,200	40,000	40,000	40,000	40,000
TMDL - Modeling for TSS/Total P	60,000				
Maintenance Equipment					
Three Wheeled Street Sweeper				225,000	
Skidsteer Loader					52,000
Tandem Axle Trailer					15,000
Utility Box Truck with Mounted Crane			57,000		
Ditch Mower			15,000		
Debt Issuance Costs	75,400	52,400	43,200	18,900	10,860
	-	-	-	-	-
Total	\$ 4,026,650	\$ 2,762,400	\$ 2,569,200	\$ 1,538,900	\$ 1,372,860

FINANCING SUMMARY:

Cash	\$ 181,200	\$ 90,000	\$ 162,000	\$ 315,000	\$ 157,000
Debt	3,845,450	2,672,400	2,407,200	1,223,900	1,215,860
Grant	-	-	-	-	-
Restricted Funds	-	-	-	-	-
TIF Funded	-	-	-	-	-
Contributed Capital	-	-	-	-	-
Prior Year Debt Available	-	-	-	-	-
Total	\$ 4,026,650	\$ 2,762,400	\$ 2,569,200	\$ 1,538,900	\$ 1,372,860



Mission:

To acquire, maintain, account for and dispose of all fleet assets in the most cost effective, safe, reliable, environmentally sound and efficient manner practicable and to provide related support services responsive to customer needs.

Department Description:

- Perform repair and maintenance vehicles and equipment.
 - Includes preventative maintenance, break down repairs, parts fabrication, rebuilding and testing of sub-assemblies on vehicles and equipment.
- Research vehicles and equipment to prepare budget.
 - Draft and award contracts to vendors for purchase
- Train personnel in proper vehicle and equipment operation
- Dispose of vehicles and equipment properly
 - Ensure maximum investment value.
- Oversee and handle maintenance contracts.
 - Write specification; distribute, open and award bid.
 - Oversee contractor work ensuring contract requirements met.
 - Processing services payments.
 - Contracts include annual slurry seal, chip seal, sidewalk and curb replacement.
 - Longer term contracts include snow removal, appliance collection, refuse and recycle.
 - Supervise and oversee Traffic Control division and its employees.



Financial Summary:

	2014 ACTUAL	2015 PROJECTION	2015 BUDGET	2016 REQUESTED	2016 APPROVED	INCREASE (DECREASE)
Fleet Operating Revenues	\$ -	\$ 1,004,224	\$ 1,004,224	\$ 767,810	\$ 767,810	\$ (236,414)
Fleet Administrative Expenses	-	-	-	23,626	22,118	22,118
Fleet Maintenance Expenses	-	-	782,894	1,983,474	193,474	(589,420)
Total Fleet Operating Expenses	-	-	782,894	2,007,100	215,592	(567,302)
Operating Income / (Loss)	\$ -	\$ 1,004,224	\$ 221,330	\$ (1,239,290)	\$ 552,218	\$ 330,888
Total Non-operating Revenues	-	-	126,600	1,251,832	1,251,832	1,125,232
Total Non-operating Expenses						
Debt Service Expenses	-	-	1,700	3,387	3,387	1,687
Total Sources (Uses) of Funds	\$ -	\$ 1,004,224	\$ 346,230	\$ 9,155	\$ 1,800,663	\$ 1,454,433

Staffing Analysis:

Position Title	Staffing			Personnel Costs		
	2015 FTE	2016 FTE	Change	2015	2016	Change
Fleet Maintenance Crewlead	1.00	1.00	-	78,975	81,960	2,985
Fleet/Contracts Sup	1.00	1.00	-	100,705	103,338	2,633
Fleet Maintenance Tech	2.00	2.00	-	114,748	119,732	4,984
Overtime/Misc				1,303	2,350	1,047
Total	4.00	4.00	-	295,731	307,380	11,649

Goals:

- Provide complete turnkey service for all vehicles and equipment.
 - Includes specifying, purchasing, maintaining, maintenance history, and disposal.
- Provide repair and maintenance to all vehicles and equipment.
 - Establish goal of 80-85% preventative maintenance workload. Will reduce breakdown repairs and overall operating expenses.
- Research and apply new technologies and practices
 - Training personnel to utilize technologies and practices to provide better end product to customers.
 - Manifests as reduced downtime and enhanced vehicle and equipment reliability.
- Streamline annual maintenance contracts process



Measurements:

Table below shows work orders completed, percent preventative maintenance (PM), outside repair cost and total cost by year. Variations in total cost column mainly due to damage repair. These run \$3,000-\$4,000 per incident and average 2-3 annually. Contributing factors include major outside repairs such as engines or transmissions.

Year	Work Orders	PM	Outside Repair Costs	Total Cost
2013	705	73%	\$6,579	\$242,669
2012	588	72%	\$21,714	\$314,593
2011	648	71%	\$8,462	\$216,311
2010	497	70%	\$3,470	\$163,295
2009	491	74%	\$16,316	\$143,353

Division strives to increase preventative maintenance (PM) percentage. Standard practice and theory states higher PM lowers corrective repair cost: catch and repair problems before a breakdown. Accomplishing this reduces downtime and unplanned repair scheduling of equipment. Without such repairs, operator can schedule repairs and increase fleet efficiency.

SUN PRAIRIE

Public Works

Fleet Replacement Plan



Unit	Year	Make/Model	Description	Life Cycle	Mileage	2016	2017	2018	2019	2020
Public Works										
1	119	2001 IH 4900	Patrol Truck Tandem	15 Years	79619	187,000				
	120	1995 FORD L9000	Patrol Truck	15 Years	76083					
7	121	2001 FREIGHTLINER FL80	Patrol Truck	15 Years	34243	170,000				
8	122	2000 FREIGHTLINER FL60	Chipper Truck	15 Years	37641	125,000				
	123	2004 IH 2400	Medium Duty Truck	15 Years	32396				130,000	
	139	2004 JD 410G	Backhoe	15 Years	2064 Hrs				125,000	
1	149	2002 JD 544H	Endloader	15 Years	4062 Hrs		200,000			
	174	2005 FORD	Ford Pickup	10 Years	76828					
5	176	2006 FORD E 350	Utility Body	10 Years	105135	60,000				
	177	2007 FORD RANGER	Pickup	10 Years	65111		26,000			
	178	2007 FORD	Flatbed Dump	10 Years	50411		45,000			
	179	2010 FORD	Pickup	10 Years	37874				42,000	
	180	2010 FORD	Flatbed Dump	10 Years	33833				50,000	
	181	2011 CHEVY	Flatbed Dump	10 Years	25530					
	200	2003 LOADMASTER	Trailer	15 Years	N/A			10,000		
	229	2005 STEPP SPH 2.5	Hot Box	15 Years	N/A					33,000
	255	2004 H&S	Spreader	15 Years	N/A					
	256	2003 FELLING	Trailer	15 Years	N/A			10,000		
	258	2004 BOMAG	Roller	15 Years	354 Hrs				35,000	
	268	2007 CRAFCO	Crack Router	8 Years	264 Hrs					
	269	2007 GRAFCO	Line Painter	8 Years	N/A					
	276	2009 BOBCAT	5600 ToolCat	8 Years	2279 Hrs		125,000			
	277	2010 MORBARK	Chipper	8 Years	616 Hrs			54,000		
Total Public Works						\$ 542,000	\$ 396,000	\$ 74,000	\$ 382,000	\$ 33,000

Building Inspection										
9	313	2006 FORD	F-150 Pickup	10 Years	40253		26,000			
	314	2007 FORD	Focus	10 Years	16452		20,000			
	316	2008 FORD	Ranger Pickup	10 Years	23116			26,000		
	317	2009 FORD	Focus	10 Years	14864				22,000	
	319	2009 CHEVY	Silverado	10 Years	26104				27,000	-
Total Building Inspection						\$ -	\$ 46,000	\$ 26,000	\$ 49,000	\$ -

Administration										
	315	2008 FORD	Focus	10 Years	35102			22,000		
	318	2009 FORD	Focus	10 Years	36218				22,000	
	320	2010 DODGE	MiniVan	10 Years	14133					30,000
Total Admin						\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 30,000

Engineering										
	404	2005 FORD	Ranger Pickup	10 Years	31686					
10	405	2006 FORD	Ranger Pickup	10 Years	31570	27,000				
Total Engineering						\$ 27,000	\$ -	\$ -	\$ -	\$ -

Parks										
	508	2005 FORD F-450	Dump Body	10 Years	56801					
	562	1998 PRO SEED	Top Dresser	20 Years	N/A			22,000		
	566	2005 SMITHCO	Lawn Sweeper	15 Years	238 Hours					35,000
	567	2007 FORD	Ranger Pickup	10 Years	41467		26,000			
11	568	2009 TRACKLESS	Municipal Tractor	7 Years	3558 Hours		175,000			
	583	2008 JOHN DEERE	Wam Mower	7 Years	1486 Hours					
	584	2008 SMITHCO	Diamond Groomer	9 Years	954 Hours		20,000			
	585	2011 JOHN DEERE	Wam Mower	7 Years	998 Hours			60,000		
	586	2008 BOBCAT	Stump Grinder	9 Years	N/A		25,000			
	587	2012 JOHN DEERE	Wam Mower	7 Years	975 Hours				62,000	
	588	2013 JOHN DEERE	Wam Mower	7 Years	217 Hours					62,000
Total Parks						\$ -	\$ 246,000	\$ 82,000	\$ 62,000	\$ 97,000

Public Works SubTotal						\$ 569,000	\$ 688,000	\$ 204,000	\$ 515,000	\$ 160,000
------------------------------	--	--	--	--	--	-------------------	-------------------	-------------------	-------------------	-------------------

EMS										
4	878	2009 FORD	Ambulance	6 Years	91247	155,893				
	879	2012 FORD	Ambulance	6 Years	49432			220,000		
			Patient Lift/Load System	6 Years		48,939				
Total EMS						\$ 204,832	\$ -	\$ 220,000	\$ -	\$ -

SUN PRAIRIE
Public Works
Fleet Replacement Plan



Unit	Year	Make/Model	Description	Life Cycle	Mileage	2016	2017	2018	2019	2020
Fire Department										
1	878	1992 PIERCE	Ladder Platform Truck	20 Years		500,000	700,000			
Total Fire Department						\$ 500,000	\$ 700,000	\$ -	\$ -	\$ -

Police Department										
6	1	2011 FORD	CV Squad Car	5 Years	30145		40,000			
2	2015	FORD	CV Squad Car	5 Years	35850					41,000
3	2015	FORD	CV Squad Car	5 Years	956				40,000	
4	2013	FORD	SUV Squad Car	5 Years	36125		40,000			
36	2013	FORD	SUV Squad Car	5 Years	36200		40,000			
6	2013	FORD	SUV Squad Car	5 Years	36636			42,000		
7	2013	FORD	Sedan Squad Car	5 Years	26025		40,000			
8	2014	FORD	CV Squad Car	5 Years	1653				40,000	
2	9	2015	FORD	CV Squad Car K-9 Unit	5 Years	36536				
10	2014	FORD	CV Squad Car	5 Years	1345				40,000	
11	2015	FORD	CV Squad Car	5 Years	71312	40,000				
12	2015	FORD	CV Squad Car	5 Years	73573					41,000
13	2013	FORD	SUV Squad Car	5 Years	21672			42,000		
3	14	2011	FORD	CV Squad Car	5 Years	72500	42,000			
15	2010	FORD	CV Squad Car	5 Years	53345					
17	2013	FORD	Sedan Squad Car	5 Years	33143		40,000			
30	2009	CHEVY	Chiefs Car	8 Years	36700			35,000		
31	2009	FORD F-150	CSO Pickup	8 Years	50385			42,000		
Total Police Department						\$ 82,000	\$ 200,000	\$ 161,000	\$ 120,000	\$ 82,000

TOTAL FLEET INSERVICE FUND						\$ 1,355,832	\$ 1,588,000	\$ 585,000	\$ 635,000	\$ 242,000
-----------------------------------	--	--	--	--	--	---------------------	---------------------	-------------------	-------------------	-------------------

THIS PAGE LEFT BLANK INTENTIONALLY



Overview:

Wisconsin Act 184 (1984) authorizes municipalities to establish Business Improvement Districts (BID) within their community and allows the municipality to assess properties within the BID to contribute to programs aimed at the promotion, management, maintenance, and development of the district. Assessments are restricted to commercial and industrial properties subject to real estate tax. Tax-exempt properties or those exclusively residential cannot be assessed. BIDs are governed by Wis. Stat. §66.1109 (2013) and City of Sun Prairie, Wisconsin Municipal Code §2.36.040 (2013).

The Sun Prairie BID has existed for over 20 years. Total 2014 BID property values exceed \$62 million. The BID has over 75 business members representing retail, service, food, and manufacturing sectors.

The Economic Development Department provides a staff liaison to the BID. The BID Board of Directors has 11 members, including one of the Common Council who serves as a direct liaison and voting member.

Mission:

To provide an organizational and funding mechanism to support the development, improvement, and promotion of the downtown area for the economic benefit of all businesses within the district as well as the general social and economic benefit of the people of the City of Sun Prairie and its visitors.

Goals:

The BID prepares an annual operational plan that is presented to and approved by the City Council. The 2015 operational plan identifies the following:

1. Work cooperatively with the City officials to coordinate improvement efforts in the BID by establishing a liaison position on the Board to be filled by a Council member to be designated by the Mayor. Coordinate with City Planning Department to review any new development that has significant impacts within the BID.
2. Promote the central business district.



3. Develop a program to target businesses that are needed downtown and those that would complement existing businesses.
4. Encourage general upkeep of buildings and grounds.
5. Improve downtown appearance by assisting business rehabilitation projects consistent with downtown design principles.
6. Educate and inform public of advantages of shopping downtown Sun Prairie.
7. Make available opportunities for downtown property owners and occupants to attend educational workshops and seminars for expansion and enhancement of businesses within the downtown district.

Staffing Analysis and Expenses:

The Business Improvement District privately contracts for a manager on an annual basis who assists with day-to-day operations and coordinated events for the downtown area.

2016 Budget Highlights:

The following expenditures are being budgeted for 2016 by the downtown Business Improvement District:

Advertising, Marketing & Events	\$43,500
Administration	\$29,500
Beautification & Maintenance	\$54,750
Recruitment & Retention	\$11,750
Total	\$139,500

The budget for the downtown Business Improvement District is proposed to increase from \$117,000 in 2015 to \$139,000 in 2016. Notable changes between these budgets are as follows:

Advertising, Marketing & Events

- A Streets of Summer event was added (+\$8,000)
- Farm Technology Days advertising was removed (-\$3,000)

Administration

- Increase in BID Manager contract (+\$1,000)

Beautification & Maintenance

- Replacement of planters/pots (+\$6,000)
- Bike rack installation (+\$1,000)
- Second mural painting (+\$10,000)

The City Council approves the annual operating plan for the Business Improvement District, which includes an annual budget.

The amount of revenues generated by the self-imposed levy on the owners of downtown property is to remain at \$92,000. Increases in the 2016 budget are intended to be funded by using \$39,500 in reserve funds, along with \$8,000 of other event income.



2015 Achievements:

- Successfully hosted all planned events including Groundhog Day, Wine Walk, Block Party, Car Cruise, and Art Fest. Major events being planned for the remainder of 2015 include the Fall Fest, Ladies Night Out, and the Holiday Tree Lighting ceremony.
- Sponsored the Taste of Sun Prairie and the Downtown Farmers Market.
- Facilitated the creation of a new downtown mural across from Cannery Square.
- Managed snow removal as needed in the downtown area.
- Coordinated a new downtown advertising campaign using the digital billboard on U.S. 151.
- Jointly produced the visitors' brochure with the Sun Prairie Tourism Commission.
- Jointly sponsored Wisconsin Farm Technology Days with the Sun Prairie Tourism Commission.
- Actively developing a formal application process for Downtown Façade Improvement Grant program.
- Developed a new website as part of the City of Sun Prairie's new website.
- Continued to expand its social media presence with help of City staff.

THIS PAGE LEFT BLANK INTENTIONALLY



Community
Development
Authority
(Commisson)

Overview:

Pursuant to Section 66.1335 Wisconsin Statutes (i.e. the Community Development Authority Law), the City of Sun Prairie City Council passed a resolution (No. 00/87) in May of 2000 creating a Community Development Authority (CDA). The 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 as amended from time to time.

The CDA’s primary roles in previous years have been to facilitate borrowing for infrastructure and acquisition costs related to redevelopment projects in the downtown area (TID 8), as well as the 151-Reiner Road Interchange area (TID 9), and reviewing and providing direction on specific redevelopment proposals in these areas.

The Economic Development Department serves as the staff liaison to the CDA. Staff from the Planning Department and the Finance Department also provide assistance to the CDA as necessary. The CDA consists of seven members, two of which are members of the Common Council.

Mission:

The purpose of the CDA is to 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.

Performance Measures:

The CDA last met in 2014 to refinance debt relating to TID 8 (downtown Sun Prairie) by means of the issuance and sale of community development lease revenue refunding bonds, which was approved. The CDA also met to consider possible financial assistance for a redevelopment project in TID 10, but no formal project or related development agreement has been approved to date. The CDA oversaw the allocation of the last of the available funds in TID 8 for the Downtown Façade Improvement Grant program in 2012.

The CDA has not yet had reason to meet in 2015. Staff is currently in negotiations on four possible development agreements that may end up getting reviewed by CDA, who would then offer a recommendation to the City Council on the terms of each agreement—especially those requesting incentives through appropriate TID Districts.



Financial Summary:

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>ACTUAL</u>	<u>2015</u> <u>PROJECTED</u>	<u>2015</u> <u>BUDGET</u>	<u>2016</u> <u>APPROVED</u>	<u>INCREASE</u> <u>(DECREASE)</u>
COMMUNITY DEVELOPMENT AUTHORITY (850)						
COMMUNITY DEVELOPMENT AUTHORITY REVENUES						
INTEREST INCOME - LEASE REC	\$ 782,714	\$ 364,925	\$ 416,110	\$ 416,110	\$ 341,701	\$ (74,409)
TOTAL REVENUES	782,714	364,925	416,110	416,110	341,701	(74,409)
COMMUNITY DEVELOPMENT AUTHORITY EXPENDITURES						
DEBT PAYMENTS						
INTEREST ON DEBT	782,714	364,925	416,110	416,110	341,701	(74,409)
DEBT ISSUANCE EXPENSE	-	-	-	-	-	-
SUB-TOTAL	782,714	364,925	416,110	416,110	341,701	(74,409)
TOTAL EXPENDITURES	\$ 782,714	\$ 364,925	\$ 416,110	\$ 416,110	\$ 341,701	\$ (74,409)

COMMUNITY DEVELOPMENT AUTHORITY: FUND BALANCE						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
ADDITIONS	782,714	364,925	416,110	416,110	341,701	
EXPENSES	782,714	364,925	416,110	416,110	341,701	
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-