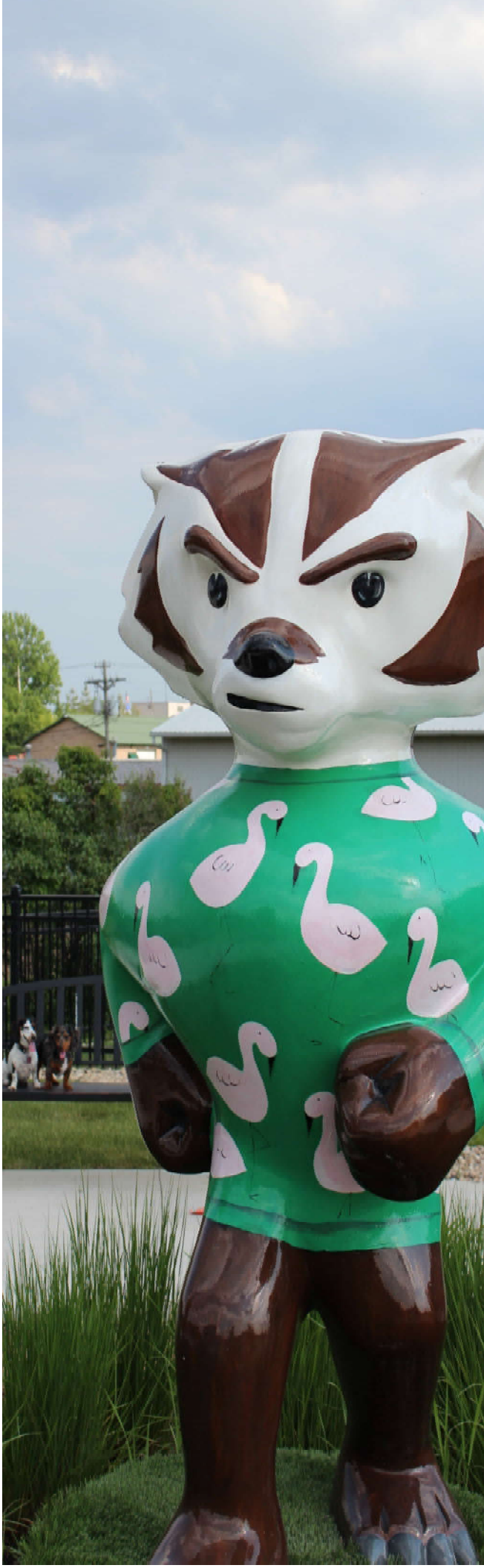




CITY OF SUN PRAIRIE *Wisconsin*

Approved Annual Operating & Capital Budget

2024



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INSTRUCTIONS FOR NAVIGATING THE ANNUAL BUDGET PDF DOCUMENT

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

Click the **Page #** in the upper right corner of any page to return to the Table of Contents at any time.

Bookmarks for major sections are provided in the navigation pane on the left. Click on the bookmark to jump directly to that section.

DOCUMENT STYLE

Purpose: The content of this publication follows the Associated Press (AP) Stylebook. AP Style provided consistent guidelines for publications in terms of grammar, spelling, punctuation, and language usage. Some guiding principles behind the AP Style are:

- Consistency
- Clarity
- Accuracy
- Brevity

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

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

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

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

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

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

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

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

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

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

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sun Prairie
Wisconsin**

For the Fiscal Year Beginning

January 01, 2023

Christopher P. Morrill

Executive Director



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MESSAGE FROM THE MAYOR

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

BUDGET SUMMARY

I am pleased to present the 2024 Approved Budget. The approved budget provides a 4.7% tax increase on the average home, or approximately \$108 annually.

The annual budget of \$165.8 million (excluding transfers and internal service funds) represents a 27.4 percent increase in expenditures over 2023. This is primarily due to the increased capital project expenses planned for 2024 including the Sun Prairie Public Library building expansion and the building of a new Sun Prairie Utilities facility.

	2023 Revised Budget	2024 Approved Budget
General Fund	37,398,224	40,455,772
Special Revenue Funds	8,630,669	9,439,370
Debt Service Funds	7,319,024	7,903,189
Capital Projects	26,736,061	40,072,424
Enterprise Funds	49,126,786	66,908,804
Agency Fund	679,260	732,179
Component Units	234,354	276,271
	<u>130,124,379</u>	<u>165,788,009</u>

COUNCIL PRIORITIES

The Common Council underwent a strategic plan process in the spring of 2019. Eight themes or focus areas came out of this process. They include human services, complete transportation network, sustainable Sun Prairie, dynamic economy, employer of choice, quality city services, downtown & central corridor vibrancy, and housing & neighborhoods. All department performance metrics align with the City Council's eight focus areas and all approved budget initiatives tie back to these priorities.

The 2024 budget includes an emphasis on complete transportation network, human services, sustainable Sun Prairie, and quality city services.

Human Services

The Common Council expects that the City will provide a wide range of human services to assist residents to live to their full potential. Service partners funded in the 2024 Approved Budget include the Sun Prairie Public Library, Sunshine Place, Community Schools, and the Colonial Club. The 2024 Approved Budget also includes funds Sun Prairie Utilities to provide community outreach efforts. These efforts include donating to events, school activities, and other charitable organizations that benefit and serve the community.

Complete Transportation Network

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. These include roads, pedestrian walkways, bike lanes, and mass transit. The 2024 Approved Budget includes investments in all modes of transportation through our continued funding of street reconstruction and rehabilitation, funding for the Madison Metro local and express bus routes, multi-use path replacement, and painting of on-street bike lanes. The 2023 Approved Budget allocated funds to create a Vision Zero Action Plan. This plan will establish concrete, multidisciplinary strategies to achieve the Council-adopted vision of zero fatalities or serious injuries caused by traffic crashes. Work on this plan will continue in 2024.

MESSAGE FROM THE MAYOR

Sustainable Sun Prairie

The City continues its commitment to sustainability by reducing our carbon footprint through the use of renewable energy and the reduction of non-green consumer practices such as the use of gas instead of electricity to fuel vehicles. The City has reinforced this commitment in recent years through the installation of solar panels on public buildings as roofs are replaced, the purchase of hybrid and electric vehicles, and updates to bathroom and lighting fixtures which include energy efficient components. The 2024 budget includes the purchase of a hybrid police vehicle and a comprehensive energy audit.

Dynamic Economy

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

Employer of Choice

The City provides excellent public services, which can only be made available by dedicated and talented staff. Our community benefits from employees who have an amazing workplace culture where people work together toward common goals. As the city's population and boundary grows, additional staff are needed to continue to provide the same level of service our community expects. The Common Council has been proactive in providing an increase in staffing each year to enhance City operations. The 2024 Approved Budget includes funding to increase hours for a part-time building maintenance technician and promoting professional development for city staff. Additionally, the 2024 Approved Budget includes investment in our current staff by providing a cost-of-living increase in line with other communities within Dane County as well as performance step increases. The City is also committed to following our guiding principles of advancing equity, honoring our diverse identity, and creating an inclusive culture. Funding for the implementation of the city-wide Equity Audit was included in the 2023 Approved Budget, and work will continue into 2024.

Quality City Services

City services are efficient, friendly, and accessible. The Common Council has displayed their commitment to this by funding initiatives that have expanded the number of polling locations and accessibility to vote during elections as well as funding additional public safety personnel to keep our residents safe and well served. The 2024 Approved budget includes transitioning the fire department from a contracted service to a city department. The City has also invested in OpenGov, which provides our community members with 24-hour access to apply and pay for building permits and licenses online. This software has allowed the City to provide services without having to physically enter a building. The 2024 Approved budget continues to allocate resources to maintain current services while also anticipating future needs through investments in the replacement of equipment and maintaining facilities and park lands.

Downtown & Central Corridor Vibrancy

The City's downtown area is easy to get to by bike, car, or on foot. The breadth of retail and personal services offers great options for people visiting and living in Sun Prairie. The downtown area, including the Bank of Sun Prairie at Ashley Field, hosts a wide variety of community, cultural, sports, and entertainment events. After the explosion in July 2018, the Common Council provided a promise to be #SunPrairieStrong by allocating funds to be used as a donation to the disaster relief program as well as by hiring a consultant to assist the City in a visioning and redevelopment plan for the Main and Bristol Street intersection area. Since the completion of the visioning and redevelopment plan, the City has

MESSAGE FROM THE MAYOR

started to move forward with the recommendations that have come out of this plan. TID 14, created in 2021, is providing the ability to use tax incremental financing to facilitate redevelopment.

Housing & Neighborhoods

Through the comprehensive planning process, the community has voiced the desire to have housing options in all price ranges for those that desire to rent or own. This affords people who come to our community the ability to put down roots, grow with us, and allows current residents the options to stay in Sun Prairie when their housing needs change. Neighborhood associations provide residents opportunities to connect with neighbors and the greater city. The City's Housing Needs Assessment project was completed in 2022. From this project, I am happy to endorse funding to bring the Tenant Resource Center into Sun Prairie, funding for retaliation mediation, and a downpayment assistance pilot program. I am recommending continuing to provide ongoing annual funding to the affordable housing fund that was created through the one-year extension of TID 6. State statute allows municipalities to hold tax increment districts open for one additional year past required closure to benefit affordable housing and improving housing stock. Without ongoing annual funding, the affordable housing fund will only receive revenues in the years that the City keeps tax increment districts open for the allowed additional year.

ECONOMY AND REVENUES

Valuation

APPROVED PROPERTY TAX LEVY

	2022	2023
General Fund	\$ 21,029,484	\$ 24,550,744
Grants Fund	20,324	7,000
Transportation Fund	353,400	400,000
Debt Service Fund	<u>6,797,536</u>	<u>7,275,747</u>
	\$ 28,200,744	\$ 32,233,491

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

The City of Sun Prairie realized net new construction totaling \$147.3 million. The City's equalized value (market value) increased by \$714.2 million in 2023 for a total value of \$5.48 billion.

The 2024 Approved budget includes a tax levy increase of 13.4% which is a 4.7% tax increase on the average home. This equals a \$108 increase on the average home in the City Sun Prairie, compared to 2023's tax increase of \$78.17 on the average home.

State Shared Revenues and Expenditure Restraint Program

The Expenditure Restraint program was renamed to the Expenditure Restraint Incentive Program with the passage of the 2023 Wisconsin Act 19. With this change in program, the City of Sun Prairie is guaranteed to receive expenditure restraint grant funds in 2025 due to the fact that the city will receive the grant funds in 2024. After the 2024 budget, the City will have to certify general fund expenditures with the state annually to determine whether our budget will qualify for expenditure restraint grant funds in the future. The City does not use monies from the Expenditure Restraint program to balance the general fund budget. By doing this, the City has eliminated the reliance of these funds for operations. The City directly allocates these resources to the capital projects fund in the years that the City receives the grant dollars.

The City receives personal property aid that replaced the tax exemption approved by the legislature in 2017. The City no longer receives property taxes from class 2 personal property (machinery, tools, and patterns). 2023 Wisconsin Act 12 eliminated the remaining personal property class taxes. The State will subsidize the amount lost in taxes with an increase in state aids.

MESSAGE FROM THE MAYOR

Transportation Aids

The 2024 Approved Budget includes transportation aids \$89,063 higher than those in 2023.

Sanitation Fund

The sanitation fund charges annual fees for recycling and refuse collection to residential properties. The 2024 Approved Budget includes a refuse fee increase of \$7 per residential property and a recycle fee increase of \$19 per residential property to support all services provided by the Recycle Center.

Water Pollution Control Fund

The water pollution control facility (plant) completed a facility expansion in 2022 to meet the statutory required reduction of phosphorus and to meet future growth. A rate increase of 3.0% is included in the 2024 Approved Budget to cover the operational needs of the facility and future operating and capital needs. This equates to approximately \$9.72 annually on the average home.

Storm Water Fund

The storm water utility constructs and maintains multiple storm water facilities throughout the city. The construction and maintenance of these ponds require a rate increase every other year of approximately 3.0%. The 2024 Approved Budget includes a 3.0% increase in user rates, which equates to approximately \$4.20 annually on the average home.

Sun Prairie Utilities

Sun Prairie Utilities manages the City's Electric and Water System. Sun Prairie Utilities is planning to embark on the construction of its new 82,000 square foot LEED certified electric and water operations facility at 510 Linnerud Drive in 2024, with an expected 12–18-month construction process. Additionally, its Business Park Electric Substation expansion started in 2023 will be completed by mid-year 2024. On the water operations side, Well #10 (SPU's 8th well, expected online in 2025) development will progress with the drilling of the final well and starting construction on the building as a joint wellhouse/SPASD outdoor classroom pavilion located on the grounds of Sun Prairie East High School. For customers, electric and water rate cases culminating at the end of 2023 will increase the average residential utility bill by \$4 per month.

COMPENSATION, BENEFITS, AND STAFFING

Compensation and Benefits

The City has two bargaining units which represents police officers and paramedics. All other employees are non-represented. The two largest monetary challenges the City has are salaries and healthcare. The 2024 Approved Budget includes a cost-of-living increase of 3% as well as a performance based step increase on January 1st for all non-union employees. The increase is based on where the employees' wage rate falls on the range for the position. Union represented police officers approved the 2024-2026 contract in December 2023. The 2024 Approved Budget includes funds for wage increases due to the new union contract. The union represented paramedics have negotiated a rotational work schedule change over wage increases for their 2022-2024 contract.

The City continues to experience significant increases in healthcare costs and this will be a challenge that the City faces in the future. The City has historically experienced 8-10% increases annually. Due to an increase in costs exceeding 10%, the City elected to change providers in 2019. This change capped the 2019 increase to 8.7% with increases for the next four years not to exceed 6.9% in 2020, 8.9% in 2021, 7.9% in 2022, and 7.9% in 2023. In 2023, the City went out for RFP for healthcare services and the City Council approved a new health plan design and entered a multi-year contract with GHC. The 2024 Approved Budget includes the costs of the new health plan design.

MESSAGE FROM THE MAYOR

The City entered the Wisconsin Retirement System on January 1, 2017. This system requires that the employees share in the required pension contribution. Employees hired on or before January 1, 2017 were allowed the choice of converting to WRS or remaining with the City's 401a plan. By resolution, the City indicated that the 401a plan would mirror the WRS employer contributions. The contribution rate employees pay increased from 6.80% in 2023 to 6.90% for 2024. The city contribution for public safety employees (police and paramedics) will increase to 14.30% in 2024 from 13.22% in 2023. For all other employees, the city is required to pay 6.80% in 2023.

Staffing

The 2024 Approved Budget includes additions to staffing to enhance service to the community as described below:

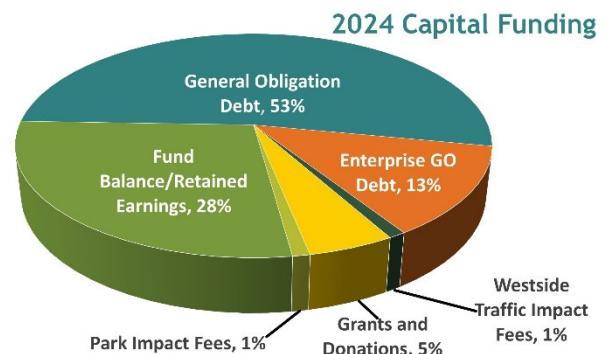
Description	Budgetary Cost w/ Benefits	FTE	Funding Source	Start Date	Description	Budgetary Cost w/ Benefits	FTE	Funding Source	Start Date
Professional Standards Lieutenant	134,718	1.00	General Fund	03/01/24	Firefighter	93,308	1.00	General Fund, Township Revenues	02/15/24
Utility Locate Technician	94,298	1.00	General Fund, Wastewater, Stormwater	01/01/24	Recreation Coordinator	21,355	0.28	General Fund	01/01/24
Assistant City Attorney	109,963	.75	General Fund, Media Center, Wastewater, Stormwater, Sun Prairie Utilities	01/01/24	Municipal Clerk Assistant	75,434	1.00	General Fund	01/01/24

CAPITAL IMPROVEMENT PLAN

The City Council approved a Ten-Year Capital Improvement Plan (CIP) for the years 2024-2033. The 2024 CIP projects have been included in the 2024 Approved Budget. Please see appendix B for a list of these projects. The CIP includes projects for infrastructure, equipment, and vehicles.

Funding Sources

Various funding sources are used for capital projects. The primary funding source is capital borrowing. The City's funding sources include general obligation debt (53%), general obligation debt abated by enterprise funds (13%), Westside Traffic impact fees (1%), grants and donations (5%), park impact fees (1%), fund balance or prior borrowed funds (28%).



TRANSFERS AND REPAYMENTS TO GENERAL FUND FROM OTHER FUNDS

Replacement Funds/Designated Fund Balance

The City levies for the Building Maintenance Fund (assigned general fund balance) each year to assist in the repairs and maintenance of the City's buildings. The 2024 budget includes \$60,000 for this purpose.

TAX INCREMENT DISTRICTS (TIDS)

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

The City currently has eight active tax increment districts. Four of the eight districts have advances from the general fund. Two of the districts have begun to pay back the advances but the remaining districts will continue to require funding

MESSAGE FROM THE MAYOR

from the general fund for several years. For details on the tax increment financing districts please visit the district operating budgets.

Tax Increment Financing District #8 (TID8) – Currently this district has a general fund advance of approximately \$608,000. The City anticipates that this will be paid back to the general fund in 2024 upon retirement of the majority of the debt in TID8. The project period for TID8 closes in 2024, and the TID is anticipated to close in 2025.

Tax Increment Financing District #9 (TID9) – Currently this district does not receive an advance from the general fund and the project period for TID 9 closed in 2022. The 2024 budget includes the debt payment for the taxable general obligation borrowing in 2019 of \$4.2 million to pay an economic incentive payment due for the construction of a hotel in the district. This district continues to see new development and is anticipated to remain open until 2025.

Tax Increment Financing District #11 (TID11) – TID 11 currently does not receive assistance from the general fund. The fund continues to see new development and the 2024 budget includes economic incentive payments for six separate development agreements. TID 11 project period ends in 2031. The City does not anticipate closing the TID until after the close of the project period.

Tax Increment Financing District #12 (TID12) – TID 12 has a general fund advance of approximately \$900,000. The City approved a development agreement with Argus Properties in 2021, but additional new development is needed in the district before the district can start repaying back the general fund advance. The TID is not anticipated to close until the mandatory termination in 2037.

Tax Increment Financing District #13 (TID13) – TID 13 has a general fund advance of approximately \$631,000 which the City expects will be repaid by 2024. The City has seen continued development in this district, which has significantly increased the value of the area. The project period for this TID ends in 2032, but the district could close as early as 2027.

Tax Increment Financing District #14 (TID14) – TID 14 was created in 2020 as a rehabilitation and conservation district and overlays with many parcels included in TID 8. Projects within this district include the construction of the Bougie building and the restoration of the bell tower on Old City Hall. TID 14 has a general fund advance of \$259,000. This advance is expected to grow through 2023 and then the district will start to repay the general fund in 2024. The City expects to be repaid by 2035.

Tax Increment Financing District #15 (TID15) – TID 15 was created in 2022 as a mixed-use district. The district will focus on public and community improvements along W Main St.

Tax Increment Financing District #16 (TID16) – TID 16 was created in 2023 as a mixed-use district. The district was created for the development of affordable housing, commercial development, and passive recreation near the Town Hall Crossing Habitat for Humanity project.

LOOKING AHEAD

The City's Financial Management Plan indicates that within the next few years we could be constrained by state levy limits. As a result of the restrictions caused by levy limits and challenging economic conditions, the City most likely will not have the capacity to provide departments with resources to pursue new priorities. Should departments wish to introduce new priorities in future years, department leaders will have to fund these priorities by using monies that are already allocated within their existing budgets.

CONCLUSION

I am pleased to present a budget that reinforces the priorities of our Common Council while being sensitive to the resources our residents contribute so that we can provide the services they desire and expect. I believe the 2024 Approved Budget maintains investment in our existing infrastructure as well as builds and maintains operational service levels.

A handwritten signature in black ink, reading "Paul T. Esser". The signature is fluid and cursive, with the first name "Paul" being more prominent than the last name "Esser".

Paul T. Esser
Mayor



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Paul T. Esser
Mayor



Theresa McIlroy
Aldermanic District 1



Bob Jokisch
Aldermanic District 2



Maureen Crombie
Aldermanic District 3



Faustina Bohling
Aldermanic District 4



Steve Stocker
Aldermanic District 1



Brent Eisberner
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



David Virgell
Aldermanic District 4



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DIRECTORY OF STAFF

Aaron Oppenheimer
City Administrator

Scott Kugler
Director of Community Development

Donald McDermott
Information Technology Director

Caitlin Stene
Director of Administrative
Services

Jeffrey Robbins
Sun Prairie Media Center Director

Kristin Grissom
Director of Parks, Recreation,
and Forestry

Kristin Vander Kooi
Finance Director

Brian Flannery
Building Inspection Director

Svetha Hetzler
Director of Library Services

Ryan Swantz
Controller

Benjamin John
Public Works Operations Manager

Joshua Clements
Planning Director

Peter Krystowiak
City Assessor

Taylor Brown
Economic Development Director

Mike Steffes
Chief of Police

Elena Hilby
City Clerk

Christopher Garrison
Fire/EMS Chief

Rick Wicklund
Sun Prairie Utilities Manager

Adam Schleicher
Director of Public Services

Tom Veith
Engineering Director

Jeremy Cramer
Wastewater Conveyance and
Treatment Director

Kathleen McDaniel
City Attorney

Brenda Sukenik
Human Resources Director

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

ORGANIZATIONAL CHART



* Denotes positions appointed by the Common Council

CITY OF SUN PRAIRIE PERSONNEL SUMMARY

Personnel by Division

						2023 to 2024
	2020 FTE	2021 FTE	2022 FTE	2023 FTE	2024 FTE	Change
GENERAL GOVERNMENT						
Mayor & Council ¹	*	*	*	*	*	*
Municipal Court	1.00	1.00	1.00	1.00	1.00	0.00
City Attorney	2.00	2.00	2.00	2.00	2.75	0.75
City Clerk & Elections	4.56	4.56	3.00	3.00	4.00	1.00
Administration	3.00	3.00	4.00	4.00	5.00	1.00
Administrative Services	1.00	1.00	1.00	1.00	1.00	0.00
Human Resources	4.00	4.00	4.00	4.00	4.00	0.00
Finance	4.63	5.63	6.60	7.60	7.60	0.00
Assessing	2.00	4.00	4.00	4.00	4.00	0.00
Information Technology	5.00	5.00	6.00	6.00	6.00	0.00
Building Maintenance	3.00	3.00	3.00	4.50	4.60	0.10
PUBLIC SAFETY						
Police Department ²	79.00	80.00	83.00	84.00	84.00	0.00
Fire Department ³					23.50	23.50
Emergency Medical Services ⁴	14.00	14.00	15.00	31.00	29.50	-1.50
Building Inspection	6.00	6.00	7.00	8.00	8.00	0.00
PUBLIC WORKS						
Public Services	3.00	3.00	3.00	4.00	3.00	-1.00
Public Works	10.00	10.00	10.00	11.00	11.20	0.20
Engineering	6.00	6.00	6.00	6.00	6.00	0.00
GIS	2.00	2.00	2.00	3.00	3.00	0.00
Transportation	0.00	1.00	1.00	1.00	1.00	0.00
Sanitation ²	seasonal	seasonal	seasonal	seasonal	seasonal	
Wastewater Utility	11.00	12.00	14.00	14.00	14.40	0.40
Stormwater Utility	5.00	5.00	5.00	5.00	5.40	0.40
Fleet In-Service Fund	4.00	4.00	4.00	4.00	4.00	0.00
CULTURE & RECREATION						
Museum	1.00	1.00	1.00	2.00	2.00	0.00
Recreation Programs	3.70	3.70	4.00	4.81	5.09	0.28
Family Aquatic Center ²	seasonal	seasonal	seasonal	seasonal	seasonal	
Parks Maintenance	8.00	8.00	8.00	8.00	8.00	0.00
Sun Prairie Media Center	3.88	3.88	4.00	4.00	4.00	0.00
Sun Prairie Public Library	23.50	24.10	23.40	23.40	24.20	0.80
COMMUNITY DEVELOPMENT						
Community Development	1.00	1.00	1.00	1.00	1.00	0.00
Planning	4.00	4.00	5.00	5.00	5.00	0.00
Economic Development	3.00	3.00	3.00	3.00	3.00	0.00
Forestry	1.00	1.00	2.00	2.00	2.00	0.00
SUN PRAIRIE UTILITIES						
Sun Prairie Utilities	32.00	32.00	35.00	35.00	34.00	-1.00
Total All Funds	251.27	257.87	271.00	296.31	321.24	24.93

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

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

²LTE and seasonal positions are not included in the FTE count.

³Fire Department added as a City Department in 2024 - Does not include 54 Paid-on-Premises Staff

⁴EMS shares 15 positions with Fire Department (Chief, Deputy Chief, Admin Asst.)

SUN PRAIRIE, WI

POPULATION

38,387

2.9% GROWTH

MEDIAN AGE

37

MEDIAN HOUSEHOLD INCOME

\$83,409

UNEMPLOYMENT RATE

2.6%*

NUMBER OF BUSINESSES

945

MEDIAN HOME VALUE

\$356,600

17.3% INCREASE

* Average unemployment rate through July 2023 (source: Bureau of Labor Statistics)

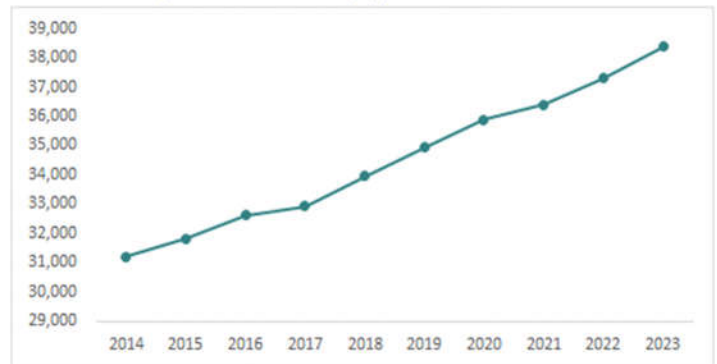
GROWING COMMUNITY

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

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

City of Sun Prairie, Population

Source: Wisconsin Department of Administration, Population Estimates



Over the last ten years, Sun Prairie's population has increased 22.71 percent. As a percentage of the state of Wisconsin population, Sun Prairie is one of the fastest growing municipalities in the State. This is also reflected in the fact that the Sun Prairie Area School District is the fastest growing school district in Wisconsin.

ECONOMY

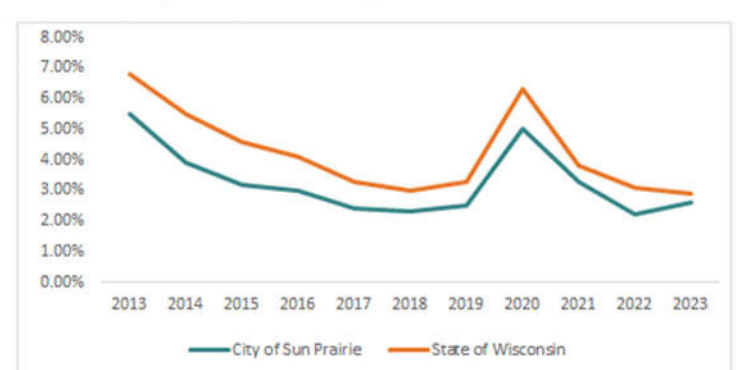
Sun Prairie also benefits from a strong and diverse local economy.

The City's 2023 unemployment rate of 2.6 percent was lower than the State of Wisconsin as a whole (2.9 percent) and significantly lower than that of the United States as a whole (3.8 percent).

Employers within the City represent a variety of different industries with positions of varying skills and education levels. Some of the industries include advanced manufacturing, finance and insurance,

Unemployment Rate

Source: Wisconsin Department of Workforce Development



ABOUT SUN PRAIRIE

agricultural technology, retail, customized product design, printing, publishing and graphics, warehousing and distribution, and others.

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

Top Ten Employers

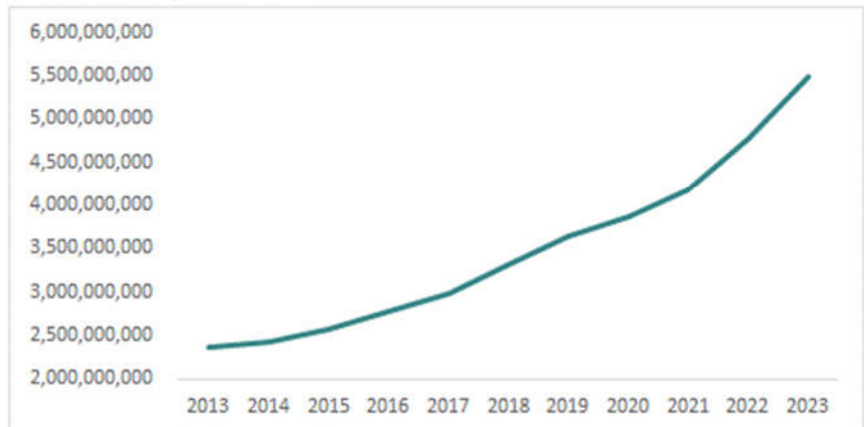
Source: City Economic Development Division

Rank	Employer	Employees	Rank	Employer	Employees
1	Sun Prairie School District	1,501	6	Axim Geospatial (Continental Mapping)	350
2	City of Sun Prairie	679	7	Wisconsin Distributors	337
3	Colony Brands	505	8	Target	274
4	Costco	419	9	Trachte Building Systems, Inc.	270
5-T	QBE Insurance	400	10	Frontier Communications	250
5-T	Prairie Athletic Club	400			

Over the last ten years, the City has seen significant increases in its equalized value. Equalized value increased by 14.98 percent in 2023, surpassing a total of \$5 Billion for the first time. This continues the trend since 2013 in which the City's tax base has increased over the previous year. Over the long term, the City is likely to continue to experience significant residential and commercial growth due to its proximity to the city of Madison.

City of Sun Prairie's Equalized Value

Source: Wisconsin Department of Revenue



In 2022, the City had net new construction growth of 3.32 percent or \$138.6 million. Through August, the City had net new construction of \$147.3 million for 2023.

Additionally, personal income within the City of Sun Prairie continues to grow. Per capita personal income has risen over \$14,800 since 2009 to \$42,976. This continues to exceed the per capita personal income of the State of Wisconsin as a whole.

EDUCATION

The majority of Sun Prairie residents are in the Sun Prairie Area School District, with a small percentage of residents in the DeForest School District. The Sun Prairie Area School District consists of 15 schools: 9 elementary schools, 3 middle schools, 2 high schools, and an alternative learning school with over 8,000 students enrolled in the district. 97.1 percent of the working population (residents 25 years or older) are high school graduates or higher, compared to 92.9 percent in the State of Wisconsin. Nearly 50 percent of this same population have earned a Bachelor's degree or higher, compared to just 31.5% in the State of Wisconsin. Of this working population, residents aged 25 to 44 years, 56.7 percent have a Bachelor's degree and 18.6 percent have a Master's degree.

ABOUT SUN PRAIRIE

GOVERNMENT AND ORGANIZATION

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

HISTORY OF SUN PRAIRIE

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

The land that is now Sun Prairie is ancestral land of the Ho-Chunk Nation. The Ho-Chunk, formerly called the Winnebago, are members of a Siouan-speaking tribe who were established in Wisconsin at the time they met French explorer Jean Nicolet in 1634, although scholars have hypothesized that the tribe migrated from the lower Mississippi River valley and arrived in Wisconsin during the 1500s. During the 1600s and 1700s, the tribe spread west and south and eventually established villages throughout the Fox River valley and Lake Winnebago regions, the Wisconsin River valley below Portage, the upper tributaries of the Rock River valley, and the upper Mississippi River valley. In the 1830s, many Ho-Chunk moved to the region north of the Wisconsin River and ceded more land in southern Wisconsin to the federal government in 1832. By 1837, the Ho-Chunk had made another treaty with the United States that ceded all Ho-Chunk lands in Wisconsin (source: Milwaukee Public Museum <https://www.mpm.edu/content/wirp/ICW-52#:~:text=The%20Ho%2DChunk%20%2D%20formerly,Red%20Banks%20on%20Green%20Bay.>)



The City of Sun Prairie is located 20 minutes from downtown Madison. Its downtown is a unique community gathering place with a growing commercial center. The City has residential options ranging from affordable, higher density rental housing to executive-level single-family homes. A successful business park created in 1983 has grown to 345 acres with over 40 businesses and 1,300 employees. The City has a community park system with 45 facilities on more than 245 acres, an aquatic center and ice arena, public library, and growing retail areas.

CITY IDENTITY

We're all looking for our place in the sun where we can thrive and relax and lean into our own growth. Our happy place where everything is within easy reach. So, we invite you to turn towards the east and look straight into Sun Prairie. We welcome folks to come as they are here and contribute to our strong sense of community. You'll easily never know a stranger whether you're helping your neighbor or meeting new folks at a high school game or getting to know independent business owners downtown who will know you by name before you walk out the door.

So, what you get in Sun Prairie are diverse friends and neighbors and mentors and leaders who welcome you into their orbit and become part of yours. Everyone can feel like the community revolves around them and supports their interests. Doesn't seem mathematically possible for a community to revolve around every individual. Seems counterintuitive. Unbelievable really. But it's true. Everyone can enjoy the community on their own axis with a sense of belonging and connection that has become rare these days.

Having folks come as they are brings funny and accomplished and quirky and charming to this sunny side of Madison. It may surprise you. Entertain you. And even intrigue you. But go ahead and stare. We're used to it. We like it. Stick around long enough and you'll be inviting the stares too. Sun Prairie exudes confidence and pride in our character and traditions. There's no room for judgment, only for people who are unapologetically themselves. Come on. We have Jimmy the Groundhog, midget cars, and all things corn and corny. And an event for each and more. So, bring your oddness and great ideas. And your greatness and odd ideas. You'll be in great company in this forward-thinking community.

We have got lots of things in the city that require a second, more extended look to be fully appreciated. Look closely at this ideal location for talent and business. We're closer to the Madison airport than Madison. Logistics and transportation make great sense here. And you will enjoy a city that is open and eager for business – that revolves around your needs for speed and certainty. Legacy firms like QBE Insurance and newcomers like Quarra Stone are finding their place in the sun in our community that encourages creative thinking and generosity.

And it's perfect for families. Especially those with teenagers. Teenagers think the world revolves around them anyway. So here they'll be right. Great schools and teams and bands and arts make great citizens. And we make that a priority.

You're going to find this place endearing and rewarding as it revolves around you.

COMMUNITY PROFILE

DANE COUNTY, WISCONSIN

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

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

GOVERNMENT

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

POLITICS

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

EDUCATION

According to the Wisconsin Department of Public Instruction, school districts in Wisconsin had a slight increase in their school district tax levies, with an overall average increase of 1.46% from the 2021-22 school district tax levy to the 2022-23 levy. Three school districts in Dane County followed this trend with a modest increase of less than 2%, and three additional districts reported a decrease in their school district tax levies. Only four districts: Marshall (44.96%), Cambridge (17.00%), Oregon (10.99%), and Belleville (10.66%) showed an increase of more than 10%. Madison, by far the largest district in the county, increased its levy by 1.58%, or \$5.6 million, to \$3.63 million.

Dane County School District Levies

Source: Wisconsin Department of Public Instruction

District Name	21-22 Total Levy	22-23 Total Levy	Change	% Change
Marshall	4,281,448	6,206,325	1,924,877	44.96%
Cambridge	7,103,945	8,311,736	1,207,791	17.00%
Oregon	31,996,945	35,513,824	3,516,879	10.99%
Belleville	7,266,403	8,041,214	774,811	10.66%
Verona Area	64,615,973	69,150,669	4,534,696	7.02%
Wisconsin Heights	9,909,560	10,491,811	582,251	5.88%
Mount Horeb Area	14,300,218	14,960,928	660,710	4.62%
Sun Prairie Area	69,639,228	72,323,485	2,684,257	3.85%
Waunakee Community	37,434,390	38,555,555	1,121,165	3.00%
Middleton-Cross Plains	79,590,285	81,517,333	1,927,048	2.42%
Deforest Area	33,882,597	34,422,527	539,930	1.59%
Madison Metropolitan	356,903,095	362,539,199	5,636,104	1.58%
Deerfield Community	5,449,217	5,504,813	55,596	1.02%
Monona Grove	29,626,156	28,745,212	(880,944)	-2.97%
McFarland	18,320,773	17,499,016	(821,757)	-4.49%
Stoughton Area	24,749,781	23,485,094	(1,264,687)	-5.11%
All Wisconsin	5,398,395,133	5,477,089,639	78,694,506	1.46%

Madison Metropolitan Statistical Area

Source: Wisconsin Department of Workforce Development



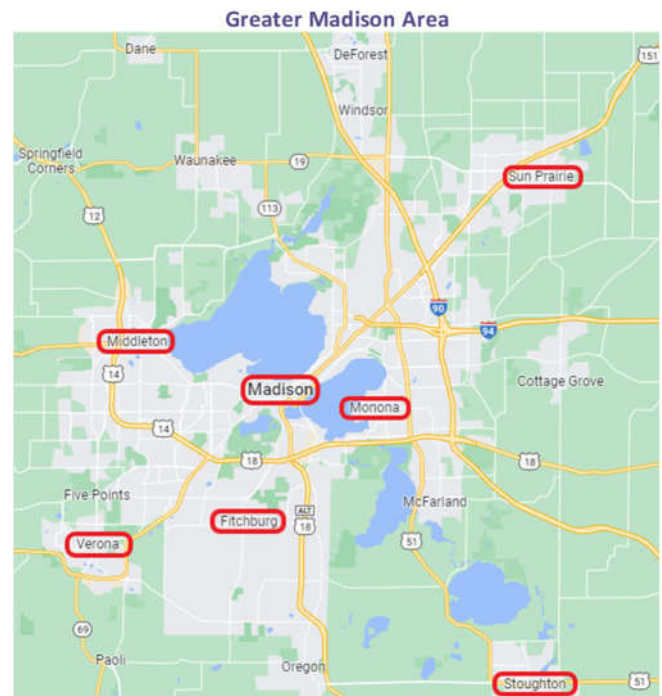
COMMUNITY PROFILE

COMMUNITY COMPARISONS

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

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

City	Population
City of Madison	286,785
City of Sun Prairie	38,387
City of Fitchburg	34,109
City of Middleton	23,476
City of Verona	15,533
City of Stoughton	13,172
City of Monona	8,789



City	Square Miles
City of Madison	101.5
City of Fitchburg	35.2
City of Sun Prairie	13.1
City of Middleton	9.07
City of Verona	7.55
City of Stoughton	6.35
City of Monona	3.35

City	Equalized Value \$ in millions
City of Madison	42,648.78
City of Fitchburg	5,733.04
City of Sun Prairie	5,481.68
City of Middleton	5,136.91
City of Verona	3,988.13
City of Monona	1,873.76
City of Stoughton	1,787.76



SUN PRAIRIE

revolves around you



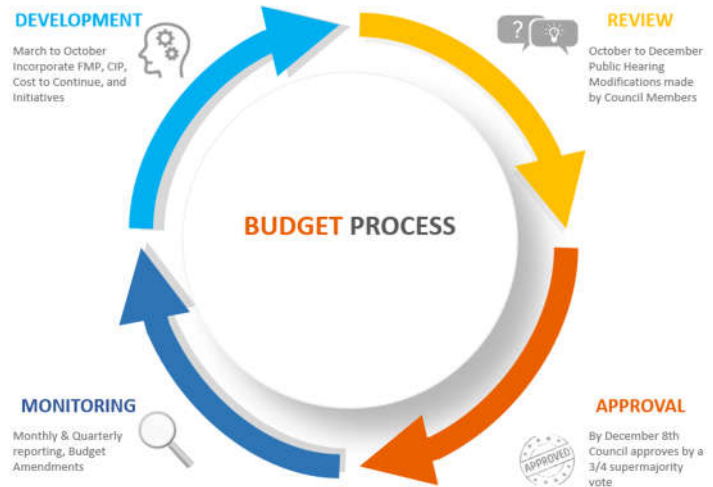
BUDGET PROCESS

BUDGET DEVELOPMENT

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

The tools are:

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



BUDGET CALENDAR

FIRST QUARTER

MARCH

Departments update the Ten-Year Capital Improvement Plan.

SECOND QUARTER

MAY

Finance Department prepares the Ten-Year Capital Improvement Plan document.

JUNE

Presentation of the Ten-Year Capital Improvement Plan to the Committee of the Whole.

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

THIRD QUARTER

JULY

Departments start entering cost-to-continue estimates.

Finance Department updates personnel budgets.

AUGUST

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

Committee of the Whole reviews the Financial Management Plan and sets priorities.

SEPTEMBER

City Administrator meets with Department Directors to review budget change requests (initiatives).

Finance Department completes the draft budget document.

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

FOURTH QUARTER

OCTOBER

Budget presentation to the Committee of the Whole.

Alders adjust the budget during work sessions.

NOVEMBER 7, 2023

Public hearing regarding the budget document.

NOVEMBER 14, 2023

City Council approves the budget.

TEN-YEAR CAPITAL IMPROVEMENT PLAN

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

The cost of the capital expense and an estimated cost of the asset's operating budget are included in the preparation of the plan. Departments propose projects based on the direction of the City's development, the Westside Traffic Impact Fee Plan, the Parks and Open Space Plan, the Long-Range Electric System Plan, and the Long-Range Water System Plan.

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

FIVE-YEAR FINANCIAL MANAGEMENT PLAN

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

Examples include:

- a change in service of service delivery
- a need for additional personnel or equipment due to the growth of the city

ANNUAL CITY BUDGET

The last phase of budget development is the operating budget. During the budget preparation, city departments have four tasks:

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

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

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

BUDGET PROCESS

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

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

The budget takes effect January 1 of each year.

BUDGET MONITORING

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

BUDGET AMENDMENTS

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

BUDGET BASIS

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

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

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

The major differences for Enterprise Funds are:

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

BUDGET PROCESS

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

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

OPERATING BUDGET POLICIES

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

DEBT MANAGEMENT POLICY

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

CAPITAL IMPROVEMENT POLICY

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

FUND DESCRIPTIONS

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

City of Sun Prairie's Funds

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

GOVERNMENTAL FUNDS

GENERAL FUND

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

DEBT SERVICE FUND

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

Debt Service Fund

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

CAPITAL PROJECTS FUNDS

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

Capital Projects Fund

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

Development Projects Fund

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

Tax Increment Financing District Funds

The City has seven active Tax Increment Financing (TIF) Districts currently classified as capital project funds. None of these funds have reached the end of the expenditure period as defined by [Wisconsin State Statutes](#). TIF 8 is the only TIF fund classified as a major fund.

SPECIAL REVENUE FUNDS

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

Grants and Donations Fund

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

Transportation Impact Fee Fund

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

Sun Prairie Media Center Fund

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

Refuse and Recycle Fund

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

Park Fund

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

Street Tree Fund

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

Tourism Fund

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

Transportation Fund

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

Affordable Housing Fund

This funds a variety of affordability initiatives for implementation of the housing recommendations listed in the 2019-2039 Sun Prairie Comprehensive Plan, under the Housing and Neighborhoods focus area in the City's Three-Year Strategic Action Plan, and the Housing for All Report and Recommendations.

PROPRIETARY FUNDS

ENTERPRISE FUNDS

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

Water Pollution Control Facility

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

Stormwater Utility

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

Sun Prairie Utility

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

INTERNAL SERVICE FUNDS**Fleet In-Service Fund**

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

Health In-Service Fund

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

COMPONENT UNITS

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

The Community Development Authority (CDA)

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

The Business Improvement District

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

PERMANENT FUNDS

The City of Sun Prairie is the fiscal agent for:

The Ashley Trust Fund

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

AGENCY FUND**Multijurisdictional Public Safety Information System (MPSISC)**

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

Tax Agency Fund

This fund is used to account for all taxes the municipality is responsible for collecting. It is for both the City's taxes and for other governments.



SUN PRAIRIE

revolves around you



[illegible]

FUNDS BY TYPE

GENERAL FUND

GENERAL GOVERNMENT

DEPT #	DEPARTMENT
110	Mayor
115	City Council
120	Municipal Court
130	City Attorney
140	City Clerk
150	Administration
151	Administrative Services
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 Services
240	Building Inspection
250	Emergency Management

PUBLIC WORKS

DIV #	DIVISION
300	Public Services
310	Public Works
330	Engineering
340	GIS

HEALTH & HUMAN SERVICES

DIV #	DIVISION
541	Colonial Club
542	Youth & Families
545	Community Schools
549	Cemetery

CULTURE & RECREATION

DIV #	DIVISION
255	Family Aquatic Center
530	Historical Museum
550	Recreation
590	Parks Maintenance

COMMUNITY DEVELOPMENT

DIV #	DIVISION
600	Community Development
610	Planning
620	Economic Development
650	Forestry

OTHER FINANCING USES

DEPT #	DEPARTMENT
690	Transfers

SPECIAL REVENUE FUNDS

FUND #	FUND
200	Grants & Donations
210	Transportation Impact Fee Fund
220	Sun Prairie Media Center
230	Refuse & Recycling
250	Park Fund
251	Street Tree Fund
270	Tourism Fund
275	Transportation Fund
290	Affordable Housing Fund

CAPITAL PROJECT FUNDS

FUND #	FUND
400	Capital Projects Fund
490	Developmental Projects Fund
508	TIF District No. 8 Fund
509	TIF District No. 9 Fund
511	TIF District No. 11 Fund
512	TIF District No. 12 Fund
513	TIF District No. 13 Fund
514	TIF District No. 14 Fund
515	TIF District No. 15 Fund
516	TIF District No. 16 Fund

DEBT SERVICE FUNDS

FUND #	FUND
300	Debt Service Fund

PERMANENT FUNDS

FUND #	FUND
	Ashley Trust Fund

ENTERPRISE FUNDS

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

COMPONENT FUNDS

FUND #	FUND
810	BID
850	CDA

AGENCY FUNDS

FUND #	FUND
900	MPSISC
910	Tax Agency Fund

BUDGET INITIATIVES OVERVIEW

REQUESTED CHANGES FROM THE BASE BUDGET

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

Examples of Budget Initiative Requests include:

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

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

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

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

BUDGET INITIATIVES SUMMARY

Description	FTE	Total	Revenues	Other Sources	Tax Levy
Revenue Initiatives					
Passport Photo Location	-	(450)	-	-	(450)
Deck/Garage Review Fee	-	(1,250)	-	-	(1,250)
Fire Alarm/Fire Sprinkler Fees	-	(5,000)	-	-	(5,000)
Multi-Family Dwellings Group Change	-	(35,384)	-	-	(35,384)
Museum Public Charges for Services	-	(4,000)	-	-	(4,000)
KIDS 4 Membership	-	(3,000)	(3,000)	-	-
Increase of Refuse & Recycle Fees	-	(285,610)	(285,610)	-	-
Subtotal	-	\$ (334,694)	\$ (288,610)	\$ -	\$ (46,084)
Employer of Choice					
Elected Officials Stipend Increase	-	777	-	-	777
Board/Committee Pay Increase	-	12,905	-	540	12,365
Municipal Judge Increase	-	5,391	-	-	5,391
Increase Election Official Wages	-	5,135	-	-	5,135
Additional Hours for PT Maintenance Technician	-	11,186	-	-	11,186
YS Collection Management Specialist	0.40	37,788	-	-	37,788
Adult Services LA 1 Increase Hours	0.20	27,287	-	-	27,287
Adult Services LA 1 Increase Hours	0.20	25,423	-	-	25,423
Professional Development	-	15,000	-	15,000	-
Subtotal	0.80	140,892	-	15,540	125,352
Housing & Neighborhoods					
Tenant Resource Center	-	37,500	-	37,500	-
Retaliation Mediation	-	15,000	-	15,000	-
Subtotal	-	\$ 52,500	\$ -	\$ 52,500	\$ -
Human Services					
Colonial Club Contribution	-	10,000	-	-	10,000
Sunshine Place Financial Support	-	20,247	-	20,247.00	-
Partnership Sponsor	-	5,000	-	-	5,000
Expansion & Renovation	-	100,000	-	100,000.00	-
Capital Campaign Costs	-	40,000	-	40,000.00	-
Marketing & Communication	-	10,000	-	10,000.00	-
Youth & Families Contribution	-	5,000	-	-	5,000
Community Outreach	-	17,381	-	17,381	-
Customer Outreach via Sunshine Place	-	25,000	-	25,000	-
Subtotal	-	\$ 232,628	\$ -	\$ 212,628	\$ 20,000

BUDGET INITIATIVES SUMMARY

Description	FTE	Total	Revenues	Other Sources	Tax Levy
Quality City Services					
Assistant City Attorney	0.75	124,490	-	32,594	91,896
Municipal Clerk Assistant	1.00	82,794	-	-	82,794
Closet Switch Replacement	-	38,000	-	38,000	-
Council Chambers Audio	-	32,000	-	30,000	2,000
Professional Standards Lieutenant- 3/1 start	1.00	163,068	-	81,508	81,560
Career Fire Fighter- 2/1 start	1.00	98,225	-	18,225	80,000
Plan Review Outsourcing	-	54,792	-	-	54,792
Utility Locate Technician	1.00	102,158	-	81,726	20,432
Rental Loader for Snow Removal	-	15,000	-	15,000	-
Crash Attenuator	-	42,000	-	42,000	-
Rec Coordinator to Full Time	0.28	21,355	2,155	-	-
Increase Parks Contracted Services	-	8,880	-	-	8,880
Parks Planning	-	50,000	-	50,000	-
Youth Baseball Complex Fencing	-	715,000	400,000	315,000	-
Dog Park Enhancements	-	250,000	-	250,000	-
Park Security Cameras & Public WiFi	-	33,396	-	27,276	6,120
Production Manager Funding	-	50,000	-	-	50,000
Studio Flooring	-	23,000	-	23,000	-
Mobile Video Kits	-	4,000	-	4,000	-
Collection System Lead	-	17,324	-	17,324	-
Vegetation Management	-	75,000	-	75,000	-
Microsoft Server Licensing	-	5,631	-	5,631	-
Operational Technology Scanner	-	27,212	-	27,212	-
Microsoft 365 Licensing	-	10,392	-	10,392	-
Well Site Door Replacement	-	11,000	-	11,000	-
Chemical Pump Replacement	-	12,246	-	12,246	-
Cross Connection Control Program	-	84,000	-	84,000	-
Well 5 Pump and Well Maintenance	-	111,600	-	111,600	-
Paving Maintenance	-	28,000	-	28,000	-
Subtotal	5.03	\$ 2,290,563	\$ 402,155	\$ 1,390,734	\$ 478,474
Sustainable Sun Prairie					
Document Management	-	62,500	-	62,500	-
Comprehensive Energy Audit	-	76,190	76,190	-	-
Document Scanning Service	-	75,000	-	75,000	-
Subtotal	-	\$ 213,690	\$ 76,190	\$ 137,500	\$ -
GRAND TOTAL - ALL INITIATIVES	5.83	2,595,579	189,735	1,808,902	577,742

SUMMARY OF BUDGET AMENDMENTS

	Increase / (Decrease)						
	Expenditures	Revenues	Fund Balance	Borrowing	Tax Levy	Notes	
Amendment 1	315,000	200,000	115,000		-	Youth Baseball Complex Fencing	
Amendment 2	90,498				90,498	YS Collection Management Specialist, increase hours for 2 AS LA1 positions	
Amendment 3	(60,000)	(60,000)			-	Downpayment Assistance Pilot Program	
Amendment 4	82,794				82,794	Municipal Clerk Assistant position	
Amendment 5	124,490	32,594			91,896	Assistant City Attorney (30 hours/week)	
Amendment 6	(10,000)				(10,000)	Reduce Partnership Sponsor	
Amendment 7	(10,000)				(10,000)	Annual Contribution to the Affordable Housing Fund	
Amendment 8	(2,080)		(2,080)		-	Elected Officials Transit Cards	
Total Amendments	\$ 530,702	\$ 172,594	\$ 112,920	\$ -	\$ 245,188		

2024 COMPREHENSIVE FINANCIAL PLAN

OVERVIEW: REVENUES & EXPENDITURES

MISSION

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

Total revenue for 2024 is \$160.0 million of which \$104.0 million will be used to fund operations. Over 75% of the City's funding comes from taxes, fees, utility rates, and intergovernmental funds. The City's largest operating revenue source is property taxes; 2024 property taxes will provide \$25.0 million in revenue. The state of Wisconsin restricts property tax levies through levy limits. Currently the city is well within the state imposed levy limit, however, it expects to meet this limit as early as 2027. The levy limit can be increased by net new construction and non-recurring adjustments, such as a tax increment district closure.

The city of Sun Prairie continues to grow; this growth impacts both revenues and expenditures. The net new construction increase for 2023 (budget year 2024) was 3.09%. The city does not expect to maintain historical levels of new growth and is forecasting a five-year average future increase of 1.5%. We use a conservative estimate of 50% of the prior five year average. This reduction in new construction will have an effect in various ways. In addition to net new construction, the city is experiencing appreciation of existing properties. Total property values increased, on average, 30.0% in 2023, 2.5% in 2022, and 2.7% in 2021.

NET NEW CONSTRUCTION AS A PERCENT OF EQUALIZED VALUE

Dollars in Millions

Year	Net New Construction	Total Equalized Value	Net New Construction as a percent of Equalized Value
2017	63.6	2,772.2	2.29%
2018	144.2	2,984.7	4.83%
2019	172.8	3,310.1	5.22%
2020	52.6	3,634.1	1.45%
2021	149.8	3,864.1	3.88%
2022	138.6	4,176.1	3.32%
2023	147.3	4,767.5	3.09%

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

INTERGOVERNMENTAL REVENUE

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

State shared revenue has remained consistent for the past several years and is expected to continue into the future. State shared revenues are distributed based on population, property values, and other factors. The City's increasing property values would reduce state shared revenues; however, the city is also seeing a growth in population that is offsetting the property value increase. With the passing of Act 12, shared revenue increased to fund public safety starting in 2024. The City will receive an additional \$236,000 and is expected to certify on maintenance of effort annually to continue to receive this additional aid.

The State provides funds to compensate for the loss of property taxes on computer related equipment. The State previously used equipment market value to calculate the payment. During the 2017-19 State Budget, this program was changed; the 2019 payment was calculated using an inflationary factor on the 2018 aid amount. Future payments will be frozen at the 2018 amount. Act 12 removed all personal property for tax purposes. The State will provide funds to compensate for the additional loss of the property tax revenue starting in 2025.

2024 COMPREHENSIVE FINANCIAL PLAN

The City receives monies through the expenditure restraint program based on a formula that restricts the General Fund expenditure growth rate. This limit is calculated using 60% of net new construction capped at 2% plus a CPI factor.

STATE SHARED REVENUE					
Dollars in Thousands	2024	2023	2022	2021	2020
State Shared Revenue	922.6	685.8	655.8	691.0	692.0
State Aid – Exempt Computers	291.6	291.6	291.6	291.4	291.4
State Aid – Personal Property	106.7	106.7	106.7	88.4	103.2
Total State Shared Revenue	1,320.9	1,084.1	1,053.9	1,070.4	1,086.2
Percent Change	21.8%	2.9%	-1.5%	-1.5%	-1.2%
State Expenditure Restraint	457.3	0	494.8	514.3	531.9
Percent Change	100.0%	-100.0%	-3.8%	-3.31%	N/A

The State provides a financial incentive, called the expenditure restraint payment, to municipalities that limit growth in spending. The incentive payment is received the year after a city expends less than the restraint limit. The 2018 budgeted general fund expenditures exceeded the limit imposed by expenditure restraint, which disqualified the city for these funds (\$550,000) in the 2019 budget. The city was able to compensate for the loss of these funds from the closure of Tax Increment Financing District 7 (TID7) in 2017. (Closing a tax increment district has the effect of increasing the amount of property tax levy available to the city, as the property tax is no longer restricted to use within the district and is instead available for any city need.) The city received \$347,000 that was set aside for the purpose of exceeding the expenditure restraint limit and resetting the base calculation of general fund expenditures. In 2019, 2020, and 2021, the City qualified for expenditure restraint funds which were/will be received in 2020, 2021, and 2022. The 2022 Approved Budget did not qualify for the expenditure restraint payment, which means that the City will not receive the payment in 2023.

The City also receives Franchise Fee aid in the form of Video Service Provider Aid (VSPA). VSPA is intended to reimburse municipalities for the mandated reduction in each communities' video service provider (cable franchise) fee of .5% in 2020 and another .5% in 2021. The aid is based on the amounts reported to the Department of Revenue (DOR) on Form SL-310: Video Service Provider Report. The VSPA is distributed to each municipality imposing the video service provider (cable franchise) fee under sec. 66.0420(7), Wis. Stats. The aid equals 1.0% percent of the gross receipts used to calculate the actual 2019 fee revenues received by the municipality (sec. 79.097(1)(a), Wis. Stats.) The state will distribute this aid to each municipality on or before the fourth Monday in July (sec. 79.097(3)(b), Wis. Stats.). Starting on January 1, 2021, the video service fee (percentage) imposed by a municipality must equal the percentage applied on December 31, 2019 less 1.0 percent (sec. 66.0420(7)(b)2m., Wis. Stats.

UTILITY REVENUE

The City reviews the rates for utility charges annually to assure that the rates create a sustainable environment for the utility funds. The 2018, 2019, 2020, 2022, 2023, and 2024 budgets included rate increases for the Water Pollution Control Facility. The rate increases were driven by Wastewater Utility's plant expansion. The City's Stormwater Utility also introduced a rate increase in 2024. This rate increase was to maintain current and future operations as well as planned capital improvements over the next few years. Sun Prairie Utilities manages the City's Electric and Water System. In 2024, the electric utility will focus on the construction of a new facility and the continuance of LED lighting upgrades from the long-range system plan. Along with implementing new water rates filed for in May 2021, the water utility plans to design and construct Well #10 on the agreed upon school district site, which will be completed in 2024. The water utility is also replacing aging water main in several areas, and administering grants and loans to customers for replacement of private lead service lines. In addition, both the electric and water utilities will continue implementation of the Honeywell advanced metering system.

2024 FUND BALANCE SUMMARY

	Projected				Projected		Property			
	2024 Beginning		2024 Approved Budget		2024 Ending		Tax Levy			
FUND TYPE	Fund Balance		Revenues		Expenditures		Fund Balance		Contribution	
GENERAL FUND	\$	14,280,533	\$	41,442,174	\$	41,442,174	\$	14,280,533	\$	24,957,744
SPECIAL REVENUE FUNDS										
Park Improvement Fund		1,589,883		417,000		220,839		1,786,044		-
Street Tree Fund		292,802		101,900		101,900		292,802		-
Grants and Donations Fund		1,747,723		296,759		539,030		1,505,452		-
Sun Prairie Media Fund		138,259		534,499		605,807		66,951		-
Westside Traffic Impact Fee		2,328,024		300,000		-		2,628,024		-
Sanitation Fund		122,668		1,928,260		1,813,027		237,901		-
Emergency Loan Fund		-		-		-		-		-
Community Development Block Grant Fund		-		-		-		-		-
Tourism Fund		482,403		319,602		459,909		342,096		-
Transportation Fund		1,245,970		1,952,085		2,126,810		1,071,245		-
Housing Fund		137,865		13,000		52,500		98,365		-
Total Special Revenue Funds		8,085,596		5,863,105		5,919,822		8,028,879		-
CAPITAL PROJECTS FUNDS										
Capital Projects		3,170,440		32,239,166		32,183,166		3,226,440		-
TIF No. 8		(916,179)		2,561,209		2,513,157		(868,127)		-
TIF No. 9		646,816		2,438,046		1,291,946		1,792,916		-
TIF No. 11		1,282,283		1,462,770		1,076,090		1,668,963		-
TIF No. 12		(243,067)		366,254		600,006		(476,819)		-
TIF No. 13		(413,004)		1,169,990		1,088,913		(331,927)		-
TIF No. 14		(252,354)		601,908		595,408		(245,854)		-
TIF No. 15		(33,112)		146,449		209,543		(96,206)		-
TIF No. 16		(12,375)		-		7,775		(20,150)		-
Development Projects		1,637,009		600,000		600,000		1,637,009		-
Total Capital Projects Funds		4,866,458		41,585,792		40,166,004		6,286,246		-
DEBT SERVICE FUNDS										
Debt Service Fund		562,785		7,442,676		7,903,189		102,272		7,275,747
Total Debt Service Funds		562,785		7,442,676		7,903,189		102,272		7,275,747
PERMANENT FUNDS										
Ashley Trust Fund		1,000		2		2		1,000		-
Total Permanent Funds		1,000		2		2		1,000		-
ENTERPRISE FUNDS										
Fleet Inservice		1,852,813		2,662,293		2,972,916		1,542,190		-
Healthcare Inservice Fund		1,393,528		4,788,299		5,862,349		319,478		-
Water Pollution Control		31,537,654		7,384,568		9,335,349		29,586,873		-
Stormwater Utility		19,201,178		4,403,565		4,035,394		19,569,349		-
Water & Light		96,207,970		43,434,172		40,483,778		99,158,364		-
Total Enterprise Funds		150,193,142		62,672,897		62,689,786		150,176,253		-
AGENCY FUNDS										
MPSISC		325,887		732,179		732,179		325,887		-
Total Agency Funds		325,887		732,179		732,179		325,887		-
COMPONENT UNITS										
Business Improvement District		58,880		221,375		239,911		40,344		-
Community Development Authority		15,140		36,360		36,360		15,140		-
Total Component Units		74,020		257,735		276,271		55,484		-
Grand Total	\$	178,389,421	\$	159,996,560	\$	159,129,427	\$	179,256,554	\$	32,233,491

Note: Includes Transfers. General Fund includes Fund Balance Applied, all other funds exclude Fund Balance Applied.

TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION

\$ 32,233,491

BUDGET COMPARISON

	2022	2023	% vs. '22	2023	% vs. '23	2024	% vs. '23
REVENUE	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	29,305,593	32,898,965	12.3%	33,331,643	1.3%	37,442,826	12.3%
Special Revenue Funds	4,773,868	6,635,232	39.0%	6,890,069	3.8%	5,766,510	-16.3%
Debt Service Funds	6,527,956	6,847,976	4.9%	6,847,976	0.0%	7,349,424	7.3%
Capital Projects Funds	16,771,982	19,374,359	15.5%	22,617,775	16.7%	40,638,142	79.7%
Permanent Funds	-	2		2	0.0%	2	0.0%
Enterprise Funds	59,272,994	59,241,379	-0.1%	60,001,812	1.3%	62,630,897	4.4%
Component Units	252,182	236,648	-6.2%	236,648	0.0%	257,735	8.9%
Agency Funds	666,070	679,260	2.0%	679,260	0.0%	732,179	7.8%
Total Revenues/Resources	\$ 117,570,646	\$ 125,913,821	7.1%	\$ 130,605,185	3.7%	\$ 154,817,715	18.5%

Excludes 486210 - Econ Dev Chargebacks, 492100 - Transfer In, 492199 - Transfer In - W&L Pilot, and 499000 - Fund Balance Applied

Excludes 486210 - Econ Dev Chargebacks, 492100 - Transfer In, 492199 - Transfer In - W&L Pilot, and 499000 - Fund Balance Applied

	2022	2023	% vs. '22	2023	% vs. '23	2024	% vs. '23
EXPENDITURES	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	30,776,179	35,350,528	14.9%	36,974,428	4.6%	40,457,272	9.4%
Special Revenue Funds	4,543,958	7,447,209	63.9%	8,621,638	15.8%	5,691,157	-34.0%
Debt Service Funds	6,812,953	7,317,699	7.4%	7,319,024	0.0%	7,903,189	8.0%
Capital Projects Funds	15,769,199	18,016,121	14.2%	26,736,061	48.4%	40,072,424	49.9%
Permanent Funds	-	2		2	0.0%	2	0.0%
Enterprise Funds	50,169,687	57,246,893	14.1%	59,803,811	4.5%	61,726,024	3.2%
Component Units	250,529	233,104	-7.0%	234,354	0.5%	276,271	17.9%
Agency Funds	666,815	679,260	1.9%	679,260	0.0%	732,179	7.8%
Total Expenditures/Uses	\$ 108,989,321	\$ 126,290,816	15.9%	\$ 140,368,579	11.1%	\$ 156,858,518	11.7%

Excludes 572000 - Transfer Out

Excludes 572000 - Transfer Out

2024 APPROVED BUDGET SUMMARY

2024 Approved Budget Summary

REVENUES	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Enterprise Funds	Component Units	Agency Funds	Total
Taxes	24,963,514	-	7,275,747	8,057,592	-	-	-	-	40,296.9
Special Assessments	-	3,800	-	-	-	500,000	160,000	-	663.8
Intergovernmental Revenues	5,009,849	1,469,731	-	877,228	-	59,000	-	-	7,415.8
Licenses and Permits	1,246,268	323,931	-	-	-	960,000	-	-	2,530.2
Fines and Forfeitures	209,500	-	-	-	-	-	-	-	209.5
Charges for Services	4,165,139	2,804,443	-	600,000	-	52,336,455	-	732,179	60,638.2
Investment Income	1,061,000	144,000	20,000	148,000	-	7,398,785	36,360	-	8,808.1
Interdepartmental Charges	-	-	-	-	-	-	-	-	-
Misc. Revenues	639,026	246,083	53,677	1,397,600	-	125,957	61,375	-	2,523.7
Other Financing Sources	-	60,320	-	29,565,497	-	1,250,700	18,536	-	30,895.1
Other	148,530	314,602	-	-	2	-	-	-	463.1
General Obligation Debt	-	-	-	-	-	-	-	-	-
Sub-Total Revenues	37,442,826	5,366,910	7,349,424	40,645,917	2	62,630,897	276,271	732,179	154,444,426
Transfers In	3,284,474	496,195	93,252	947,650	-	42,000	-	-	4,863.6
Fund Balance Applied/Cash Reserves	714,874	1,087,974	460,513	323,027	-	4,188,712	-	-	6,775.1
Less: Transfers Out	(984,902)	(230,745)	-	(93,580)	-	(963,762)	-	-	(2,272,989)
Sub-Total Transfers and Applied Balance	3,014,446	1,353,424	553,765	1,177,097	-	3,266,950	-	-	9,365,682
Total Funding Sources	\$ 40,457,272	\$ 6,720,334	\$ 7,903,189	\$ 41,823,014	\$ 2	\$ 65,897,847	\$ 276,271	\$ 732,179	\$ 163,810,108
EXPENDITURES									
General Government	7,171,609	28,500	-	-	-	-	-	-	7,200.1
Public Safety	20,383,289	30,500	-	-	-	-	-	732,179	21,146.0
Public Works	4,297,429	1,813,027	-	-	-	-	-	-	6,110.5
Health & Human Services	436,383	-	-	-	-	-	-	-	436.4
Culture, Recreation, and Education	6,079,553	1,051,457	-	-	2	-	-	-	7,131.0
Conservation and Development	1,573,509	2,837,673	-	-	-	-	36,360	-	4,447.5
Water Pollution Control Facility	-	-	-	-	-	9,319,851	-	-	9,319.9
Stormwater Facility	-	-	-	-	-	3,906,147	-	-	3,906.1
Sun Prairie Utilities	-	-	-	-	-	40,483,778	-	-	40,483.8
Fleet In-Service Fund	-	-	-	-	-	2,962,716	-	-	2,962.7
Health In-Service Fund	-	-	-	-	-	4,811,473	-	-	4,811.5
Business Improvement District (BID)	-	-	-	-	-	-	239,911	-	239.9
Capital Outlay	-	-	-	35,794,850	-	-	-	-	35,794.9
Debt Service	-	-	7,903,189	4,361,154	-	-	-	-	12,264.3
Contingency	515,500	-	-	-	-	-	-	-	515.5
Total Expenditures	\$ 40,457,272	\$ 5,761,157	\$ 7,903,189	\$ 40,156,004	\$ 2	\$ 61,483,965	\$ 276,271	\$ 732,179	\$ 156,770,039

TRANSFER SCHEDULE

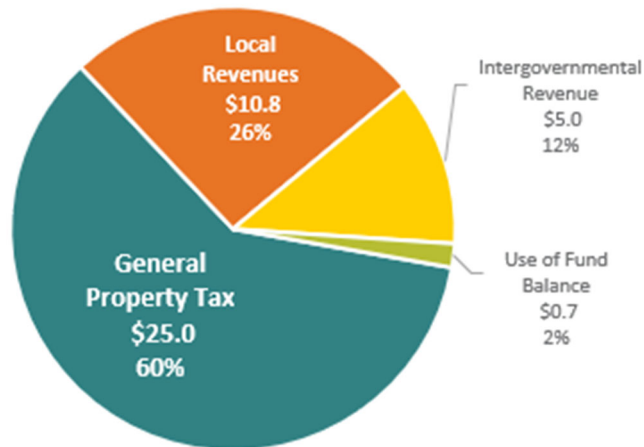
Transfer In		Transfer Out	
General Fund	230,745	Special Revenue Fund	230,745
General Fund	24,385	Capital Projects Fund	24,385
General Fund	398,762	Health Inservice Fund	398,762
General Fund	2,413,076	Sun Prairie Utilities	2,413,076
Special Revenue Fund	7,000	General Fund	7,000
Media Center Fund	50,000	General Fund	50,000
Refuse & Recycle Fund	29,195	Tax Increment District No. 8	29,195
Transportation Fund	400,000	General Fund	400,000
Affordable Housing Fund	10,000	General Fund	10,000
Debt Service Fund	93,252	General Fund	93,252
Capital Projects Fund	382,650	General Fund	382,650
Capital Projects Fund	565,000	Health Inservice Fund	565,000
Fleet Fund	42,000	General Fund	42,000
Total Transfer In	\$ 4,646,065	Total Transfer Out	\$ 4,646,065

REVENUE SUMMARY

General Fund Revenue Summary	2021	2022	8/31/2023	2023	2023	2024	Increase
	Actual	Actual	Actual	Projected	Budget	Committee	(Decrease)
Taxes (excluding Levy)	130,507	139,149	80,347	154,518	111,152	148,530	37,378
Special Assessments	(60,187)	48,458	(17,016)	(17,016)	10,500	5,770	(4,730)
Licenses and Permits	1,035,873	1,031,624	870,220	1,147,005	1,198,885	1,246,268	47,383
Fines, Foreits & Penalties	197,964	169,598	117,439	182,867	209,900	209,500	(400)
Public Charges for Services	2,119,994	2,749,707	2,254,997	3,246,099	3,519,844	4,165,139	645,295
Investment Income	4,928	103,078	812,593	1,101,000	470,968	1,061,000	590,032
Miscellaneous Revenue	287,851	337,922	430,194	660,317	422,781	381,026	(41,755)
Other Financing Sources	2,211,347	2,781,906	134,890	3,319,071	3,404,093	3,542,474	138,381
Sub-Total Local Revenues	5,928,277	7,361,442	4,683,665	9,793,861	9,348,123	10,759,707	1,411,584
Intergovernmental Revenue	3,085,685	3,803,586	2,701,511	3,375,021	3,350,381	5,009,849	1,659,468
Total Revenues	9,013,961	11,165,028	7,385,175	13,168,882	12,698,504	15,769,556	3,071,052
Use of Fund Balance	-	-	-	-	2,145,733	714,874	(1,430,859)
Total Revenue & Fund Balance	9,013,961	11,165,028	7,385,175	13,168,882	14,844,237	16,484,430	1,640,193
General Property Tax Levy	18,638,111	20,106,530	21,405,139	21,405,140	21,403,208	24,957,744	3,554,536
Total Sources	\$ 27,652,073	\$ 31,271,558	\$ 28,790,315	\$ 34,574,022	\$ 36,247,445	\$ 41,442,174	\$ 5,194,729

2022 Budget integrated the Library and Recreation Funds back into the General Fund

2024 General Fund Revenues
(in millions)



FUNCTION SUMMARY

FUNCTION SUMMARY

Function Summary	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
PROPERTY TAXES							
General Property Taxes	18,638,111	20,106,530	21,405,139	21,405,140	21,403,208	24,957,744	3,554,536
Illegal Taxes	(69,098)	(305)	(17,177)	(17,177)	-	-	-
Omitted Property Taxes	4.5	30.3	-	-	-	-	-
Property Tax Chargebacks	3,888	18,433	161	161	10,000	5,770	(4,230)
Sub-Total Property Taxes	18,577,394	20,154,988	21,388,124	21,388,124	21,413,208	24,963,514	3,550,306
OTHER TAXES							
Public Accomodation Tax	91,032	125,588	62,951	134,830	100,070	134,830	34,760
Payments In Lieu Of Taxes	38,025	9,582	12,188	12,188	9,582	12,200	2,618
Interest And Penalty On Taxes	1,450	3,980	5,209	7,500	1,500	1,500	-
Sub-Total Other Taxes	130,507	139,149	80,347	154,518	111,152	148,530	37,378
SPECIAL ASSESSMENTS							
Interest Special Assessments	115	-	-	-	500	-	(500)
Delq Sa Revenue	416	-	-	-	-	-	-
Sub-Total Special Assessments	531	-	-	-	500	-	(500)
INTERGOVERNMENTAL REVENUE							
Federal Grants - Public Safety	-	-	-	-	-	-	-
Federal Grants	-	78,083	-	-	-	76,190	76,190
State Shared Revenue	691,379	655,840	135,260	685,790	685,790	922,562	236,772
State Expenditure Restraint	-	494,833	-	-	-	457,261	457,261
State Aid - Exempt Computers	291,415	291,690	291,690	291,690	291,690	291,690	-
State Fire Insurance Tax	-	167,414	190,638	190,638	170,000	200,000	30,000
State Aid- Personal Property	88,440	106,709	106,709	106,709	106,709	106,709	-
State Grants - General	-	69,947	-	25,000	25,000	25,000	-
State Grants - Police	9,460	12,960	-	11,500	8,160	13,000	4,840
State Grants - Ems	15,760	19,260	-	-	-	-	-
State Grants - Library	-	5,719	525	2,625	2,200	2,625	425
State Aid - Road Allotment	1,777,575	1,745,222	1,816,228	1,816,228	1,815,991	1,891,562	75,571
State Aid - Connecting Streets	55,040	62,588	62,667	62,667	62,667	76,159	13,492
State Grants - Recycling	-	-	-	-	-	-	-
County Aid - Library	-	-	-	-	-	-	-
School District - Pd Liasion	156,616	171,404	97,793	182,174	182,174	192,064	9,890
Misc.Grants	1,000	-	-	-	-	-	-
County Aid - Library	-	648,949	645,809	645,809	644,991	755,027	110,036
Sub-Total Intergovernmental Revenue	3,085,685	3,803,586	2,701,511	3,375,021	3,350,381	5,009,849	828,251
LICENSES AND PERMITS							
Liquor & Malt Bev. Licenses	60,456	74,259	41,609	70,000	70,000	75,000	5,000
Bartender Licenses	11,820	13,875	13,395	25,000	25,000	25,000	-
Cigarette Licenses	2,825	3,600	3,025	3,500	3,500	3,500	-
Other Business Licenses	8,113	10,435	8,810	10,000	10,000	10,000	-
Dog Licenses	8,328	9,412	5,147	9,400	9,000	9,000	-
Chicken Keeping License	-	75	70	45	45	45	-
Building Permits	235,038	247,069	227,255	301,407	309,325	332,690	23,365
Occupancy Permits	30,450	29,050	21,450	26,860	27,000	27,000	-
Plumbing Permits	214,972	212,429	191,245	242,131	214,414	223,837	9,423
Electrical Permits	150,410	143,465	127,153	159,444	194,900	199,323	4,423
Hvac Permits	181,894	165,050	156,349	211,318	209,700	214,123	4,423
Street Opening Permits	28,804	33,028	14,804	15,000	21,000	21,000	-
Stormwater Erosion Cont Fee	21,461	23,146	19,838	20,000	25,001	25,000	(1)
Zoning And Plat Approval Fees	39,180	33,250	23,625	30,000	40,000	36,000	(4,000)
Other Permits And Fees	34,331	24,829	15,515	18,000	36,000	37,250	1,250
Weights & Measures	7,792	8,653	931	4,900	4,000	7,500	3,500
Sub-Total Licenses And Permits	1,035,873	1,031,624	870,220	1,147,005	1,198,885	1,246,268	47,383
FINES, FORFEITS AND PENALTIES							
Other Violations	-	-	-	-	-	-	-
Court Penalties And Costs	137,741	126,324	84,873	132,174	140,000	140,000	-
Parking Violations	60,223	35,870	28,346	46,193	65,000	65,000	-
Other Violations	-	-	-	-	-	-	-
Library Fines	-	7,405	4,220	4,500	4,900	4,500	(400)
Sub-Total Fines, Forfeits And Penalties	197,964	169,598	117,439	182,867	209,900	209,500	(400)

FUNCTION SUMMARY

Function Summary, continued	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
PUBLIC CHARGES FOR SERVICES							
Clerk Fees	48,489	37,890	22,520	30,000	55,000	50,000	(5,000)
Finance Fees	-	-	18	18	200	450	250
Information Technology Fees	-	-	19	19	-	-	-
Police Department Fees	20,324	28,276	17,293	22,000	18,000	18,000	-
Fire Township Fees	-	-	-	-	-	664,543	664,543
Ambulance Fees	1,605,170	1,716,977	1,170,785	1,900,000	2,038,999	2,102,545	63,546
Ems Townships Charges	76,692	104,251	353,716	423,545	425,163	529,043	103,880
Building Inspection Charges	297	-	11,300	14,000	10,000	10,000	-
Sewer Inspection Charges	4,990	4,470	3,470	4,500	7,000	7,000	-
Hvac Plan Review	20,150	37,110	22,700	27,470	31,675	12,403	(19,272)
Building Plan Review	77,624	88,225	50,025	64,379	76,100	20,968	(55,132)
Fire Alarm Plan Review	2,050	17,180	10,310	10,690	7,650	7,650	-
Fire Supp Plan Review	1,860	14,820	11,620	14,000	11,500	11,500	-
Plumbing Plan Reivew	23,805	40,250	40,043	40,338	43,000	28,612	(14,388)
Public Works Misc Charges	31,178	25,690	58,993	60,000	35,000	35,000	-
Engineering Review Fees	14,771	40,074	5,367	10,000	45,000	30,000	(15,000)
Museum Fees	-	-	-	-	-	4,000	4,000
Parks Miscellaneous Charges	39,720	45,343	40,921	43,000	53,900	49,400	(4,500)
Library Misc Charges	-	8,461	7,970	9,000	7,000	9,000	2,000
Dog Park Use Fees	24,329	21,359	19,415	30,000	28,380	30,000	1,620
Adult Program Fees	-	25,561	29,120	32,600	38,500	32,200	(6,300)
Preschool Program Fees	-	41,656	42,609	53,000	69,800	55,500	(14,300)
Youth Program Fees	-	195,390	89,805	196,200	217,897	164,474	(53,423)
Teen Program Fees	-	9,839	9,856	10,900	16,960	13,791	(3,169)
Family & Misc Program Fees	-	33,410	4,057	4,900	13,150	8,100	(5,050)
Special Event Program Fees	-	32,636	35,706	36,706	55,310	56,460	1,150
Planning Misc Charges	20	-	-	-	-	-	-
Street Tree Charges	49	-	-	-	-	-	-
Family Aquatic Center Fees	128,475	180,840	197,360	208,834	214,660	214,500	(160)
Sub-Total Public Charges For Services	2,119,994	2,749,707	2,254,997	3,246,099	3,519,844	4,165,139	645,295
INVESTMENT INCOME							
General Fund	4,928	103,078	812,593	1,101,000	470,968	1,061,000	590,032
Library	1,009	-	-	-	-	-	-
Recreation	24	-	-	-	-	-	-
Sub-Total Investment Income	4,928	103,078	812,593	1,101,000	470,968	1,061,000	590,032
MISCELLANEOUS REVENUE							
Miscellaneous Rents	7,374	8,517	20,005	20,005	11,765	11,842	77
Police Auction	-	7,684	3,000	4,000	5,000	4,000	(1,000)
Sale Of Material And Equipment	25,642	28,299	21,193	22,000	37,000	37,000	-
Insurance Dividend & Recovery	72,732	56,103	330,396	389,510	59,114	57,179	(1,935)
Miscellaneous Revenues	127,822	171,457	54,811	172,672	252,972	203,352	(49,620)
Ag Use Penalties	24,669	28,075	(2,188)	10,000	15,000	10,000	(5,000)
City Attorney Chargebacks	2,664	3,041	-	6,800	6,800	10,549	3,749
Human Resources Chargebakcs	25,950	31,675	-	32,330	32,330	38,904	6,574
Finance Chargebacks	-	2,400	2,800	2,800	2,800	3,200	400
Miscellaneous Revenues	999	671	177	200	-	-	-
Donations - Parks & Recreation	-	7,278	899	1,000	-	5,000	5,000
Sub-Total Miscellaneous Revenue	287,851	337,922	430,194	660,317	422,781	381,026	(46,755)
OTHER FINANCING SOURCES							
Transfer In	31,926	571,145	35,000	456,986	456,986	653,892	196,906
Transfer In - W&L Pilot	2,037,120	1,939,685	-	2,401,293	2,486,315	2,413,076	(73,239)
Econ Dev Chargebacks	-	111,362	99,890	229,292	229,292	217,506	(11,786)
Engineering Chargebacks	142,301	159,714	-	231,500	231,500	258,000	26,500
Fund Balance Applied	-	-	-	-	2,145,733	714,874	(1,430,859)
Transfer In	-	11,070	5,000	5,000	-	-	-
Sub-Total Other Financing Sources	2,211,347	2,781,906	134,890	3,319,071	5,549,826	4,257,348	(1,292,478)
Total Revenues	\$27,652,073	\$31,271,558	\$28,790,315	\$34,574,022	\$36,247,445	\$41,442,174	\$ 4,358,512

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 260 - Library, and 280 - Recreation



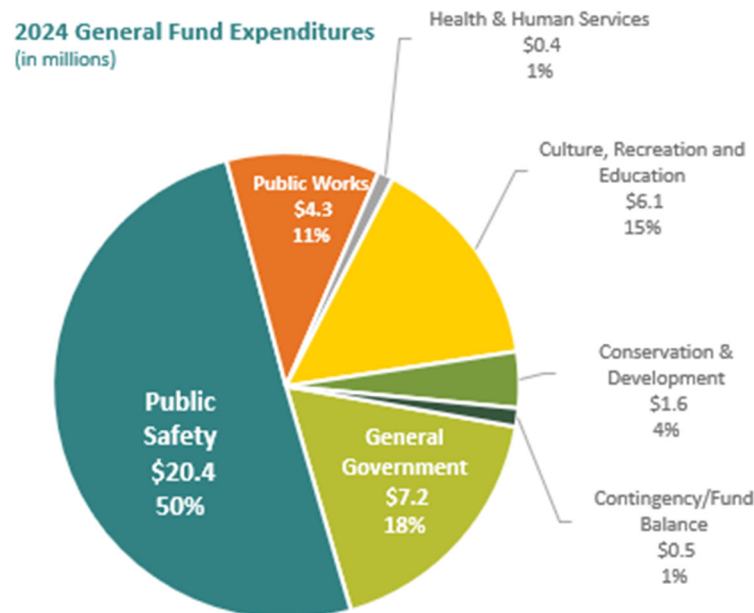
SUN PRAIRIE

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EXPENDITURE SUMMARY

General Fund Exp. Summary	2021	2022	8/31/2023	2023	2023	2024	Increase
	Actual	Actual	Actual	Projected	Budget	Committee	(Decrease)
General Government	4,931,979	6,043,645	6,043,645	6,434,135	6,787,611	7,171,609	383,998
Public Safety	13,914,025	15,039,814	15,039,814	17,049,553	17,799,735	20,383,289	2,583,554
Public Works	3,400,641	3,533,550	3,533,550	3,838,417	4,037,827	4,297,429	259,602
Health & Human Services	482,634	359,455	359,455	235,985	403,691	436,383	32,692
Culture, Recreation and Education	1,860,308	4,817,126	4,264,580	5,735,593	5,129,555	6,079,553	949,998
Conservation & Development	830,943	1,238,540	1,238,540	1,607,782	1,678,791	1,573,509	(105,282)
Sub-Total	25,420,529	31,032,130	30,479,584	34,901,465	35,837,210	39,941,772	4,104,562
Contingency/Fund Balance	-	-	-	-	411,800	515,500	103,700
Transfers	2,081,750	948,081	948,081	793,817	793,817	984,902	191,085
Sub-Total	2,081,750	948,081	948,081	793,817	1,205,617	1,500,402	294,785
Total General Expenditures	\$ 27,502,279	\$ 31,980,211	\$ 31,427,665	\$ 35,695,282	\$ 37,042,827	\$ 41,442,174	\$ 4,399,347



DIVISION SUMMARY

DIVISION SUMMARY

Division Summary	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
GENERAL GOVERNMENT							
Mayor	43,074	43,478	43,478	44,031	45,021	46,169	1,148
Council	68,068	70,131	70,131	86,976	88,293	77,837	(10,456)
Municipal Court	122,330	123,007	123,007	179,581	177,036	155,811	(21,225)
City Attorney	414,134	374,899	374,899	343,628	310,992	417,604	106,612
City Clerk	402,881	334,253	334,253	408,913	421,964	574,241	152,277
Elections	98,840	187,784	187,784	128,466	136,520	290,037	153,517
Administration	339,111	627,168	627,168	637,255	799,432	697,957	(101,475)
Administrative Services	113,308	246,158	246,158	419,269	446,338	200,599	(245,739)
Human Resources	389,296	477,443	477,443	536,969	560,038	603,789	43,751
Finance	559,224	618,231	618,231	835,623	775,480	873,479	97,999
Risk Management	173,191	161,078	161,078	173,226	222,111	216,934	(5,177)
Assessing	319,386	463,237	463,237	538,851	567,364	564,519	(2,845)
Information Technology	1,272,813	1,486,015	1,486,015	1,457,910	1,440,460	1,621,310	180,850
Building Maintenance	616,324	830,765	830,765	643,437	796,561	831,323	34,762
Sub-Total General Government	4,931,979	6,043,645	6,043,645	6,434,135	6,787,611	7,171,609	383,998
PUBLIC SAFETY							
Police Department	9,051,169	9,657,801	9,657,801	10,316,587	10,779,293	11,668,519	889,226
Fire Protection	1,600,112	1,923,219	1,923,219	2,318,835	2,287,788	3,452,088	1,164,300
Emergency Medical Service	2,479,702	2,633,150	2,633,150	3,729,268	3,695,272	4,215,198	519,926
Building Inspection	783,041	825,644	825,644	680,676	1,025,438	1,037,484	12,046
Emergency Management	0	-	-	4,187	11,944	10,000	(1,944)
Sub-Total Public Safety	13,914,025	15,039,814	15,039,814	17,049,553	17,799,735	20,383,289	2,583,554
PUBLIC WORKS							
Public Services	200,468	214,452	214,452	169,050	308,637	273,167	(35,470)
Public Works	2,554,293	2,553,125	2,553,125	2,816,490	2,781,805	3,094,644	312,839
Engineering	496,709	496,066	496,066	583,059	589,361	607,061	17,700
GIS	120,199	127,461	127,461	111,706	160,453	170,954	10,501
Transporation	28,972	142,448	142,448	158,113	197,571	151,603	(45,968)
Sub-Total Public Works	3,400,641	3,533,550	3,533,550	3,838,417	4,037,827	4,297,429	259,602
HEALTH & HUMAN SERVICES							
Colonial Club	260,000	230,000	230,000	200,000	240,000	250,000	10,000
Youth & Families	7,634	4,455	4,455	15,354	13,060	15,505	2,445
YMCA & Community Schools	115,000	115,000	115,000	-	130,000	130,000	-
Human Services	90,000	-	-	10,631	10,631	30,878	20,247
Cemetery	10,000	10,000	10,000	10,000	10,000	10,000	-
Sub-Total Health & Human Services	482,634	359,455	359,455	235,985	403,691	436,383	32,692
CULTURE, RECREATION, AND EDUCATION							
Library	-	2,437,166	1,914,628	2,909,126	2,133,561	2,866,357	732,796
Historical Museum	118,188	108,894	108,894	213,988	228,006	200,714	(27,292)
Parks Maintenance	1,036,339	1,129,733	1,129,733	1,291,044	1,301,377	1,550,271	248,894
Recreation	454,526	766,187	736,179	934,170	1,078,484	1,074,848	(3,636)
Family Aquatic Center	251,255	375,145	375,145	387,264	388,127	387,363	(764)
Sub-Total Culture, Recreation, and Education	1,860,308	4,817,126	4,264,580	5,735,593	5,129,555	6,079,553	949,998
CONSERVATION AND DEVELOPMENT							
Community Development	162,147	175,737	175,737	185,093	198,314	201,142	2,828
Planning	346,537	446,718	446,718	760,408	770,151	646,169	(123,982)
Economic Development	212,322	382,368	382,368	374,875	403,448	406,566	3,118
Forestry	109,937	233,717	233,717	287,406	306,878	319,632	12,754
Sub-Total Conservation and Development	830,943	1,238,540	1,238,540	1,607,782	1,678,791	1,573,509	(105,282)
Transfers	2,081,750	948,081	948,081	793,817	793,817	984,902	191,085
General Contingency	-	-	-	-	411,800	515,500	-
Sub-Total Transfers & Contingency	2,081,750	948,081	948,081	793,817	1,205,617	1,500,402	191,085
Total	\$ 27,502,279	\$ 31,980,211	\$ 31,427,665	\$ 35,695,282	\$ 37,042,827	\$ 41,442,174	\$ 4,399,347

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 260 - Library, and 280 - Recreation

2023 PROPERTY VALUES AND TAX RATE

ASSESSED VALUE BY CLASS	2019	2020	2021	2022	2023	Increase (Decrease)	Percent Change
Residential	\$ 2,237,893,900	\$ 2,643,212,500	\$ 2,708,137,200	\$ 2,786,552,200	\$ 3,694,900,600	\$ 908,348,400	32.6%
Commercial	903,958,600	1,028,578,200	1,064,893,600	1,108,575,900	1,633,062,400	524,486,500	47.3%
Agricultural	98,500	131,800	126,300	118,100	138,400	20,300	17.2%
Other	162,900	441,600	441,600	501,400	506,300	4,900	1.0%
Personal Property	41,147,700	46,500,600	44,657,300	44,799,400	59,056,600	14,257,200	31.8%
Manufacturing	57,170,100	74,066,700	71,790,600	69,275,300	92,456,900	23,181,600	33.5%
Total Assessed Value	\$ 3,240,431,700	\$ 3,792,931,400	\$ 3,890,046,600	\$ 4,009,822,300	\$ 5,480,121,200	\$ 1,470,298,900	36.7%

EQUALIZED VALUE	2019	2020	2021	2022	2023	Increase (Decrease)	Percent Change
Equalized Value - TID Out	3,404,540,900	3,610,664,700	3,896,135,200	4,464,398,400	5,084,169,000	619,770,600	13.9%
Equalized Value - TID In	3,634,094,300	3,864,128,900	4,176,130,900	4,767,506,600	5,481,682,200	714,175,600	15.0%
Difference - Total Increment	\$ 229,553,400	\$ 253,464,200	\$ 279,995,700	\$ 303,108,200	\$ 397,513,200	\$ 94,405,000	31.1%

TAX INCREMENT BY DISTRICT	2019 Increment	2020 Increment	2021 Increment	2022 Increment	2023 Increment	(Decrease)	Net % Change
TIF District No. 6	\$ 6,891,800	\$ 6,953,700	\$ -	\$ -	\$ -	\$ -	
TIF District No. 8	92,472,900	88,497,300	112,401,800	107,202,900	124,204,600	17,001,700	15.9%
TIF District No. 9	79,126,900	85,205,100	90,687,300	92,167,300	116,854,000	24,686,700	26.8%
TIF District No. 11	24,352,500	37,114,800	53,661,700	56,185,600	70,485,100	14,299,500	25.5%
TIF District No. 12	9,727,500	9,935,300	12,671,000	14,350,500	16,490,100	2,139,600	14.9%
TIF District No. 13	16,981,800	25,758,000	10,573,900	31,824,900	57,720,300	25,895,400	81.4%
TIF District No. 14	-	-	-	1,377,000	4,534,200	3,157,200	229.3%
TIF District No. 15	-	-	-	-	7,224,900	7,224,900	
Total Increment	\$ 229,553,400	\$ 253,464,200	\$ 279,995,700	\$ 303,108,200	\$ 397,513,200	\$ 94,405,000	31.1%

CITY TAX RATE	2019	2020	2021	2022	2023	Increase (Decrease)	Percent Change
Operating Levy	17,979,981	18,640,045	20,106,531	21,403,208	24,957,744	3,554,536	16.6%
Debt Service Levy	6,567,043	6,618,831	6,469,805	6,796,436	7,275,747	479,311	7.1%
Total Levy	24,547,024	25,258,876	26,576,336	28,199,644	32,233,491	4,033,847	14.3%
Mill Rate	8.0860	7.1248	7.3229	7.5101	6.3418	(1.1683)	-15.6%
Average Home Value	260,000	299,400	301,200	304,100	377,200	73,100	24.0%
City Tax on Average Home	2,102	2,134	2,206	2,284	2,392	108	4.7%
Median Home Value	246,500	275,000	286,400	288,900	356,600	67,700	23.4%
City Tax on Median Home	1,993	1,960	2,097	2,170	2,261	92	4.2%



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MISSION

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

DESCRIPTION

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

The Mayor appoints representatives to various committees, boards, and commissions and ensures that the city ordinances and State Statutes are observed and enforced. Annually, the Mayor presents a balanced budget outlining the 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.

2024 BUDGET HIGHLIGHTS

- Increase compensation to City Council members by 6%.
- Increase compensation to Boards and Committees to \$45 per meeting, a \$15 increase.

2023 BUDGET OVERVIEW

- ✓ Increased compensation to both the Mayor and City Council members by 3.5%
- ✓ Established an annual contribution to the Affordable Housing Fund from the City Budget.

MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Increased compensation to both the Mayor and City council members by 3.5%

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Mayor & Council	*	*	*	*	*	*	
Total Personnel	*	*	*	*	*	*	

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

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Mayor	43.1	43.5	35.8	44.0	45.0	46.2	1.1
Council	68.1	70.1	48.5	87.0	88.3	77.8	(10.5)
Total Expenditures	\$ 111.1	\$ 113.6	\$ 84.2	\$ 131.0	\$ 133.3	\$ 124.0	\$ (9.3)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	87.0	87.0	58.6	88.0	88.0	89.8	1.8
Materials & Supplies	1.0	0.9	0.3	0.6	2.5	2.5	-
Contractual Services	3.9	5.5	3.3	20.0	21.5	6.5	(15.0)
Professional Development	19.2	20.2	22.0	22.5	21.4	25.3	3.9
Total Expenditures	\$ 111.1	\$ 113.6	\$ 84.2	\$ 131.0	\$ 133.3	\$ 124.0	\$ (9.3)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	111.1	113.6	84.2	131.0	133.3	124.0	(9.3)
Net Operating Result	\$ (111.1)	\$ (113.6)	\$ (84.2)	\$ (131.0)	\$ (133.3)	\$ (124.0)	\$ 9.3



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MISSION

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

DESCRIPTION

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

The citizens of Sun Prairie elect the Municipal Court Judge for a term of four years.

2024 BUDGET HIGHLIGHTS

- Municipal Judge wage increase of \$5,000.

2023 BUDGET OVERVIEW

- ✓ Thru the carryforward funds an LTE/Assistant Court Clerk position was hired.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Adjudicate city ordinance violations.

Measure	2016	2017	2018	2019	2020	2021	2022	2023*	2023(year-end)
Traffic Citations Processed	1,701	1,359	1,075	1,145	865	857	1,116	594	1,185
Ordinance Citations	788	561	534	485	424	376	328	203	400
Court Trials	20	21	17	10	13	6	6	2	6

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	1.00	1.00	1.00	1.00	1.00	1.00	-

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

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Municipal Court	122.3	123.0	104.3	179.6	177.0	155.8	(21.2)
Total Expenditures	\$ 122.3	\$ 123.0	\$ 104.3	\$ 179.6	\$ 177.0	\$ 155.8	\$ (21.2)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	114.3	113.7	95.6	170.1	167.4	145.7	(21.7)
Materials & Supplies	-	-	0.0	0.0	-	0.1	0.1
Contractual Services	6.9	7.1	6.7	7.1	7.7	7.7	-
Professional Development	1.2	2.2	1.9	2.3	2.0	2.4	0.4
Total Expenditures	\$ 122.3	\$ 123.0	\$ 104.3	\$ 179.6	\$ 177.0	\$ 155.8	\$ (21.2)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	198.0	162.2	113.2	178.4	205.0	205.0	-
Total Expenditures	122.3	123.0	104.3	179.6	177.0	155.8	(21.2)
Net Operating Result	\$ 75.6	\$ 39.2	\$ 8.9	\$ (1.2)	\$ 28.0	\$ 49.2	\$ 21.2

MISSION

Provide preventative and proactive legal advice to 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 in a practical and efficient matter.

DESCRIPTION

The City Attorney's Office provides legal services to the Common Council and Mayor, City Administrator, and all City departments. The City Attorney is responsible for conducting all the legal business of the City, including managing outside counsel for prosecution and special matters. The City Attorney's office drafts and reviews resolutions, ordinances, contracts, and development agreements. The office is staffed by a full-time City Attorney and Paralegal.

2024 BUDGET HIGHLIGHTS

- Establish a .75 Assistant City Attorney position to assist with the legal demands of a growing community.

2023 BUDGET OVERVIEW

- ✓ Reduced outside counsel expenses to lowest level in five years
- ✓ Offset training expenses by presenting at conferences in exchange for waived registration fees

PERFORMANCE METRICS

The department revised performance metrics in 2023 for the 2024 budget to focus on goals and metrics where we can have an achievable impact. Metrics on prosecution were removed as the office has no impact on the number of citations issued by the Police Department or referred for pre-trial conference by the Municipal Court.

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Provide legal analysis and advice to City Departments and Council.

Measure	2016	2017	2018	2019	2020	2021	2022	2023*
Development Agreements	8	17	13	14	9	6	18	1
Ordinance Amendments	18	21	10	15	25	6	7	4

The department implemented an electronic request for legal services form to process and track these metrics. Additional categories will be added in future years.

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

The department will review annual general liability losses to observe trends that can be addressed through policy or training to mitigate the City's exposure. Advice will be provided to the Department of Administrative Services on selection of coverage and deductibles.

GENERAL LIABILITY LOSS REPORT

Year	Total				
	Claims	Reserve	Paid	Collection	Incurred
2013	18	-	359,735	-	359,735
2014	16	-	16,639	-	16,639
2015	8	20,320	12,616	-	32,936
2016	9	30,000	4,903	-	34,903
2017	6	-	-	-	-
2018	13	32,227	613	-	32,840
2019	8	-	9,503	-	9,503
2020	5		18,000		18,000
2021	4		2,722		2,722
2022	5		0		0
2023*	6		0		0
Total	159	82,547	\$465,661	\$0	\$548,208

Department-Sponsored Trainings

The department will conduct annual trainings for departments to build relationships, provide preventative and proactive legal services, and ensure employees are up to date on legal changes.

<u>Location</u>	<u>2022</u>	<u>2023</u>
Internal	2	3
External	1	1

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
City Attorney	2.00	2.00	2.00	2.00	2.00	2.75	0.75
Allocated FTE	(0.16)	(0.28)	(0.28)	(0.28)	(0.28)	(0.42)	(0.14)
Total Personnel	1.84	1.72	1.72	1.72	1.72	2.33	0.61

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
City Attorney	414.1	374.9	229.1	343.6	311.0	417.6	106.6
Total Expenditures	\$ 414.1	\$ 374.9	\$ 229.1	\$ 343.6	\$ 311.0	\$ 417.6	\$ 106.6

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	203.0	181.1	167.4	271.1	259.7	366.3	106.6
Materials & Supplies	0.2	0.9	0.2	1.5	1.5	3.5	2.0
Contractual Services	204.0	179.4	56.8	63.3	39.5	32.7	(6.8)
Professional Development	6.9	6.7	4.8	7.7	10.3	8.9	(1.4)
Total Expenditures	\$ 414.1	\$ 374.9	\$ 229.1	\$ 343.6	\$ 311.0	\$ 417.6	\$ 106.6

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	414.1	374.9	229.1	343.6	311.0	417.6	106.6
Net Operating Result	\$ (414.1)	\$ (374.9)	\$ (229.1)	\$ (343.6)	\$ (311.0)	\$ (417.6)	\$ (106.6)



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MISSION

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

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Implemented the results of the City Branding Study to include the strategic brand platform and the three-year marketing study.
- ✓ Invested in the recommended actions of the Equity Audit which will allow for more Diversity, Equity, and Inclusion-centered programming, initiatives, and activities to honor the City's diverse identity and create an inclusive culture.
- ✓ Provided annual funding to the Sunshine Place which will support the staff time and resources needed for Sunshine Place to continue their efforts in coordinated emergency response and social service coordination for community needs.
- ✓ Implemented a Computerized Maintenance Management System to effectively and efficiently modernize asset and energy management performance.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administration	3.00	4.00	5.00	5.00	5.00	5.00	-
Allocated FTE	(0.23)	(0.18)	(0.77)	(0.77)	(0.77)	(0.77)	-
Total Personnel	2.77	3.82	4.23	4.23	4.23	4.23	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administration	339.1	639.8	428.0	650.3	813.9	712.5	(101.5)
Total Expenditures	\$ 339.1	\$ 639.8	\$ 428.0	\$ 650.3	\$ 813.9	\$ 712.5	\$ (101.5)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	305.6	396.5	276.3	424.6	435.9	561.6	125.7
Materials & Supplies	0.9	11.8	3.3	12.2	13.1	13.2	0.1
Contractual Services	22.6	198.2	130.6	187.2	331.4	107.5	(223.9)
Professional Development	10.0	22.5	17.8	19.7	27.1	23.7	(3.3)
Capital Items	0.0	10.7	-	6.5	6.5	6.5	-
Total Expenditures	\$ 339.1	\$ 639.8	\$ 428.0	\$ 650.3	\$ 813.9	\$ 712.5	\$ (101.5)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	339.1	639.8	428.0	650.3	813.9	712.5	(101.5)
Net Operating Result	\$ (339.1)	\$ (639.8)	\$ (428.0)	\$ (650.3)	\$ (813.9)	\$ (712.5)	\$ 101.5

MISSION

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

DESCRIPTION

The Administrative Services Department develops administrative strategies for assigned areas of responsibility to ensure and maintain an efficient and fiscally sound and responsible status, while meeting the needs of the City.

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

2024 BUDGET HIGHLIGHTS

- Establish an annual contribution to Sunshine Place to support Housing Navigation Services.
- Establish a sponsorship program to support community events.
- Conduct a Comprehensive Energy Audit through grant funds in support of Sustainable Sun Prairie priority.

2023 BUDGET OVERVIEW

- ✓ Hired a full time behavioral & Mental Health Coach to the Employee Wellness Clinic in conjunction with the Sun Prairie Area School District.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administrative Services	1.00	1.00	1.00	1.00	1.00	1.00	-
Allocated FTE	(0.07)	(0.07)	(0.07)	(0.07)	(0.07)	(0.07)	-
Total Personnel	0.93	0.93	0.93	0.93	0.93	0.93	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administrative Services	113.3	246.2	139.1	419.3	446.3	200.6	(245.7)
Total Expenditures	\$ 113.3	\$ 246.2	\$ 139.1	\$ 419.3	\$ 446.3	\$ 200.6	\$ (245.7)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	109.5	148.0	111.9	166.2	173.4	183.5	10.1
Materials & Supplies	0.1	0.5	0.1	0.2	0.2	0.2	-
Contractual Services	2.3	94.6	21.2	246.6	268.9	11.6	(257.3)
Professional Development	1.5	3.1	4.1	4.3	3.8	5.3	1.5
Total Expenditures	\$ 113.3	\$ 246.2	\$ 139.1	\$ 419.3	\$ 446.3	\$ 200.6	\$ (245.7)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	113.3	246.2	139.1	419.3	446.3	200.6	(245.7)
Net Operating Result	\$ (113.3)	\$ (246.2)	\$ (139.1)	\$ (419.3)	\$ (446.3)	\$ (200.6)	\$ 245.7

MISSION

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

DESCRIPTION

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

The City Clerk's Office impartially oversees all elections held in the City of Sun Prairie, ensuring every eligible voter has the opportunity to cast a ballot and have their ballot counted. The City Clerk's Office achieves this goal by educating voters and providing comprehensive training for over 400 election officials.

2024 BUDGET HIGHLIGHTS

- Implement an Agenda and Minutes Meetings Management solution.
- Compensation increase for board and commission members to \$45 per meeting.
- Compensation increase of an additional \$1 per hour for Election Officials.
- Full-time Municipal Clerk Assistant added to assist with requests and response time.
- Additional funding to aid in digitizing documents in support of sustainability and record retention compliance.

2023 BUDGET OVERVIEW

- ✓ Updated the City's Retention Schedule.
- ✓ Continued efforts to expand our plans to digitize and catalogue all records kept by the City into OnBase.
- ✓ Continued to develop the ECM system (OnBase) with IT.
- ✓ Continued to develop and expand OpenGov, the cloud-based software for citizen services.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)
Council & Special Meetings	26	25	25	28	23	11	25
Committee of the Whole	23	25	28	27	26	10	27
Board of Review	4	3	5	6	3	1	3
Alcohol License Review Board	3	6	4	1	2	2	3
TOTAL	56	59	34	58	54	24	58

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)
Special Event Permit	4	2	0	2	2	0	2
Tobacco Retail License	24	25	23	25	27	26	26
Liquor Establishment License	56	58	57	56	61	62	62
Operator License	471	337	268	311	494	212	485
Temporary Nightclub License	0	0	0	0	0	0	0
Nightclub License	8	10	9	9	10	10	10
Secondhand Dealer License	4	3	3	3	4	4	4
Solicitor's Permit	41	45	15	28	33	32	40
Temporary Beer/Wine License	16	10	1	11	6	2	7
Street Use Permit	23	21	5	13	20	11	20
Taxi Cab Driver License	26	22	19	17	12	7	15
Amusement Device License	143	131	131	116	125	132	132
Blasting Permit	1	0	0	0	3	0	1
Chicken License	4	6	3	4	5	5	5
Mobile Food Cart	1	0	0	0	0	1	1
Mobile Food Vendor	4	0	0	0	0	5	5
Temporary Change of Premises	0	0	0	0	0	1	1
Fireworks Permit	0	0	0	0	0	2	2
TOTAL	826	670	534	595	802	512	818

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)
Number of Elections	4	1	4	5	3	2	2
Average Election Officials	68	64	97	45	36	37	37
Average Voted at the Polls	5,369	6,064	2,351	1,255	1,255	1,621	1,621
Average Voted In-Person Absentee	1,623	2,148	1,903	121	450	331	331
Average Voted Absentee by Mail/SVD	452	391	7,087	1,443	2,837	2,182	2,182

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
City Clerk	4.56	3.00	3.00	3.00	3.00	4.00	1.00
Total Personnel	4.56	3.00	3.00	3.00	3.00	4.00	1.00

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
City Clerk	402.9	334.3	247.5	408.9	422.0	574.2	152.3
Elections	98.8	187.8	123.0	128.5	136.5	290.0	153.5
Total Expenditures	\$ 501.7	\$ 522.0	\$ 370.5	\$ 537.4	\$ 558.5	\$ 864.3	\$ 305.8

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	422.0	416.0	291.6	407.6	422.4	654.1	231.7
Materials & Supplies	19.2	19.6	22.2	25.6	32.3	43.6	11.3
Contractual Services	53.8	77.9	47.3	87.5	87.6	148.8	61.2
Professional Development	6.7	8.6	8.6	15.9	15.4	14.4	(1.0)
Capital Items	-	-	0.8	0.8	0.8	3.4	2.6
Total Expenditures	\$ 501.7	\$ 522.0	\$ 370.5	\$ 537.4	\$ 558.5	\$ 864.3	\$ 305.8

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	83.2	102.2	66.9	108.5	108.5	113.5	5.0
Total Expenditures	501.7	522.0	370.5	537.4	558.5	864.3	305.8
Net Operating Result	\$ (418.5)	\$ (419.8)	\$ (303.6)	\$ (428.8)	\$ (449.9)	\$ (750.7)	\$ (300.8)



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MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Developed a new classification plan for 125 non-union positions which identified areas in which the City is behind the market rate and implemented wage adjustments to address the deficiencies in pay.
- ✓ A new vendor was chosen for the all-employee online DEI training to provide a variety of educational opportunities for staff and supplement training coordinated by the Communications & Diversity Strategist.
- ✓ The Employee Wellness Clinic which is shared with the School District added a Behavioral & Mental Health Coach to better serve our population.
- ✓ The city's health insurance broker sent out a request for proposals for health insurance for 2024 and beyond to remain with the projected increase in the Financial Management Plan. A decision by Council will be included in future budgets.

PERFORMANCE METRICS

Council Strategic Priority: **Employer of Choice**

*2023 data reflects information through June 30, 2023

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Positions filled (PT/FT)	31	39	30	52	62	27	52	
Average number of days to fill positions	51	48	32	63	94	84	80	65
Applications received	2,209	2,049	1,221	1,656	1,445	708	1,200	1,500
% minority new hires (FT)	15%	12%	17%	18%	22%	14%	17%	18%

Promote safety and wellness in the workplace.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Number of workers' compensation claims	25	30	33	35	27	24	30	25
Cost of worker's compensation claims	\$77,7365	\$100,182	\$242,882	\$120,104	\$79,137	\$73,339	\$100,000	\$100,000
Lost days due to worker's compensation injuries/illnesses	34	85	46	85	14	50	60	25
Biometric testing participation	94%	95%	89%	96%		No Longer Measured		
Percentage of employees who rate their general health as Good, Very Good, or Excellent	93%	90%	91%	88%		No Longer Measured		

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Annual Turnover rate non-seasonal (FT Turnover rate)	10% (8.4%)	11% (9.6%)	11% (9.4%)	16% (12.5%)	12% (12.9%)	4% (2.6%)	8% (5%)	8% (5%)
FMLA Requests (hours used)	58 (6,933)	48 (6,205)	47 (6,227)	24 (7,332)	38 (7,284)	18 (3,969)	38 (7,000)	30 (6,000)
Paid Parent/Caregiver Requests	5	5	21	15	27	20	25	25
Increase in Health Plan Cost	8.8%	7.9%	6.9%	7.7%	5%	7.9%	7.9%	8%
Health Plan Medical Loss Ratio (MLR)	132%	147%	106%	122%	118%	122%	118%	98%
Authorized FT positions	190	196	202	209	217	231	231	238
Authorized PT positions	33	38	33	34	42	43	43	43

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Human Resources	4.00	4.00	4.00	4.00	4.00	4.00	-
Allocated FTE	(0.40)	(0.40)	(0.45)	(0.45)	(0.45)	(0.45)	(0.00)
Total Personnel	3.60	3.60	3.55	3.55	3.55	3.55	(0.00)

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Human Resources	389.3	477.4	361.4	537.0	560.0	603.8	43.8
Total Expenditures	\$ 389.3	\$ 477.4	\$ 361.4	\$ 537.0	\$ 560.0	\$ 603.8	\$ 43.8

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	320.2	368.8	291.7	434.9	455.6	520.8	65.2
Materials & Supplies	1.4	1.1	2.4	2.5	1.3	1.3	-
Contractual Services	43.6	84.9	51.7	75.2	78.6	58.4	(20.2)
Professional Development	24.0	22.7	15.6	24.5	24.6	23.3	(1.3)
Total Expenditures	\$ 389.3	\$ 477.4	\$ 361.4	\$ 537.0	\$ 560.0	\$ 603.8	\$ 43.8

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	26.0	31.7	-	32.3	32.3	38.9	6.6
Total Expenditures	389.3	477.4	361.4	537.0	560.0	603.8	43.8
Net Operating Result	\$ (363.3)	\$ (445.8)	\$ (361.4)	\$ (504.6)	\$ (527.7)	\$ (564.9)	\$ (37.2)



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MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- Establish City Hall as a Passport Photo Location.

2023 BUDGET OVERVIEW

- ✓ Hired a Grants and Contracts Coordinator position to secure and manage grants for the City as well as centralizing the contracting/procurement process into one position.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Process payment transactions more efficiently by promoting electronic payment options for all stakeholders, thereby promoting the long-term financial stability of the City. Processing payments electronically will reduce costs by reducing the use of envelopes, postage, check stock, and staff time involved with the printing and mailing of physical checks. The Federal Reserve conducts a payment study for all consumers (individuals, businesses, and governments) which has determined a Compound Annual Growth Rate (CAGR) of electronic payments (non-physical checks) of approximately 2.90% over 6 years. The City's goal is to have a 3% CAGR realized with our payment processing over 5 years.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)
Payments by ETF	18,556,766	18,156,564	18,396,271	30,692,496	15,564,289	5,906,455	14,500,000
Payments by procurement card	3,784,384	4,599,448	3,977,362	3,855,138	4,776,214	2,298,490	5,250,000
Payments by physical checks	14,381,914	15,687,675	12,737,534	14,538,618	17,082,067	6,994,346	17,000,000
Total Payments made	33,561,740	38,236,179	35,170,848	49,088,273	37,424,592	15,199,290	36,750,000
Percent of Electronic Payments	57.15%	58.97%	63.78%	70.38%	54.36%	53.98%	53.74%
Compound Annual Growth Rate (CAGR)		3.19%	5.65%	7.19%	-1.24%		-1.22%
CAGR Goal							3.00%

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)
Cash Collections Received	215,366	128,481	63,018	77,530	134,358	61,106	125,000
Check Collections Received	16,538,716	20,521,920	18,362,607	21,001,818	21,254,399	11,762,907	20,500,000
Collections by credit card/e-Check	249,337	419,602	770,848	1,038,497	1,247,270	1,084,427	2,250,000
Total Collections received	17,003,419	21,070,003	19,196,772	22,117,846	22,636,027	12,908,441	22,875,000
Percent of Electronic Collections	1.47%	1.99%	4.02%	4.70%	5.51%	8.40%	9.84%
Compound Annual Growth Rate (CAGR)		35.81%	65.48%	47.39%	39.23%		46.32%
Percent of Electronic Collections Goal							10.00%

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

AUTO PHYSICAL DAMAGE LOSS REPORT

Year	Total Claims	Reserve	Paid	Collection	Incurred
2009	16	-	\$ 59,016	\$ 12,769	\$ 46,246
2010	3	-	8,818	-	8,818
2011	3	-	19,434	14,211	5,223
2012	5	-	3,787	3,499	288
2013	4	-	8,523	-	8,523
2014	2	-	4,579	2,147	2,432
2015	3	-	9,212	-	9,212
2016	9	-	37,045	-	39,300
2017	2	-	3,127	2,838	289
2018	18	-	23,575	4,114	27,689
2019	9	-	4,609	3,154	7,763
2020	10	37,050	43,722	8,773	52,495
2021	6	5,240	29,332	4,356	33,688
2022	8	-	18,370	7,056	11,314
2023*	7	-	36,209	31,209	5,000
2023 (year-end)	13	-	64,000	57,000	7,000

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Finance	5.63	6.60	7.60	7.60	7.60	7.60	-
Allocated FTE	(0.64)	(1.02)	(1.02)	(1.02)	(1.02)	(1.02)	-
Total Personnel	4.99	5.58	6.58	6.58	6.58	6.58	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Finance	559.2	618.2	546.0	835.6	1,187.3	1,389.0	201.7
Risk Management	173.2	161.1	169.3	173.2	222.1	216.9	(5.2)
Total Expenditures	\$ 732.4	\$ 779.3	\$ 715.2	\$ 1,008.8	\$ 1,409.4	\$ 1,605.9	\$ 196.5

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	388.3	460.6	392.6	594.7	621.2	698.4	77.2
Materials & Supplies	89.8	77.8	76.0	78.4	82.1	94.9	12.9
Contractual Services	76.2	70.7	61.3	145.6	77.2	86.8	9.6
Insurance	129.2	126.7	134.2	137.9	172.7	167.6	(5.2)
Professional Development	2.1	2.5	5.7	6.7	7.6	7.3	(0.3)
Transfers/Bad Debt	43.3	41.0	42.7	42.7	34.4	34.4	-
Contingency	-	-	-	-	411.8	515.5	103.7
Capital Items	1.0	-	2.8	2.8	2.4	1.0	(1.4)
Total Expenditures	\$ 730.0	\$ 779.3	\$ 715.2	\$ 1,008.8	\$ 1,409.4	\$ 1,605.9	\$ 196.5

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	56.8	49.7	30.5	42.2	67.0	62.7	(4.4)
Total Expenditures	730.0	779.3	715.2	1,008.8	1,409.4	1,605.9	196.5
Net Operating Result	\$ (673.2)	\$ (729.6)	\$ (684.7)	\$ (966.6)	\$ (1,342.4)	\$ (1,543.3)	\$ (200.9)



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MISSION

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

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Performed an interim market update (revaluation) for 2023.
- ✓ Updated all values to reflect market value as of January 1, 2023.
- ✓ Reviewed all 2022 sale and maintenance properties either in office or with an exterior or interior inspection.
- ✓ Performed additional drive by inspections to assist with the market update.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through August 30, 2023

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

Measure	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-reval	2023* Reval	2023 (year-end) Reval	GOAL
Level of Assessment	94.28%	89.33%	96.06%	93.82%	84.09%	100%	97%	100%

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

Measure	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-reval	2023* Reval	2023 (year-end) Reval	GOAL
Total Real Estate Parcels	11,764	11,797	12,137	12,272	12353	12414	12414	12414
Total Personal Property Accounts	999	982	887	950	953	945	945	945

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

Measure	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-reval	2023* Reval	2023 (year-end) Reval	GOAL
Interior Inspections	465	437	221	82	598	129	250	500
Exterior Inspections	290	283	97	103	181	88	150	500
Other On-site Visits	9	0	1	0	0	0	0	0
Drive-by Reviews	1,430	1,322	679	320	132	68	125	150
Ag Reviews	553	448	392	381	301	300	300	300
Office Reviews	306	165	492	619	1317	966	1100	500
Real Estate Transfers Reviewed	1,235	1,436	1,211	1,399	1161	0	850	850
Permits Reviewed	1,789	1,929	1,945	2,564	2359	0	1000	1500
Personal Property Accounts Assessed	1,000	982	805	950	953	945	945	0

Annually conduct **Open Book conferences** with property owners to discuss valuation concerns and explain value development. This is an opportunity to correct records and possibly resolve valuation issues reducing the need for many property owners to appeal their assessments.

Measure	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-reval	2023* Reval	2023 (year-end) Reval	GOAL
Parcels Reviewed	113	65	626	25	10	0	350	350
Number of Adjustments	111	64	510	10	10	0	150	50
Net \$ Adjustments (-) or (+)	-\$5,725,700	-\$14,438,700	-\$22,904,300	-\$160,900	-1,879,3030	0	-50,000,000	-25,000,000

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

Measure	2018 Non-Reval	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-reval	2023* Reval	2023 (year-end) Reval	GOAL
Parcels Reviewed	1	2	13	5	1	0	35	20
Number of Adjustments	1	1	9	5	0	0	0	0
Net \$ Adjustments (-) or (+)	-\$1,003,100	-\$591,900	-\$1,653,850	-\$8,941,200	0	0	0	0

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Assessing	4.00	4.00	4.00	4.00	4.00	4.00	-
Allocated FTE	-	-	-	-	-	-	-
Total Personnel	4.00	4.00	4.00	4.00	4.00	4.00	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Assessing	319.4	463.2	350.0	538.9	567.4	564.5	(2.8)
Total Expenditures	\$ 319.4	\$ 463.2	\$ 350.0	\$ 538.9	\$ 567.4	\$ 564.5	\$ (2.8)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	220.9	416.6	323.2	476.4	500.9	522.4	21.5
Materials & Supplies	12.5	12.4	13.6	16.8	17.3	19.0	1.7
Contractual Services	85.0	19.2	9.4	37.0	38.6	12.5	(26.2)
Professional Development	1.0	8.1	3.8	8.7	10.5	10.7	0.2
Capital Items	-	6.9	-	-	-	-	-
Total Expenditures	\$ 319.4	\$ 463.2	\$ 350.0	\$ 538.9	\$ 567.4	\$ 564.5	\$ (2.8)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	319.4	463.2	350.0	538.9	567.4	564.5	(2.8)
Net Operating Result	\$ (319.4)	\$ (463.2)	\$ (350.0)	\$ (538.9)	\$ (567.4)	\$ (564.5)	\$ 2.8



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MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- Continue technology modernization throughout the City.
- Replace audio gear in Council Chambers for improved audio during in-person and virtual meetings.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

By reaching these performance metrics, IT is aiming to maximize the productivity of City staff by minimizing technology related downtime and issues. A well-functioning IT infrastructure enables staff and residents to be efficient and economical in providing quality city services.

Ticket Volume: 2019 – 1776 Tickets 2020 – 2560 Tickets 2021 – 2375 Tickets 2022 – 2285 Tickets 2023 – 1221 YTD (2500 proj)

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Issues Resolved On-time	78%	80%	86%	80%	82%	76%	80%	80%
Issues Resolved On First Contact	52%	64%	71%	68%	65%	76%	76%	70%
Issues Resolved to Satisfaction*	97%	99%	100%	100%	100%	100%	100%	100%

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Average Time to First Response	13:14	5:46	4:58	3:20	3:00	2:39	2:30	2:00

The time format above is hours:minutes.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Information Technology	5.00	6.00	6.00	6.00	6.00	6.00	-
Allocated FTE	(0.23)	(0.56)	(0.38)	(0.38)	(0.38)	(0.38)	-
Total Personnel	4.77	5.44	5.62	5.62	5.62	5.62	-

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

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Information Technology	1,272.8	1,486.0	1,170.4	1,457.9	1,440.5	1,621.3	180.9
Total Expenditures	\$ 1,272.8	\$ 1,486.0	\$ 1,170.4	\$ 1,457.9	\$ 1,440.5	\$ 1,621.3	\$ 180.9

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	559.0	660.4	462.9	664.1	708.0	759.7	51.7
Materials & Supplies	470.4	642.1	647.7	665.5	618.6	736.0	117.4
Contractual Services	75.5	83.6	53.5	78.1	73.0	75.2	2.2
Professional Development	2.6	6.3	5.6	7.7	7.9	7.8	(0.0)
Capital Items	165.3	93.6	0.7	42.5	33.0	42.6	9.6
Total Expenditures	\$ 1,272.8	\$ 1,486.0	\$ 1,170.4	\$ 1,457.9	\$ 1,440.5	\$ 1,621.3	\$ 180.9

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	0.0	0.0	-	-	-
Total Expenditures	1,272.8	1,486.0	1,170.4	1,457.9	1,440.5	1,621.3	180.9
Net Operating Result	\$ (1,272.8)	\$ (1,486.0)	\$ (1,170.4)	\$ (1,457.9)	\$ (1,440.5)	\$ (1,621.3)	\$ (180.9)

MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- Increase Part-Time Maintenance Technician by 5 hours a week to ensure upkeep of City facilities and equipment.

2023 BUDGET OVERVIEW

- ✓ Converted an LTE position into a permanent Part-Time Maintenance Technician position to address the backlog of deferred maintenance at all 15 City facilities.
- ✓ Used ARPA funds to increase air filtration at City buildings.
- ✓ Added a full time Maintenance Custodian position to provide services for City Hall, West, and the Museum.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through August 30, 2023

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year –end)	GOAL
Number of tickets received	662	357	407	410	797	412	618	618
Average response time (hours)	10:28	11:30	17:12	17:44	23:59	12:57	13:30	12:30
Average resolution time (hours)	29:27	30:46	29:16	64:04	36:39	37:53	38:30	36:00

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year –end)	GOAL
No. of urgent and high priority tickets	84	4	3	21	21	19	28	25
Average response time (hours)	9:39	1:33	5:15	11:49	3:30	2:43	2:50	2:45
Average resolution time (hours)	20:36	5:19	11:19	50:35	15:02	7:32	7:35	7:00

Maintenance tickets submitted.

Department	2020	2021	2022	2023*	2023 (year –end)	GOAL
Finance	34	23	33	10	30	30
Library	86	86	133	77	115	115
Fire	94	65	52	27	41	41
EMS	45	44	49	24	36	36
Building Maintenance	3	25	66	30	45	45
Police	73	72	87	70	95	95
City Clerk	16	20	27	17	25	25
Others	54	78	335	148	225	225
Recreation	2	10	15	9	15	15

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Building Maintenance	3.00	4.00	4.50	4.50	4.50	4.60	0.10
Total Personnel	3.00	4.00	4.50	4.50	4.50	4.60	0.10

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Building Maintenance	616.3	877.1	497.8	784.6	800.6	845.3	44.8
Total Expenditures	\$ 616.3	\$ 877.1	\$ 497.8	\$ 784.6	\$ 800.6	\$ 845.3	\$ 44.8

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	195.0	281.9	218.5	348.6	348.6	438.5	89.9
Materials & Supplies	260.2	287.7	154.0	209.5	241.8	191.6	(50.1)
Contractual Services	139.4	164.5	92.7	159.5	143.2	153.2	10.0
Professional Development	-	2.1	0.8	2.0	2.0	2.0	-
Capital Items	21.8	140.9	32.0	65.0	65.0	60.0	(5.0)
Total Expenditures	\$ 616.3	\$ 877.1	\$ 497.8	\$ 784.6	\$ 800.6	\$ 845.3	\$ 44.8

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	616.3	877.1	497.8	784.6	800.6	845.3	44.8
Net Operating Result	\$ (616.3)	\$ (877.1)	\$ (497.8)	\$ (784.6)	\$ (800.6)	\$ (845.3)	\$ (44.8)



SUN PRAIRIE

revolves around you



MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- Fund balance is being used to pay for one time capital projects that would otherwise go unfunded.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
HealthCare InService	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Health Ins Internal Svc Fund	2,973.2	3,171.8	2,521.6	4,137.4	4,137.4	5,862.3	1,724.9
Total Expenditures	\$ 2,973.2	\$ 3,171.8	\$ 2,521.6	\$ 4,137.4	\$ 4,137.4	\$ 5,862.3	\$ 1,724.9

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Health Insurance	2,768.3	2,958.8	2,370.9	3,413.2	3,882.4	4,616.0	733.5
Dental Insurance	204.9	213.0	150.7	255.0	255.0	282.6	27.6
Transfers	-	-	-	-	-	963.8	963.8
Total Expenditures	\$ 2,973.2	\$ 3,171.8	\$ 2,521.6	\$ 3,668.2	\$ 4,137.4	\$ 5,862.3	\$ 1,724.9

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	3,163.2	3,511.2	2,669.0	4,001.5	3,913.3	4,788.3	875.0
Total Expenditures	2,973.2	3,171.8	2,521.6	3,668.2	4,137.4	5,862.3	1,724.9
Net Operating Result	\$ 189.9	\$ 339.4	\$ 147.5	\$ 333.3	\$ (224.1)	\$ (1,074.1)	\$ (850.0)

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Increase/(Decrease)	189.9	339.4	147.5	333.3	(224.1)	(1,074.1)
Fund Balance Applied	-	-	-	-	112.1	1,074.1
Beginning Fund Balance	517.8	687.8	1,027.2	1,027.2	1,027.2	1,360.6
Ending Fund Balance	\$ 707.8	\$ 1,027.2	\$ 1,174.7	\$ 1,360.6	\$ 691.1	\$ 286.5

MISSION

We will build relationships and solve problems.

DESCRIPTION

Administration

There are six members within the Administration Division.

- Five command-level sworn officers provide overall organizational leadership
- The Chief of Police is responsible for broad vision and direction for the operations of the organization with assistance from the Assistant Chief of Police
- One Lieutenant provides leadership and management for the patrol division
- A second Lieutenant provides leadership and management for the support services division
- A third Lieutenant provides leadership and management for the special operations division
- A Business Manager provides executive-level support to the administrative team

Patrol Division

The Patrol Division consists of sworn field officers who provide district policing efforts throughout the community. There are seven sergeants, 32 patrol officers, and two community service officers. The Patrol Lieutenant provides oversight.

District Liaison Program

A team of four officers that report directly to a Community Policing Sergeant, each assigned to a specific patrol district, focuses on neighborhood problem solving, community engagement, crime prevention services, mental health intervention, as well as drug and gang activity. The Special Operations Lieutenant provided oversight.

Canine Program

There are two K9 units within the organization. One is assigned to the patrol division and one is assigned to the district liaison program. The Patrol Lieutenant and Special Operations Lieutenant provide oversight.

Detective Bureau

A team of five detectives provides police response and investigation into complicated high-level, time-consuming investigations. These detectives coordinate complex investigative efforts, lead investigative teams, conduct intensive interviews, make complicated legal charging decisions, collect evidence at crime scenes, and work closely with the District Attorney's Office. A civilian evidence officer also reports to the Special Operations Lieutenant within that division. The Special Operations Lieutenant provides oversight.

School Liaison Program

An extension of our policing philosophy, the School Liaison Program creates a partnership with the school district. Two officers are assigned to the program. One is based out of the High School and one is based out of Central Heights Middle School. Time is spent at the alternative school and lower-level schools respectively. These officers provide proactive problem-solving and relationship-building in the schools. The Support Services Lieutenant provides oversight.

Dispatch Services

Led by a civilian supervisor, eight dispatchers provide 24-hour dispatching services for police staff and answering services for citizens wishing to reach the City government. The communications center accomplishes several tasks related to the City's public safety function, including monitoring alarms and cameras, supporting the emergency operations center, and accessing local databases. Staff members are considered problem-solving support staff and maintain a key role in building relationships with community members and delivering quality service. The Support Services Lieutenant provides oversight.

Records Division

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

Community Policing Services

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

Crossing Guards Services

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

Coordinated Response Specialist

Community support agencies have the primary responsibility for supporting members of our community. Due to the limited availability of these services and the complexity of community members connecting with these services, community members do not always receive the support and services that they need. This can lead to officers having to respond to situations where community members are not properly being served. The coordinated response specialist works to identify community members most in need of additional services and connects them to the most appropriate service providers. Primarily the coordinated response specialist works with individuals with mental illness, homelessness, substance abuse, and victims of crimes. Ultimately, the goal of this position is to support community members and direct them to appropriate resources outside of the criminal justice system, thus reducing their need for services from the police department.

2024 BUDGET HIGHLIGHTS

- Add one full-time Lieutenant position.

2023 BUDGET OVERVIEW

- ✓ Ongoing commitment to community engagement and policing philosophy, as well as increased efforts in recruiting for a department that supports the diversity of our community.
- ✓ Increased training expenses due to an increase in overall ammunition and Electronic Control Device costs.
- ✓ Increased overall Multijurisdictional Public Safety Information System (MPSIS) expense due to contribution expenses; including cost to continue with our professional standards early warning system requested in the interest of the community for transparency, accountability, and professional integrity.
- ✓ Increased general contract expenses.
- ✓ Added one new Police Officer position.
- ✓ Purchased and outfitted a new police squad car.
- ✓ Updated the lights and sirens on all squad cars to increase safety and guarantee all officers are providing the same visual and audio protection.
- ✓ Performed an assessment of the Police Department's facility needs for future growth.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Reduce the violent crime rate to below 3.00 per 1,000 residents.

Type of Crime	2022 Crime Rate	2023* Crime Rate	Difference	Projected 2023 Crime Rate	Projected Difference	Goal
Violent Crime	9.52	4.34	5.18	7.0	4.0	2.99

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Decrease police priority call response time by 10%.

2022 Response Time	2023* Response Time	Difference	Projected 2023 Response Time	Projected Difference	Goal
397 seconds	314 seconds	-21.00%	300 seconds	-24.00%	-10.00%
6.6 minutes	5.2 minutes		5.0 minutes		

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

The Police Department will increase proactive community engagement events including walkabouts, grill outs, popsicle parties, forums, etc. by 10%.

2022 Proactive Community Engagement	2023* Proactive Community Engagement	Difference	Projected 2023 Proactive Community Engagement	Projected Difference	Goal
21	17	4	25	19.00%	10.00%

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Police Administration	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Police Patrol	44.00	46.00	47.00	47.00	47.00	48.00	1.00
Police Investigation	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Police Communications	9.00	9.00	9.00	9.00	9.00	9.00	0.00
Police Records	8.00	8.00	8.00	8.00	8.00	7.00	-1.00
District Liaison Officers	5.00	6.00	6.00	6.00	6.00	6.00	0.00
Police Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Community Policing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Crossing Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police School Liaison	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Total Personnel	80.00	83.00	84.00	84.00	84.00	84.00	0.00

Sworn Personnel*

57 60 61 61 61 62

Civilian Personnel

23 23 23 23 23 22

*One FTE is 1,950 hours for patrol officers

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Police Administration	1,197.8	1,267.8	1,007.0	1,392.7	1,432.6	1,412.0	(20.6)
Police Patrol	4,456.2	4,855.0	3,277.2	5,084.3	5,254.1	6,146.7	892.6
Police Investigation	820.0	739.4	483.0	770.3	832.5	836.3	3.8
Police Communications	738.5	723.7	541.8	891.5	959.1	1,020.3	61.2
Police Records	539.1	545.8	424.7	617.4	672.0	606.5	(65.5)
District Liaison Officers	511.9	672.6	458.1	700.8	758.4	694.8	(63.6)
Police Vehicles	451.5	460.7	288.2	432.2	432.2	492.5	60.3
Police Community Policing	5.0	4.0	2.1	5.5	5.5	5.5	-
Police Crossing Guards	122.3	148.8	108.6	180.3	183.1	187.6	4.5
Police School Liaison	208.8	239.8	160.8	241.7	249.8	266.4	16.6
Grants & Donations	-	63.0	15.7	21.5	116.4	22.5	(93.9)
Total Expenditures	\$ 9,776.1	\$ 9,720.8	\$ 6,767.1	\$ 10,338.1	\$ 10,895.7	\$ 11,691.0	\$ 795.4

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	8,637.1	8,377.4	5,789.6	8,892.6	9,332.2	10,233.4	901.3
Materials & Supplies	574.2	704.5	411.1	610.1	625.3	676.1	50.9
Contractual Services	500.8	537.0	393.0	587.0	602.0	630.5	28.5
Professional Development	49.2	87.2	50.1	113.3	121.3	122.5	1.2
Capital Items	14.8	14.8	123.3	135.1	214.9	28.5	(186.4)
Total Expenditures	\$ 9,776.1	\$ 9,720.8	\$ 6,767.1	\$ 10,338.1	\$ 10,895.7	\$ 11,691.0	\$ 795.4

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	298.6	233.2	91.8	118.1	219.7	213.3	(6.3)
Total Expenditures	9,776.1	9,720.8	6,767.1	10,338.1	10,895.7	11,691.0	795.4
Net Operating Result	\$ (9,477.4)	\$ (9,487.6)	\$ (6,675.4)	\$ (10,220.0)	\$ (10,676.0)	\$ (11,477.7)	\$ (801.7)

MISSION

Deliver professional service to our community through public education and fire prevention, while providing a highly-trained staff of All Hazards response personnel and doing this at a premium cost to the community. Sun Prairie Fire & Rescue (SPF&R) will carry out our mission by providing courteous and effective responses through quality training with the highest standards of integrity and performance.

DESCRIPTION

Sun Prairie Fire & Rescue as of January 1, 2024, will operate as a City of Sun Prairie Department. Our mission is to deliver an All-Hazards response to emergencies within the city. Services include fire prevention, fire education, fire response, motor vehicle crash response, natural gas and fuel leak response, electrical emergency response, hazardous materials response, technical rescue response, and assistance to Sun Prairie Emergency Medical Services and Sun Prairie Police Department.

Sun Prairie Fire & Rescue's response area encompasses approximately 96 square miles and serves over 47,000 residents within the City of Sun Prairie and the Townships of Burke, Bristol, and Sun Prairie.

Sun Prairie Fire & Rescue staffs two stations 24 hours a day with a combination of career and Paid-on-Premise (POP) staff.

2024 BUDGET HIGHLIGHTS

- Add Fire as a department of the City instead of a contracted service.
- Add one full-time career Firefighter.

2023 BUDGET OVERVIEW

- ✓ In July, SPF&R hired a Community Risk Reduction Officer to help prevent fires and injuries in the home before they happen, thereby reducing calls to 911.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Respond to citizens' call for service.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Calls for Service	1,917	1,970	1,964	2,139	2,354	1,105	2,400	2,400

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Fire Protection	-	-	-	-	-	23.50	23.50
Undefined							-
Total Personnel	-	-	-	-	-	23.50	23.50

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

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Fire Protection	1,741.1	1,923.2	1,798.2	2,318.8	2,287.8	3,452.1	1,164.3
Total Expenditures	\$ 1,741.1	\$ 1,923.2	\$ 1,798.2	\$ 2,318.8	\$ 2,287.8	\$ 3,452.1	\$ 1,164.3

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel		-	-	-	-	3,003.5	3,003.5
Materials & Supplies	25.6	26.2	64.3	96.4	96.4	332.0	235.6
Contractual Services	1,715.5	1,897.0	1,602.5	2,090.9	2,059.9	69.5	(1,990.3)
Insurance	-	-	-	-	-	-	-
Professional Development	-	-	-	-	-	47.0	47.0
Transfers/Bad Debt	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Capital Items	-	-	131.5	131.5	131.5	-	(131.5)
Total Expenditures	\$ 1,741.1	\$ 1,923.2	\$ 1,798.2	\$ 2,318.8	\$ 2,287.8	\$ 3,452.1	\$ 1,164.3

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	3.9	199.4	212.6	215.3	189.2	883.7	694.5
Total Expenditures	1,741.1	1,923.2	1,798.2	2,318.8	2,287.8	3,452.1	1,164.3
Net Operating Result	\$ (1,737.2)	\$ (1,723.8)	\$ (1,585.7)	\$ (2,103.5)	\$ (2,098.6)	\$ (2,568.4)	\$ (469.8)

MISSION

Our mission is to provide a safe, professional, and courteous team that strives to exceed the expectations of the community and our organization.

DESCRIPTION

Sun Prairie Emergency Medical Services (EMS) responds to medical emergencies 24 hours per day, seven days per week, providing paramedic-level service to the City of Sun Prairie, the Town of Bristol, Town of Sun Prairie, the Village of Marshall, the Village of York, and the Village of Medina.

In the EMS profession, paramedics deliver the highest level of pre-hospital care. Paramedics are the only rescuers who can perform critical procedures such as intubation (emergency airway) and intravenous medications. The City staffs its ambulances with two (dual) paramedics. This staffing standard is consistent across much of the region. As such, Sun Prairie EMS offers its services in the setting of ALS intercepts to regional partners, and as such is a critical partner in the delivery of quality pre-hospital medicine to the citizens of Sun Prairie and beyond.

Sun Prairie EMS has evolved its role commensurately with demands for service. Sun Prairie EMS services include preventative outreach programs, including community education such as CPR and AED training. Additionally, Sun Prairie EMS provides support to both public and private community events. Sun Prairie EMS works closely with its Fire Department and Police Department partners to ensure it is ready to respond to any emergency. In 2020, Sun Prairie EMS rejoined the Dane County ALS Consortium, a collaborative group of many ALS providers in Dane County that works to develop standardized patient care practices, improve operational efficiencies, and share resources for the betterment of regional Emergency Medical Services.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Hired seven personnel to staff an additional ambulance that will provide service to the Villages of Marshall, York, & Medina, and the Town of Sun Prairie. In addition, this ambulance would respond to City of Sun Prairie when ambulance 71 & 72 are on calls which is occurring at a more frequent rate with the growth of our community.
- ✓ Added a full-time Paramedic position to meet the staffing needs caused by the expanded services to the Villages of Marshall, York, Medina, and the Town of Sun Prairie.
- ✓ Added seven paramedics to staff a third ambulance to cover the City of Sun Prairie in October 2023. This was due to the sole emergency hospital in Sun Prairie closing, resulting in added strain on personnel and equipment. The third ambulance will also help minimize the use of other agencies and improve response times in the jurisdiction.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

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

Measure	2017	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Call volume	2,828	2,839	3,165	3,213	3,380	3,876	1,939	4,000	4,000
Response time: En-route	1:45	1:52	1:47	1:50	1:39	1:46	1:52	1:50	1:45
Response time: To scene	4:33	4:36	4:42	4:46	4:56	5:04	5:35	5:30	5:00
Response time: To hospital	19:03	18:33	18:06	17:43	17:31	16:39	18:25	19:40	19:00

**Response times are measured in minutes.

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

Measure	2017	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
IV success rate	70%	72%	73%	71%	67%	70%	72%	73%	75%
First-pass intubation success rate	87%	90%	92%	91%	93%	91%	85%	87%	90%

Council Strategic Priority: **Dynamic Economy**

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

Measure	2017	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Ambulance service users	58%	48%	63%	57%	54%	65%	38%	51%	55%
Taxpayers	42%	52%	37%	43%	46%	35%	62%	49%	45%

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Emergency Medical Service	14.00	15.00	31.00	31.00	31.00	29.50	(1.50)
Total Personnel	14.00	15.00	31.00	31.00	31.00	29.50	(1.50)

* 1FTE is 2,912 hours for paramedics.

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Emergency Medical Service	2,560.5	2,801.1	2,449.0	3,918.1	3,847.0	4,242.1	395.1
Total Expenditures	\$ 2,560.5	\$ 2,801.1	\$ 2,449.0	\$ 3,918.1	\$ 3,847.0	\$ 4,242.1	\$ 395.1

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	1,999.0	2,162.5	1,786.6	3,000.4	2,891.2	3,495.8	604.7
Materials & Supplies	424.3	476.1	391.2	577.9	543.4	561.5	18.1
Contractual Services	119.0	138.3	98.3	154.0	122.5	154.9	32.4
Professional Development	7.5	6.1	8.5	15.0	24.5	29.9	5.4
Total Expenditures	\$ 2,560.5	\$ 2,801.1	\$ 2,449.0	\$ 3,918.1	\$ 3,847.0	\$ 4,242.1	\$ 395.1

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	1,711.6	1,934.1	1,524.5	2,323.5	2,615.9	2,639.6	23.7
Total Expenditures	2,560.5	2,801.1	2,449.0	3,918.1	3,847.0	4,242.1	395.1
Net Operating Result	\$ (848.9)	\$ (867.0)	\$ (924.5)	\$ (1,594.6)	\$ (1,231.1)	\$ (1,602.6)	\$ (371.5)



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MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Training funds were used to enhance disaster preparedness through practical exercise and classroom instruction.
- ✓ The Repairs and maintenance funds were used for emergency sirens as needed.
- ✓ The Emergency Management Team worked with city departments to further emergency management principles and preparedness.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Emergency Management	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Emergency Management	0.0	-	3.5	4.2	11.9	-	(11.9)
Total Expenditures	\$ 0.0	-	\$ 3.5	\$ 4.2	\$ 11.9	-	\$ (11.9)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Materials & Supplies	-	-	0.3	1.3	5.0	5.0	-
Professional Development	-	-	3.2	2.9	6.9	5.0	(1.9)
Total Expenditures	\$ 0.0	-	\$ 3.5	\$ 4.2	\$ 11.9	\$ 10.0	\$ (1.9)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	0.0	-	3.5	4.2	11.9	10.0	(1.9)
Net Operating Result	\$ (0.0)	-	\$ (3.5)	\$ (4.2)	\$ (11.9)	\$ (10.0)	\$ 1.9

MISSION

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

DESCRIPTION

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

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

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

2024 BUDGET HIGHLIGHTS

- Increase licensing fees and plan review fees to align with surrounding communities.
- Outsource plan review services for efficiency and to meet increasing demands.

2023 BUDGET OVERVIEW

- ✓ Continued the implementation of OpenGov in 2023, continuing to expand online customer services.
- ✓ Added a Customer Service Specialist position to address customer contacts by phone, email, website, and social media as well as development of a Division newsletter.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Inspections per staff member.

Includes Code Enforcement Inspections. ISO recommends a maximum of 10 inspections per inspector per day.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Field inspections	10,093	9,347	9,142	9,741	11,475	5,764	12,104	N/A
Inspection staff	3.5	3.5	3.5	3.5	4.5	4.5	4.5	N/A
Annual inspections per staff	2,884	2,671	2,612	1,629	2,550	1,281	2,690	N/A
Inspections per day per staff	12.85	10.9	11.4	11.3	10.32	10.41	10.85	10.0

Issue Permits within fifteen business days.

Data prior to 2018 is unavailable.

Permits greater than 16 days reflect delays in receiving information from the applicant.

2021 14% of applications are in process and unissued.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Total applications	2,391	2,400	2,384	2,552	2,871	1,535	3,100	N/A
1-5 days	34%	36%	32%	42%	70%	69%	69%	70%
6-10 days	31%	31%	26%	26%	13%	12%	12%	15%
11-15 days	15%	15%	18%	16%	6%	6%	6%	5%
16+ days	18%	18%	24%	16%	11%	13%	13%	10%

Permit Applications per staff member.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Permit applications	2,391	2,400	2,384	2,552	2,871	1,535	3,100	N/A
Inspection staff	3.5	3.5	3.5	3.5	4.5	4.5	4.5	N/A
Annual permits per staff	683	686	681	729	638	342	689	N/A
Permits per day per staff	2.97	2.98	2.96	2.94	2.58	2.77	2.78	3

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Building Inspection	6.00	7.00	8.00	8.00	8.00	8.00	-
Total Personnel	6.00	7.00	8.00	8.00	8.00	8.00	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Building Inspection	855.3	825.6	673.0	1,038.5	1,025.4	1,037.5	12.0
Total Expenditures	\$ 855.3	\$ 825.6	\$ 673.0	\$ 1,038.5	\$ 1,025.4	\$ 1,037.5	\$ 12.0

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	802.0	752.1	603.8	943.5	930.5	975.0	44.5
Materials & Supplies	34.9	37.7	24.3	37.8	37.6	44.6	7.0
Contractual Services	14.0	31.1	38.1	47.4	47.5	10.5	(37.0)
Professional Development	4.4	4.7	4.7	7.9	7.9	7.4	(0.5)
Capital Items	-	-	2.0	2.0	2.0	-	(2.0)
Total Expenditures	\$ 855.3	\$ 825.6	\$ 673.0	\$ 1,038.5	\$ 1,025.4	\$ 1,037.5	\$ 12.0

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	981.8	1,000.6	867.4	1,114.7	1,163.1	1,120.7	(42.4)
Total Expenditures	855.3	825.6	673.0	1,038.5	1,025.4	1,037.5	12.0
Net Operating Result	\$ 126.5	\$ 175.0	\$ 194.5	\$ 76.2	\$ 137.7	\$ 83.2	\$ (54.5)



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MISSION

Provide high-quality infrastructure and services to the City of Sun Prairie

DESCRIPTION

The Public Services Department oversees the Divisions of Engineering; Public Works; Building Maintenance; Fleet Maintenance; Wastewater Treatment; Stormwater Utility; Transportation; and GIS.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Public Services	3.00	3.00	4.00	4.00	4.00	3.00	(1.00)
Allocated (Decrease)	(0.80)	(0.80)	(0.80)	(0.80)	(0.80)	(0.80)	-
Total Personnel	2.20	2.20	3.20	3.20	3.20	2.20	(1.00)

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Public Services	200.5	214.5	177.6	310.1	308.6	273.2	(35.5)
Total Expenditures	\$ 200.5	\$ 214.5	\$ 177.6	\$ 310.1	\$ 308.6	\$ 273.2	\$ (35.5)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	197.1	209.2	168.2	299.6	298.6	264.6	(34.0)
Materials & Supplies	1.4	0.2	0.7	1.1	1.4	1.6	0.1
Contractual Services	0.4	0.8	0.5	0.8	0.7	1.2	0.5
Professional Development	1.6	4.2	6.3	6.7	5.9	5.9	-
Total Expenditures	\$ 200.5	\$ 214.5	\$ 177.6	\$ 310.1	\$ 308.6	\$ 273.2	\$ (35.5)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	200.5	214.5	177.6	310.1	308.6	273.2	(35.5)
Net Operating Result	\$ (200.5)	\$ (214.5)	\$ (177.6)	\$ (310.1)	\$ (308.6)	\$ (273.2)	\$ 35.5

MISSION

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

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- Add one rental loader to aid with City snow removal.
- Add one crash attenuator to aid with the protection and safety of City road crews.

2023 BUDGET OVERVIEW

- ✓ Added a full-time Maintenance Worker position.
- ✓ Contracted with an outside vendor to clear City sidewalks and ramps of snow within 24 hours of the end of a snowfall which will allow City staff to focus on snow removal from City streets.
- ✓ Installed two Electric Vehicle (EV) charging stations at the City Hall parking lot which will allow for the charging of four EVs at one time.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*In 2023 the Public Works Department will be piloting a Mill & Overlay repair program, designed to replace the chip seal process.

** 2023 data is through August 1, 2023.

Preserve the life of asphalt streets by chip sealing 10% (7.6 miles) of 6, 7, or 8 WISLR rated streets each year.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Miles of Road Chip Sealed	6.61	7.84	0	6.34	4.45	N/A	N/A	5
Percent of Roads Chip Sealed Rated 6, 7, or 8	8.8%	10.3%	0%	8.3%	7.2%	N/A	N/A	7%

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

Reduce amount of salt used in snow and ice removal operations to 200 pounds per mile or less.

Measure	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Miles of Street Salted	9,486	5,400	6,019	5,431	8,568	N/A	N/A
Pounds of Salt Used	2,823,941	1,388,332	1,419,680	982,168	926,802	N/A	1,000,000
Pounds of Salt per Mile	298	257	236	181	108	N/A	200

Plow snow routes (priority one streets) in 6 hours or less and plow the entire city in 12 hours or less.

Measure	2020	2021	2022	2023*	2023 (year-end)	GOAL
Average Time to Plow Snow Routes (Hours)	6.6	3.6	2.4	2.3	N/A	3
Average Time to Complete Full Plow (Hours)	10.5	9.1	6.3	5.2	N/A	8

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Public Works Administration	2.00	2.00	2.00	2.00	2.00	2.00	-
Public Works Operations	8.00	8.00	9.00	9.00	9.00	9.00	-
Allocated Increase	0.40	0.40	0.40	0.40	0.40	0.60	0.20
Allocated (Decrease)	(2.35)	(2.35)	(0.95)	(0.95)	(0.95)	(0.95)	-
Total Personnel	8.05	8.05	10.45	10.45	10.45	10.65	0.20

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Public Works Administration	180.4	170.6	130.4	128.7	196.0	203.7	7.7
Public Works Operations	970.4	1,070.1	771.2	1,227.7	1,224.1	1,439.6	215.4
Public Works Snow/Ice Control	394.6	430.2	531.1	561.4	486.9	560.9	74.0
Public Works Traffic Control	108.3	75.8	59.1	115.1	94.8	100.5	5.7
Public Works Streets Maint	900.5	806.3	346.5	783.6	780.0	790.0	10.0
Grants & Donations	-	-	-	-	-	-	-
Total Expenditures	\$ 3,122.5	\$ 2,553.1	\$ 1,838.4	\$ 2,816.5	\$ 2,781.8	\$ 3,094.6	\$ 312.8

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	1,004.2	875.7	659.5	1,015.6	1,044.5	1,171.8	127.3
Materials & Supplies	1,053.8	671.9	504.3	746.8	774.8	885.1	110.3
Contractual Services	1,055.6	994.0	668.9	1,136.9	939.3	1,015.4	76.1
Professional Development	3.8	6.4	0.4	7.2	9.7	8.9	(0.8)
Capital Items	5.1	5.1	5.3	26.8	13.5	13.5	-
Total Expenditures	\$ 3,122.5	\$ 2,553.1	\$ 1,838.4	\$ 2,933.3	\$ 2,781.8	\$ 3,094.6	\$ 312.8

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	1,488.1	1,664.0	1,907.4	1,914.1	1,916.2	1,910.5	(5.7)
Total Expenditures	3,122.5	2,553.1	1,838.4	2,933.3	2,781.8	3,094.6	312.8
Net Operating Result	\$ (1,634.4)	\$ (889.2)	\$ 69.0	\$ (1,019.2)	\$ (865.6)	\$ (1,184.1)	\$ (318.5)



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MISSION

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

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
City's Capital Improvement Projects	9	8	9	7	7	5	5	6
CIP Projects size (millions)	\$11.4	\$10.6	\$6.7	\$8.2	\$9.3	\$6.8	\$6.8	\$8.5
New Private Development Projects	8	10	4	7	4	2	2	3
Private Development Size (millions)	\$4.1	\$8.3	\$6.0	\$5.8	\$8.1	\$7.1	\$7.1	\$3.0

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Total Contracts	11	8	5	7	7	5	5	5
Contracts advertised before March 31	9	8	4	6	7	5	5	5
Total Contracts/Contracts Inspected by Engineering Dept.	11/9	8/8	4	6	6	5	5	5

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

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

Measure	2018 Miles	2019 Miles	2020 Miles	2021 Miles	2022 Miles	2023* Miles	2023 (year-end)	GOAL
Street Projects with 3 Rating or less	2.60	2.28	0.58	1.32	1.17	0.00	0.00	0.0
Street Projects with 4 Rating	1.91	1.02	0.94	1.83	0.39	0.16	0.16	1.5
Street Projects with 5 Rating	0.21	0.49	0.91	0.05	0.60	0.88	0.88	1.0
Street Projects with 6 Rating	0.15	0.25	0.20	0.00	0.00	0.00	0.00	0.5

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Street Projects with component requested by a Utility Owner	8	6	4	4	5	5	5	5
Street Projects with Pedestrian component	6	7	4	5	7	4	4	5

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

The table below shows the street inventory and associated ratings:

Condition Frequency Report	1 to 2	3 to 4	5 to 6	7 to 8	9 to 10
PASER Rating %	0.06%	11.75%	49.33%	33.89%	4.98%
GOAL	0%	10%	50%	35%	5%

*Based on 142.29 miles of rated roadways. As of June 30, 2023.

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

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Engineering	6.00	6.00	6.00	6.00	6.00	6.00	-
Allocated (Decrease)	(1.71)	(1.71)	(1.58)	(1.58)	(1.58)	(1.58)	-
Total Personnel	4.29	4.29	4.42	4.42	4.42	4.42	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Engineering	502.5	496.1	377.3	583.1	589.4	607.1	17.7
Total Expenditures	\$ 502.5	\$ 496.1	\$ 377.3	\$ 583.1	\$ 589.4	\$ 607.1	\$ 17.7

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	451.1	449.0	347.4	537.7	544.1	555.0	10.9
Materials & Supplies	26.7	32.1	21.2	31.9	31.9	37.6	5.7
Contractual Services	21.9	9.5	4.7	6.5	6.5	5.7	(0.8)
Professional Development	2.8	5.4	4.0	6.9	6.8	8.7	1.9
Capital Items	-	-	-	0.1	0.1	0.1	-
Total Expenditures	\$ 502.5	\$ 496.1	\$ 377.3	\$ 583.1	\$ 589.4	\$ 607.1	\$ 17.7

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	207.3	256.0	40.0	276.5	322.5	334.0	11.5
Total Expenditures	502.5	496.1	377.3	583.1	589.4	607.1	17.7
Net Operating Result	\$ (295.1)	\$ (240.1)	\$ (337.3)	\$ (306.6)	\$ (266.9)	\$ (273.1)	\$ (6.2)



SUN PRAIRIE

revolves around you



MISSION

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

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- Will begin to evaluate 3rd party asset management software with public works in mind.
- Plan to evaluate and potentially implement a ESRI winter operations solution.
- Plan to potentially implement a ESRI EOC solution with EMS & Fire.
- Potentially working with IT to upgrade server architecture and migrate to latest version of ArcGIS Server.
- Complete migration to version 2.0 of Hub and Enterprise Site. Continue to monitor usage to develop modernization and KPI plans moving forward.

2023 BUDGET OVERVIEW

- ✓ Migrating to version 2.0 of both the Hub (public website) and Enterprise Sites (city staff website behind the firewall).
- ✓ Implementing a GIS document management system while also establishing database integrity for both the wastewater and stormwater collection systems.
- ✓ Leveraging ESRI GIS software to fulfill department asset management requests. This is saving the City over \$50,000 a year in software fees related to a 3rd party vendor approach.
- ✓ Implementing ITpipes wastewater televising software to replace WinCan.
- ✓ Establishing a robust asset management approach for both Forestry and Parks & Rec., which includes a workorder management.

PERFORMANCE METRICS

GIS Department Collaboration

*2023 data reflects information through June 30, 2022

Quality City Services – Mobile GIS

The web maps, applications, storymaps, dashboards, etc. provide quality services and help with data driven decisions by both the public stakeholders and city staff.

Internal Application Development (City Staff)	2020	2021	2022	2023*	2023 (year-end)
Public Works	8	14	26	28	31
Engineering	4	7	11	13	14
Parks & Rec	0	3	16	20	22
EMS, Fire & Police	0	1	4	5	6
Wastewater	0	6	18	20	22
Stormwater	1	2	10	14	15
Clerk	0	2	2	2	2
Finance	0	1	2	2	2
Administration	0	0	0	0	1
Planning	0	0	5	10	11
Misc.	0	0	3	4	5

External Application Development (Public Stakeholders)	2020	2021	2022	2023*	2023 (year-end)
Public Works	2	3	3	4	5
Engineering	2	3	3	3	5
Parks & Rec	1	1	1	1	3
EMS, Fire & Police	0	1	1	1	2
Utilities	0	0	0	0	2
Schools	0	0	1	1	1
Clerk	2	2	3	4	6
Administration	0	2	2	2	3
Finance	2	2	2	2	2
Planning	0	0	4	10	12

The GIS Team can't predict year end application development, because of development dependent on department's needs. Many times, these needs develop as a grassroots process. The GIS Team Goal is to continue to work and develop applications with existing and new departments to meet both internal and external needs. A 10% increase in application development is the Teams goal for 2024.

Quality City Services – Mobile GIS Public Views

The below represents web application views by the public in 2022 via our public facing Hub Site.

Web Application Title	Total View Count
School Locator – Web Map	9,802
Vision Zero Hub Site	7,613
Prairie Map – Web App	1,281
Capital Projects – Web App	923
Snow Emergency Parking Lots – Web App	314
My Government Services – Web App	270
Official Traffic Map – Web App	147
Election Polling Places – Web App	40
Bike & Pedestrian Facilities – Web App	32
Combined Map – Zoning	0

The above represents a baseline to compare against moving forward. The GIS Team Goal is to continue to work and develop applications with existing and new departments to meet both internal and external needs. A 10% increase in application views is the Teams goal for 2024. This should be achieved via the development of the “Hub Site 2.0”.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
GIS	2.00	2.00	3.00	3.00	3.00	3.00	-
Allocated FTE	(0.56)	(0.56)	(1.56)	(1.56)	(1.56)	(1.56)	-
Total Personnel	1.44	1.44	1.44	1.44	1.44	1.44	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
GIS	120.2	127.5	109.6	111.7	160.5	171.0	10.5
Total Expenditures	\$ 120.2	\$ 127.5	\$ 109.6	\$ 111.7	\$ 160.5	\$ 171.0	\$ 10.5

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	91.2	102.0	80.2	74.7	124.0	130.2	6.3
Materials & Supplies	22.6	22.7	24.9	25.6	25.6	26.6	1.0
Contractual Services	0.5	1.3	1.5	1.5	1.0	5.2	4.3
Professional Development	0.5	1.5	2.9	9.9	9.9	8.9	(1.1)
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 114.8	\$ 127.5	\$ 109.6	\$ 111.7	\$ 160.5	\$ 171.0	\$ 10.5

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	114.8	127.5	109.6	111.7	160.5	171.0	10.5
Net Operating Result	\$ (114.8)	\$ (127.5)	\$ (109.6)	\$ (111.7)	\$ (160.5)	\$ (171.0)	\$ (10.5)

MISSION

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. The City has multiple alternatives for travel including pedestrian walkways, biking lanes, and mass transit. Extensive investment by our community ensures that all residents can access its amenities. Our regional network assures access to everything around us.

DESCRIPTION

The City of Sun Prairie's transportation network facilitates the movement of people and goods via automobiles, fixed-route transit, shared-ride taxi, bicycling, and walking. To keep the networks functioning for all users, a variety of City Committees and Commissions provide policy guidance, oversight, and recommendations about specific infrastructure, including:

- Transit Commission – acts as oversight authority for the shared-ride taxi and fixed-route bus service and makes recommendations for changes to all modes of transportation.
- Bike Subcommittee – provides recommendations related to city-wide bicycle policy and infrastructure needs as well as project-specific recommendations.
- Public Works Committee – awards contracts for public infrastructure projects, accepts public improvements, reviews easements and right-of-way acquisition and changes, reviews traffic-related matters, and reviews driveway openings.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Allocated more funding from Shared-Ride Taxi to Metro Transit for the implementation of 7-day a week bus service beginning in Summer 2023.
- ✓ Ceased the Shared-Ride Taxi program in fall 2023.

PERFORMANCE METRICS

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

*2023 data reflects information through June 30, 2023

Shared-Ride Taxi data report state for required performance measures.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Trips/Capita	2.13	2.01	1.48	1.57	0.83	0.33		0.40
Hours/Capita	.855	.861	.801	.866	0.844	.821	.821	.821
Trips/Hour	2.460	2.604	1.840	2.631	0.957	0.382		1.780
Fares/Expense	26.7%	27.6%	20.8%	28.8%	25.9%	27.6%		25.9%
Expenses/Hour	\$31.50	\$32.35	\$32.35	\$32.35	\$32.35	\$32.35	\$32.35	\$32.35

Increase Shared-Ride Taxi service provision

Measure	2018	2019	2020	2021	2022	2023*	GOAL
Ridership	72,032	70,155	51,522	57,118	30,135	12,047	14,544
Fare Revenues	\$246,673	\$268,243	\$187,960	\$202,357	\$116,240	\$43,607	56,066
Reduced Fare Applications	128	179	86	113	66	23	23

* Shared-Ride Taxi Service was discontinued September 30, 2023 and replaced with city bus service

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Transporation	1.00	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	1.00	1.00	1.00	1.00	1.00	1.00	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Transporation	1,423.1	1,026.7	846.9	1,501.9	1,846.3	2,278.4	432.1
Total Expenditures	\$ 1,423.1	\$ 1,026.7	\$ 846.9	\$ 1,501.9	\$ 1,846.3	\$ 2,278.4	\$ 432.1

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	17.0	103.1	61.5	90.9	91.0	99.9	8.8
Materials & Supplies	39.2	41.1	0.2	0.2	-	0.2	0.2
Contractual Services	1,366.9	880.5	782.5	1,407.8	1,752.8	2,175.3	422.5
Professional Development	-	2.0	2.8	3.1	2.5	3.1	0.5
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 1,423.1	\$ 1,026.7	\$ 846.9	\$ 1,501.9	\$ 1,846.3	\$ 2,278.4	\$ 432.1

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	1,595.0	1,531.6	789.2	1,576.5	1,630.8	1,952.1	321.3
Total Expenditures	1,423.1	1,026.7	846.9	1,501.9	1,846.3	2,278.4	432.1
Net Operating Result	\$ 171.9	\$ 504.9	\$ (57.7)	\$ 74.6	\$ (215.6)	\$ (326.3)	\$ (110.8)

MISSION

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

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- Increase annual rate after cost analysis in order to maintain recycle center and additional services.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Number of Refuse Accounts	10,192	10,247	10,440	10,654	10,777	10,820	10,840	N/A
Contractor Monthly Cost per Account	\$9.50	\$9.80	\$10.10	\$9.25	\$9.50	\$11.10	\$11.10	N/A
Recycling Collection (tons)	2,726	2,815	3,172	2,785	2,627	1,926	3,851	N/A
Refuse Collection (tons)	7,549	7,749	8,621	8,293	8,738	5,565	11,130	N/A
Yard Waste Processed (Cu. Yards)	7,549	7,689	10,956	10,368	10,432	4,951	10,500	N/A
Waste Oil (Gallons)		6,250	2,850	1,125	981	385	1000	N/A

REFUSE & RECYCLING FUND

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Refuse & Recycling	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Allocated In	0.2	0.2	0.2	0.2	0.2	0.1	(0.10)
Total Personnel	0.2	0.2	0.2	0.2	0.2	0.1	(0.10)

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Refuse & Recycling	1,439.3	1,452.0	949.7	1,694.6	1,694.6	1,813.0	118.5
Total Expenditures	\$ 1,439.3	\$ 1,452.0	\$ 949.7	\$ 1,694.6	\$ 1,694.6	\$ 1,813.0	\$ 118.5

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	28.2	31.0	18.7	25.0	24.0	23.7	(0.2)
Materials & Supplies	70.8	71.0	60.8	94.3	95.2	100.1	4.9
Contractual Services	1,306.3	1,350.0	870.1	1,538.3	1,538.4	1,652.1	113.8
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	34.0	-	-	37.0	37.0	37.0	-
Total Expenditures	\$ 1,439.3	\$ 1,452.0	\$ 949.7	\$ 1,694.6	\$ 1,694.6	\$ 1,813.0	\$ 118.5

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	1,409.2	1,420.0	1,560.5	1,610.1	1,599.6	1,928.3	328.7
Total Expenditures	1,439.3	1,452.0	949.7	1,694.6	1,694.6	1,813.0	118.5
Net Operating Result	\$ (30.2)	\$ (32.0)	\$ 610.8	\$ (84.5)	\$ (95.0)	\$ 115.2	\$ 210.2

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	(30.2)	(32.0)	610.8	(84.5)	(95.0)	115.2
Fund Balance - Beginning of Year	269.3	239.2	207.2	207.2	207.2	122.7
Fund Balance - End of Year	\$ 239.2	\$ 207.2	\$ 818.0	\$ 122.7	\$ 112.2	\$ 237.9

MISSION

Provide high quality and cost-effective wastewater treatment and collection system services to all of our customers while protecting public safety and enhancing water quality in area waterways.

DESCRIPTION

The Wastewater Department has two divisions, the sanitary sewer collection system and the wastewater treatment plant.

The collection system division is responsible for maintaining and operating over 147 miles of sewer mains ranging in size from 8 inches to 42 inches and 10 lift stations. Maintenance of the sanitary sewer system includes scheduled cleaning, repairs, flow monitoring, and pipe televising/inspection. The goal is to increase the service life of sewer mains and lift stations and to eliminate/reduce sewer backups, thus protecting public health.

The treatment plant division is responsible for operating and maintaining an advanced activated sludge treatment facility. The facility has a designed capacity of 4.62 million gallons/day (MGD) with screening removal, grit removal, primary and secondary clarification, biological activated sludge treatment, biological phosphorus removal, biological ammonia nitrogen removal, tertiary filtration, ultraviolet light (UV) disinfection, and anaerobic digestion of organic solids. The goal is to continually meet the strict requirements of our Wisconsin Pollutant Discharge Elimination System (WPDES) Permit and increase the service life of the treatment plant through proper operation of the plant and adhering to a substantial equipment maintenance schedule. Sun Prairie must meet the most stringent permit limits in the state for biochemical oxygen demand (BOD), total suspended solids (TSS), Ammonia, and total phosphorus. In the process of doing our job day in and day out, we are enhancing the water quality in our watershed and in the state of Wisconsin.

2024 BUDGET HIGHLIGHTS

- Add Collection System Lead position.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Meet strict total phosphorus effluent requirements of the WPDES permit. Maintain meeting the very strict permit limit of 0.075 mg/L for the next 5 year permit cycle. This is an important key performance indicator because it demonstrates to the rate payers of Sun Prairie that our environment is protected and that no violations or fines are encountered.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
WPDES Monthly Milligram/Liter (mg/L) Permit Requirement for Phosphorus	1.0	1.0	1.0	1.0	1.0/0.075	0.075	0.075	0.075
Actual Monthly Average (mg/L)	0.41	0.32	0.56	0.56	0.165	.055	.055	0.075

Engage in energy conservation measures and practices reducing electric usage and costs associated with wastewater treatment and conveyance. Operate efficiently and cost effectively while meeting the strictest permit limits in the state of Wisconsin. Maintain electricity usage under a best practices benchmark of 1000 kilowatt hours (kWh) per 1000 pounds of Biochemical Oxygen Demand (BOD) treated indefinitely. This key performance indicator is matching our electricity usage against the benchmark for the entire US wastewater facilities. This is important to our rate payers because wastewater treatment consumes a tremendous amount of electricity and the treatment facility pays one of the largest monthly electricity bill in the city.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Kilowatt hour per 1,000 lb of BOD Treated (kWh/1000 lb/yr) Benchmark	1000	1000	1000	1000	1000	1000	1000	1000
Current Annual Average of Kilowatt Hour per 1,000 lb of BOD treated	1229	1110	1065	929	909	858	900	1000

Performing collection system cleaning/maintenance. Utilizing the vacuum/jetter (VAC) truck to jet and clean 25 percent of the 147 miles of sanitary sewer mains annually to discourage and eliminate sewage backups in homes each year. This important known performance indicator is a way to track and ensure our valuable underground sanitary infrastructure is properly maintained. This infrastructure is a very large asset to the community.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Collection System cleaned and maintained (percent) goal	25	25	25	25	25	25	25	25
Collection System cleaned and maintained (percent)	34	19	29	37	39	15	30	25

Removal of Phosphorus, Ammonia Nitrogen, Biochemical Oxygen Demand (BOD), and TSS from the wastewater. Combined facility removal rates for all four WPDES permitted parameters (BOD, TSS, Total Phosphorus, and Ammonia) of 99% or greater by year 2023. This known performance indicator is used to show the community how high of treatment levels our wastewater is treated to. This is important to show the level of treatment for the rates that paid by our residents.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Percent Removal Goal (%)	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0
Monthly Percent Removal Average (%)	95.5	97.0	96.7	97.4	98.5	98.7	99.0	99.0

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administration	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Plant Operations	8.00	9.00	9.00	9.00	9.00	9.00	0.00
Collection System	3.00	4.00	4.00	4.00	4.00	4.40	0.40
Allocated FTE	2.28	2.28	4.44	4.44	4.44	5.02	0.58
Total Personnel	14.28	16.28	18.44	18.44	18.44	19.42	0.98

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administration	728.1	818.3	723.4	1,242.1	1,399.8	1,481.9	82.1
Plant Operations	2,782.5	3,433.3	1,067.8	3,879.5	1,927.7	2,411.3	483.6
Collection System	752.5	834.6	444.3	1,145.4	759.2	861.7	102.4
Debt Service	464.9	472.6	2,404.0	2,609.0	2,603.1	2,595.6	(7.5)
Replacement Account	-	-	-	290.0	587.8	558.9	(28.9)
Plant Expansion	-	-	-	-	-	-	-
Capital Projects	83.0	8.5	830.0	1,505.2	2,048.0	1,426.0	(622.0)
Total Expenditures	\$ 4,811.1	\$ 5,567.3	\$ 5,469.6	\$ 10,671.3	\$ 9,325.7	\$ 9,335.3	\$ 9.7

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	1,254.8	1,286.1	1,154.7	1,738.1	1,904.2	2,116.7	212.5
Materials & Supplies	269.6	483.0	406.3	864.1	717.7	991.6	273.8
Contractual Services	820.4	1,000.1	657.7	1,340.2	1,359.9	1,410.1	50.2
Insurance	44.2	64.8	53.2	53.2	54.6	67.8	13.1
Professional Development	7.0	9.2	7.7	39.2	38.8	71.9	33.1
Debt Service	464.9	472.6	2,404.0	2,609.0	2,603.1	2,595.6	(7.5)
Depreciation	1,835.7	2,242.5	-	2,270.0	-	-	-
Capital Items	114.5	9.0	786.0	1,757.5	2,647.2	2,081.7	(565.5)
Total Expenditures	\$ 4,811.1	\$ 5,567.3	\$ 5,469.6	\$ 10,671.3	\$ 9,325.7	\$ 9,335.3	\$ 9.7

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	7,659.2	7,567.8	5,165.3	7,389.8	5,196.8	7,384.6	2,187.7
Total Expenditures	4,811.1	5,567.3	5,469.6	10,671.3	9,325.7	9,335.3	9.7
Net Operating Result	\$ 2,848.1	\$ 2,000.5	\$ (304.3)	\$ (3,281.5)	\$ (4,128.8)	\$ (1,950.8)	\$ 2,178.0

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Increase/(Decrease)	2,848.1	2,000.5	(304.3)	(3,281.5)	(4,128.8)	(1,950.8)
Long Term Financing	35.2	43.5	-	-	319.8	-
Fund Balance Applied	-	-	-	-	1,767.3	1,950.8
Beginning Fund Balance	29,935.3	32,818.7	34,862.7	34,862.7	34,862.7	31,581.1
Ending Fund Balance	\$ 32,818.7	\$ 34,862.7	\$ 34,558.4	\$ 31,581.1	\$ 29,286.3	\$ 27,679.6



SUN PRAIRIE

revolves around you



MISSION

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

DESCRIPTION

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

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

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

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

Yahara River Watershed (1,746 acres)

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

TMDL COMPLIANCE - Reduction of Total Suspended Solids (TSS)

Watershed	2021 Reduction	2022 Reduction	2023* Reduction	2023 (year-end) Reduction	Required Reduction
Mauneshia River (Requirement met)	77.6%	77.6%	77.6%	77.6%	45%
Yahara River (Requirement met with MMSD Adaptive Management)	49.5%	49.5%	49.5%	49.5%	73%
Koshkonong Creek	43.9%	53.9%	53.9%	53.9%	55%

Koshkonong Creek Watershed (3,864 acres)

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

TMDL COMPLIANCE - Reduction of Total Phosphorus (TP)

Watershed	2021 Reduction	2022 Reduction	2023* Reduction	2023 (year-end) Reduction	Required Reduction
Mauneshia River (Requirement met)	54.9%	54.9%	54.9%	54.9%	36%
Yahara River (Requirement met with MMSD Adaptive Management)	36.3%	36.3%	36.3%	36.3%	61%
Koshkonong Creek	30.4%	38.7%	38.7%	38.7%	54%

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Stormwater Utility	5.00	5.00	5.00	5.00	5.00	5.40	0.40
Allocated Additions	4.44	4.44	5.02	5.02	5.02	5.02	0.00
Total Personnel	9.44	9.44	10.02	10.02	10.02	10.42	0.40

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administration	485.8	512.6	470.0	725.8	772.9	795.1	22.2
Maintenance Operations	1,788.6	1,911.9	396.7	669.7	685.7	802.4	116.8
Street Cleaning	39.7	56.7	35.7	48.2	49.5	52.5	3.0
Debt Service	475.2	426.4	1,166.8	1,361.5	1,375.8	1,268.5	(107.4)
Capital Projects	307.6	8.2	693.1	1,030.3	1,039.4	1,116.9	77.5
Total Expenditures	\$ 3,097.0	\$ 2,915.9	\$ 2,762.3	\$ 3,835.6	\$ 3,923.3	\$ 4,035.4	\$ 112.1

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	778.3	831.0	692.0	1,090.9	1,126.0	1,205.0	79.0
Materials & Supplies	107.8	100.6	39.8	102.2	133.4	161.0	27.6
Contractual Services	235.5	218.8	163.8	258.3	263.5	298.7	35.2
Insurance	1.3	1.5	1.5	1.5	1.7	1.7	0.0
Professional Development	1.0	5.7	4.2	7.8	9.3	8.9	(0.4)
Transfer Out	-	-	3.8	5.0	5.0	-	(5.0)
Depreciation	1,208.2	1,341.6	-	-	-	-	-
Debt Service	475.2	426.4	1,166.8	1,361.5	1,375.8	1,268.5	(107.4)
Capital Items	289.7	(9.7)	690.3	1,008.4	1,008.6	1,091.7	83.2
Total Expenditures	\$ 3,097.0	\$ 2,915.9	\$ 2,762.3	\$ 3,835.6	\$ 3,923.3	\$ 4,035.4	\$ 112.1

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	5,106.7	4,558.3	2,224.9	3,719.8	4,702.2	4,403.6	(298.7)
Total Expenditures	3,097.0	2,915.9	2,762.3	3,835.6	3,923.3	4,035.4	112.1
Net Operating Result	\$ 2,009.7	\$ 1,642.3	\$ (537.4)	\$ (115.8)	\$ 778.9	\$ 368.2	\$ (410.8)

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Increase/(Decrease)	2,009.7	1,642.3	(537.4)	(115.8)	778.9	368.2
Long Term Financing	257.3	96.9	-	-	1,094.4	-
Fund Balance Applied	-	-	-	-	171.4	491.2
Beginning Fund Balance	15,407.6	17,674.7	19,413.9	19,413.9	19,413.9	19,298.1
Ending Fund Balance	\$ 17,674.7	\$ 19,413.9	\$ 18,876.5	\$ 19,298.1	\$ 21,115.8	\$ 19,175.1



SUN PRAIRIE

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MISSION

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

DESCRIPTION

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

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

The Department established a defined preventative maintenance schedule informed by past data and trends.

The department has implemented a green/sustainable approach to all future replacements and additions to the City Fleet. With a goal of having all cars and light trucks be EV or Hybrid by 2035 and large vehicles and equipment by 2040, it is to show we are leader in the green/sustainability platform and have established a goal to be reached.

2024 BUDGET HIGHLIGHTS

- Due to the unprecedented price increase of 15%-18% to vehicles, parts, and supplies a larger increase in operating cost is expected. Fleet will continue to work diligently to find ways to improve efficiency and reduce cost to the best of our ability.

2023 BUDGET OVERVIEW

- ✓ Fleet acquired a EV van for Building Maintenance and a Plugin Hybrid crossover for Building inspection and ordered 5 Hybrid squads which follows the green energy directive and sustainability goals of the city. All other vehicle and equipment replacements will be looked at for green/sustainability options and those options will be implemented if available and feasible. The supply problems and availability of parts and vehicles did not improve in 2023 and signs do not show much of an improvement in the supply chain system for 2024. Fleet is actively looking at all options and taking advantage of reasonable opportunities when they are available.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Work Orders	860	900	926	876	837	361	800	850
Preventive Maintenance %	74%	68%	65%	68%	72%	62%	75%	75%
Outside Repair Costs	\$44,119	\$55,066	\$49,065	\$21,838.37	\$26,589	\$24,356	\$49,000	\$45,000
Total Repair Costs	\$776,763	\$867,585	\$772,756	\$776,731	\$840,291	\$433,602	\$870,000	\$860,000

Average monthly fuel costs by department.

Department	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Police	\$5,983.65	\$5,427.18	\$4,108.82	\$5,461.59	\$6,695.12	\$6,234.75	\$6,500	\$6,200
EMS	\$1,620.52	\$1,760.69	\$1,310.96	\$1,861.42	\$2,497.39	\$2,552.84	\$2,800	\$2,500
Public Works	\$3,006.84	\$3,555.89	\$2,717.61	\$3,923.18	\$5,017.58	\$4,722.65	\$5,100	\$4,700
Parks	\$1,764.09	\$1,201.48	\$1,302.86	\$1,832.32	\$3,584.57	\$2,096.35	\$3,700	\$2,000
Administration	\$2,232.25	\$73.99	\$24.02	\$25.94	\$93.26	\$43.77	\$50	\$45
Building Inspection	\$61.32	\$279.45	\$128.61	\$205.73	\$417.13	\$380.87	\$400	\$350
Engineering	\$309.40	\$229.91	\$176.76	\$246.88	\$241.67	\$140.24	\$250	\$160
Media Center	\$30.79	\$30.08	\$9.60	\$17.07	\$26.81	\$13.23	\$20	\$15
Wastewater	\$819.52	\$647.89	\$382.27	\$449.33	\$751.85	\$637.45	\$700	\$625
Stormwater	\$1,603.62	\$1,673.78	\$1,480.28	\$1,639.90	\$1,707.71	\$1,919.89	\$2,100	\$1,800

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Fleet Inservice Fund	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Allocated Personnel	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	0.00
Total Personnel	3.60	3.60	3.60	3.60	3.60	3.60	0.00

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Administration	33.2	35.2	38.3	38.3	40.0	44.9	4.9
Fleet Operations	1,693.4	1,748.9	659.2	1,013.2	965.1	1,086.5	121.4
Debt Service	71.4	86.6	582.0	620.9	623.2	774.8	151.5
Capital Projects	0.3	7.6	289.4	1,825.3	2,862.7	1,066.8	(1,795.9)
Total Expenditures	\$ 1,798.4	\$ 1,878.3	\$ 1,568.9	\$ 3,497.7	\$ 4,491.0	\$ 2,972.9	\$ (1,518.1)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	324.3	345.3	266.4	399.0	397.2	430.8	33.6
Materials & Supplies	541.2	574.6	362.4	567.6	521.6	610.1	88.5
Contractual Services	34.7	37.8	28.5	44.1	44.2	43.5	(0.7)
Insurance	33.2	35.2	38.3	38.3	40.0	44.9	4.9
Professional Development	-	2.1	1.9	2.5	2.2	2.2	-
Depreciation	793.3	789.1	-	-	-	-	-
Debt Service	71.4	86.6	582.0	620.9	623.2	774.8	151.5
Capital Items	0.3	7.6	289.4	1,825.3	2,862.7	1,066.8	(1,795.9)
Total Expenditures	\$ 1,798.4	\$ 1,878.3	\$ 1,568.9	\$ 3,497.7	\$ 4,491.0	\$ 2,972.9	\$ (1,518.1)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	1,651.9	1,926.7	1,431.1	2,161.4	2,990.0	2,662.3	(327.7)
Total Expenditures	1,798.4	1,878.3	1,568.9	3,497.7	4,491.0	2,972.9	(1,518.1)
Net Operating Result	\$ (146.5)	\$ 48.4	\$ (137.8)	\$ (1,336.3)	\$ (1,501.0)	\$ (310.6)	\$ 1,190.4

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Increase/(Decrease)	(146.5)	48.4	(137.8)	(1,336.3)	(1,501.0)	(310.6)
Long Term Financing	131.1	163.6	149.7	199.6	1,454.6	-
Fund Balance Applied	-	-	-	-	352.7	-
Beginning Fund Balance	1,293.7	1,278.3	1,490.4	1,490.4	1,490.4	353.8
Ending Fund Balance	\$ 1,278.3	\$ 1,490.4	\$ 1,502.3	\$ 353.8	\$ 1,091.3	\$ 43.1



SUN PRAIRIE

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MISSION

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

DESCRIPTION

Sun Prairie Utilities (SPU) provides electricity to 17,381 customers and water to 11,886 customers, mostly within the municipality.

The Utility is governed by a commission consisting of seven members including the Mayor or Council designee, one alderperson who serves a one-year term, and five residents of the City who serve five-year terms.

The Utility's main goal is to provide affordable, reliable electric and water service to its customers. Extreme weather and deteriorating equipment can contribute to both electric and water service outages. However, SPU has worked to keep service interruptions to a minimum. The electric system attains superior reliability by continually upgrading and expanding the electric system, making significant investment in vegetation management and performing infrared monitoring as part of its annually scheduled feeder inspection program. As part of the City's CIP Street Reconstruction Plan, the water system replaces both aging and compromised water mains having experienced a number of breaks, as well as completing regular maintenance activities.

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

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

2024 BUDGET HIGHLIGHTS

- In 2024, the utility will continue its securing of a home for the long-term future, as it finishes the design, acquires approval for, and begins the construction phase of its new Operations Facility. Kueny Architects is overseeing the project and collaborating with SPU staff. The new facility is expected to be operational in 2025.
- Establish an annual donation for community events to support outreach, education, and communication.
- Continue funding to Sunshine Place help network dedicated to assisting the community.

Electric Operations

Along with providing service to the new developments, SPU Electric Operations will focus on the following:

- Completing the expansion of its Business Park Substation and a feeder tie to complement its expansion;
- Using \$40K (1/3 of the \$120K OEI Grant) acquired in 2023 to upgrade street light fixtures to LED.

Water Operations

On the water side, there will be a direction to continue improving asset security, performing regular maintenance, and replacing aging water main as part of the City's CIP Street Reconstruction Plan, while focusing on the following:

- Well #10 Construction – following the drilling of a successful test well in 2021/2022, the utility continues its collaborative work with MSA and the Sun Prairie Area School District on designing and constructing a permanent well house/classroom pavilion at the present high school site. The expectations are completing well drilling and starting well-house/pavilion construction in 2024, with project completion in 2025;
- Implement a DNR approved Cross Connection Program, adding commercial and industrial customers;
- Continue implementing the Advanced Metering Infrastructure having a goal of replacing 2,000 meters;

2023 BUDGET OVERVIEW

Albeit affected by inflation, material shortages, and extraordinary lead times, Sun Prairie continued to experience relatively large growth and development. The major focus for 2023 was working with Kueny Architects on the design of the new Operations Facility, emphasizing an all-electric LEED certified facility. Although we budgeted to start construction in 2023, actual construction will begin in 2024. Additionally, the significant accomplishments specifically for the Electric and Water operations sections are listed below.

Financially, the utility remains in a healthy cash position, meeting its cash reserve policy goal of between 150-200 days cash on hand. During 2023, the utility continued to remain in a range between 154-185 days. Also, the utility continues to benefit from the American Transmission Company dividends (\$820,151), from which \$313,498 is used to reduce the burden of the Electric System Additions (\$1,328,172 annually).

On the personnel side, SPU experienced the departure of two water operators, one through retirement and one left to pursue other interests. Additionally, SPU hired one electric line worker to replace a vacancy.

Electric Operations

- ✓ SPU began expansion construction of its Business Park Substation, expecting completion in the 1st quarter of 2024.
- ✓ Completed the changeout of the remaining meters to finish the 2018 Electric AMI initiative.
- ✓ 83 new electric services and associated subdivision infrastructure were installed through August 2023.
- ✓ For overhead distribution electric reliability, SPU continued its annual \$60,000 distribution line clearance.

Water Operations

- ✓ Well #10 continued with design and finalizing agreement with the Sun Prairie Area School District. Well drilling and wellhouse construction will take place in 2024 and be placed in service in 2025.
- ✓ Performed scheduled maintenance, including completion of all reservoir and tank inspections and flushing over 1,000 hydrants by year end.
- ✓ Replaced over 1,500 AMI Water Meters, reaching 60% of the overall system.
- ✓ Replaced \$1.3M in aging water main on Commercial and Bird Streets, as part of City Streets Reconstruction.
- ✓ For improved locating efficiency, implemented the Utilisync software to coordinate with Digger's Hotline.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Sun Prairie Utilities' electric distribution system is analyzed and rated on reliability. There are three main Industry Standard Indices used to evaluate utilities. They are as follows:

- **SAIDI – System Average Interruption Duration Index:** the average number of minutes that every customer was interrupted annually. Regional Average – 92 minutes; **SPU Goal – 60 minutes of outage**
- **SAIFI - System Average Interruption Frequency Index:** the average number of times every customer was interrupted annually. Regional Average – .97 outages/customer; **SPU Goal – 1.00 Outages/Customer**
- **CAIDI – Customer Average Interruption Duration Index:** for those customers experiencing an outage, the average time it takes to restore the outage. Regional Average – 121 minutes to restore; **SPU Goal - 60 minutes to restore**

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
System Avg. Interruption Duration Index	13.01	14.12	10.41	4.33	20.679	1.171	13.901	60.00
System Avg. Interruption Frequency Index	.317	.47	.43	.08	.515	.0221	.347	1.00
Customer Avg. Interruption Duration Index	40.99	29.81	24.18	55.04	40.126	52.967	40.079	60.00

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Water Utility	11.99	14.25	14.25	14.25	14.25	14.95	0.70
Total Personnel	11.99	14.25	14.25	14.25	14.25	14.95	0.70

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Water Pumping	371.7	393.0	250.5	399.9	411.1	521.8	110.7
Water Treatment	104.2	102.5	63.4	86.7	73.6	94.0	20.4
Water Transmission and Distr	504.0	716.8	322.6	624.0	600.3	758.2	157.9
Customer Accounts	173.3	185.6	276.1	214.5	216.5	229.9	13.4
Administrative & General	777.0	851.0	595.8	964.9	962.8	1,087.1	124.3
Depreciation	600.4	640.0	540.1	622.1	735.4	663.7	(71.8)
Taxes	1,081.6	1,051.9	924.3	1,336.8	1,347.4	1,301.3	(46.0)
Non Operating Expenses	1,205.1	1,409.2	251.3	925.0	1,362.2	1,970.1	607.9
Total Expenditures	\$ 4,817.3	\$ 5,350.1	\$ 3,224.1	\$ 5,173.7	\$ 5,709.2	\$ 6,626.1	\$ 916.9

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	1,098.1	1,155.7	842.3	1,297.6	1,330.9	1,451.3	120.4
Operating Expenses	832.1	1,093.3	666.2	992.3	933.4	1,239.7	306.3
Interest Expense	541.4	412.0	260.1	387.0	811.9	1,414.1	602.2
Depreciation	600.4	640.0	540.1	622.1	735.4	663.7	(71.8)
Taxes	36.5	37.5	153.7	34.6	32.8	33.8	1.0
Transfers - PILOT	1,045.1	1,014.5	770.5	1,302.1	1,314.5	1,267.5	(47.0)
Other Expenses	663.8	997.2	(8.8)	538.0	550.3	556.0	5.7
Total Expenditures	\$ 4,817.3	\$ 5,350.1	\$ 3,224.1	\$ 5,173.7	\$ 5,709.2	\$ 6,626.1	\$ 916.9

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	6,777.2	7,929.8	3,871.7	5,838.7	7,003.6	7,172.3	168.7
Total Expenditures	4,817.3	5,350.1	3,224.1	5,173.7	5,709.2	6,626.1	916.9
Net Operating Result	\$ 1,959.9	\$ 2,579.6	\$ 647.6	\$ 665.0	\$ 1,294.4	\$ 546.2	\$ (748.2)

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Electric Utility	21.08	20.75	20.75	20.75	20.75	19.05	(1.70)
Total Personnel	21.08	20.75	20.75	20.75	20.75	19.05	(1.70)

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Distribution	24,668.7	26,955.0	17,453.8	25,960.3	27,012.9	27,353.7	340.8
Customer Accounts	358.7	380.4	248.2	410.3	433.1	427.0	(6.1)
Sales	48.9	51.2	67.1	83.6	83.6	71.7	(11.9)
Administrative & General	990.5	1,065.3	778.9	1,212.1	1,163.2	1,344.8	181.7
Depreciation	1,602.0	1,660.4	1,188.8	1,742.7	1,767.1	1,833.6	66.5
Taxes	1,134.9	1,071.1	868.1	1,319.0	1,324.0	1,298.3	(25.7)
Non Operating Expenses	460.8	421.7	103.8	416.0	875.9	1,528.6	652.7
Total Expenditures	\$ 29,264.4	\$ 31,605.1	\$ 20,708.7	\$ 31,144.1	\$ 32,659.9	\$ 33,857.7	\$ 1,197.8

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	1,606.7	1,714.0	1,186.0	1,844.2	1,779.4	2,006.0	226.6
Operating Expenses	24,460.0	26,737.9	17,362.0	25,822.1	26,913.5	27,191.2	277.7
Interest Expense	217.9	172.4	107.9	160.4	624.6	1,269.6	645.0
Depreciation	1,602.0	1,660.4	1,188.8	1,742.7	1,767.1	1,833.6	66.5
Taxes	142.9	145.9	178.5	152.7	152.2	158.8	6.5
Transfers - PILOT	992.0	925.2	689.6	1,166.3	1,171.8	1,139.5	(32.2)
Other Expenses	242.9	249.4	(4.1)	255.6	251.3	259.0	7.6
Total Expenditures	\$ 29,264.4	\$ 31,605.1	\$ 20,708.7	\$ 31,144.1	\$ 32,659.9	\$ 33,857.7	\$ 1,197.8

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	31,286.4	34,058.0	21,551.6	33,444.8	34,291.1	36,261.9	1,970.7
Total Expenditures	29,264.4	31,605.1	20,708.7	31,144.1	32,659.9	33,857.7	1,197.8
Net Operating Result	\$ 2,022.0	\$ 2,452.9	\$ 842.9	\$ 2,300.7	\$ 1,631.2	\$ 2,404.2	\$ 773.0



SUN PRAIRIE

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MISSION

Enhance the well-being and independence of older adults.

DESCRIPTION

The Sun Prairie Colonial Club is an independent senior activity center that offers adult day care, senior dining options, in-home supportive care, case management services, educational opportunities, activities, and trips. The Club strives to provide a diverse selection of programming options for today's active senior. In addition to serving older adults, the Colonial Club serves as a meeting and event space for various community service organizations and groups.

The City of Sun Prairie provides funding to the Colonial Club to support its operations and program offerings. AS an independent senior center, the Colonial Club receives funding from multiple sources in addition to City funds; these include membership dues, private donations, grants, and Medicaid-related funding for select services.

2024 BUDGET HIGHLIGHTS

- Increase support to the Colonial Club by \$10,000.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Programs, Services, and Activities utilized by 543 City of Sun Prairie residents in 2022:

*2023 data reflects information through June 30, 2023

	2018	2019	2020	2021	2022	2023*	2023 (year end)	GOAL
Benefits Received in Hours								
Case Management	1373	1,409	1,879	1,787	1,879 50%	1,021	1,900	50% of intake referrals become case management clients
Adult Day Center	8937	7,152	5,431	6,565	7,319 44%	4,378	7,300	50% of prospective client visits enroll in the program
Supportive Home/Respite Care	3,171 83%	2,939 80%	2,299 75%	2,233 76%	1,814 75%	876	1,700	Fill 75% of home care requests from city residents
Benefits Received in Numbers								
Meals at Colonial Club	9,707	9,209	5,938	3,900	4,561 76%	2,237	4,500	Increase average number of City residents who attend meal site by 5%
Meals Delivered	6,391	9,900	14,345	21,388	16,804 55%	10,388	17,000	Increase home deliveries to City residents by 5%
Transportation	12,273 30%	9,799 26%	4,491 27%	4,106 23%	4,605 16%	2,659	4,600	Increase ridership for City residents by 5%

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Colonial Club	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Colonial Club	260.0	230.0	160.0	240.0	240.0	250.0	10.0
Total Expenditures	\$ 260.0	\$ 230.0	\$ 160.0	\$ 240.0	\$ 240.0	\$ 250.0	\$ 10.0

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	260.0	230.0	160.0	240.0	240.0	250.0	10.0
Total Expenditures	\$ 260.0	\$ 230.0	\$ 160.0	\$ 240.0	\$ 240.0	\$ 250.0	\$ 10.0

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	260.0	230.0	160.0	240.0	240.0	250.0	10.0
Net Operating Result	\$ (260.0)	\$ (230.0)	\$ (160.0)	\$ (240.0)	\$ (240.0)	\$ (250.0)	\$ (10.0)

MISSION

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

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- Increase annual funding by \$5,000 to support outreach efforts. Last budget increase was in 2018.

2023 BUDGET OVERVIEW

- ✓ In accordance with the Mission of the Youth & Families Commission supported
 - The Multi-Cultural Fair financially and with personnel
 - Financially supported the following groups:
 - Sun Prairie Wellness Coalition (2,000),
 - Fun with Friends (3,800),
 - PrideFest (1,000),
 - Make Music (1,000),
 - Lettuce Dream Garden (1,200), and
 - Boys to Men (1,000).
 - Purchased and prepared summer lunches, in partnership with Sunshine Place, for children in under-served neighborhoods

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Youth & Families	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Youth & Families	13.2	4.5	11.6	15.4	13.1	15.5	2.4
Total Expenditures	\$ 13.2	\$ 4.5	\$ 11.6	\$ 15.4	\$ 13.1	\$ 15.5	\$ 2.4

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	4.4	2.2	1.4	2.7	3.2	4.7	1.5
Materials & Supplies	0.9	1.1	0.5	3.0	3.0	2.5	(0.5)
Contractual Services	7.4	1.0	9.6	9.5	6.5	8.0	1.4
Professional Development	0.5	0.2	0.1	0.2	0.3	0.3	-
Total Expenditures	\$ 13.2	\$ 4.5	\$ 11.6	\$ 15.4	\$ 13.1	\$ 15.5	\$ 2.4

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	13.2	4.5	11.6	15.4	13.1	15.5	2.4
Net Operating Result	\$ (13.2)	\$ (4.5)	\$ (11.6)	\$ (15.4)	\$ (13.1)	\$ (15.5)	\$ (2.4)

MISSION

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

DESCRIPTION

Sun Prairie Community Schools is a strategy that is implemented at six schools in Sun Prairie – Creekside Elementary, Westside Elementary, CH Bird Elementary, Northside Elementary, Patrick Marsh Middle School, and Prairie Phoenix Academy. Creekside Elementary is starting their first year as a Community School site in the 2022-23 school year. Sun Prairie Community Schools are the hub of their neighborhoods, uniting educators, community partners, and families to provide all students with top-quality academics, enrichment, health and social services, and opportunities to learn and thrive. Programming supports increased academic success of students, increased school attendance, and Sun Prairie families being more connected to their schools and community. The City's contribution supports program coordination, partnership development, and resource development efforts through the staffing of Site Coordinators at both sites.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ \$15,000 increase in Community Schools funding.

PERFORMANCE METRICS

In alignment with the four pillars of Community Schools and the Sun Prairie Area School District's strategic plan, the following measurements took place in the last year:

Integrated Student Supports: Maintain and strengthen school-based food pantries

- According to SPASD data, 40% of the students at the five Community Schools sites qualify for free/reduced lunch, which is 13% higher than the district free/reduced lunch count.
- In 2020-21, our school-based pantries were able to support just under 200 families, and our goal was to increase the number of families served by our school-based pantries by 25%. In 2021-22, we increased the number served by over 300%, serving 971. Our goal for 2022-23 is to maintain this level of support for the 2022-23 school year.

Expanded and Enriched Learning Time and Opportunities: We have seen that the out of school time programs have a positive impact on school day attendance.

- Our goal is to increase the number of participants by 20%.
- We will also track the impact that these programs have on students' attendance and academic performance.

Active Family & Community Engagement: We seek to maintain the number of events offered to our community from the last school year. This year, we aim to take a focus on supporting the connection for families/caregivers with their child's academic success. We will do this by building in one event each semester to share the math, literacy, social-emotional learning that their students are working on. The goal is to support caregivers' knowledge of these content areas through interactive games and activities.

- We are also focusing on branding and communication of Community Schools to broaden the understanding of this work and to increase awareness of programs/opportunities for everyone.
- Each school site will host a Community School page on their website and hold a Community School section on all school-wide communications (internally and externally).

Collaborative Leadership & Practices: Site Leadership Teams will meet a minimum of quarterly with an 80% attendance rate with a membership of 1-2 representatives from the following groups to ensure representation of the school attendance area neighborhoods: school administration, school staff, students (if age appropriate), family members, community organizations, faith-based organizations, local government.

- Each team will set 2-3 goals for their specific site that addresses the needs in the needs assessment.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Youth Programs	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Youth Programs	115.0	115.0	-	-	130.0	-	(130.0)
Total Expenditures	\$ 115.0	\$ 115.0	-	-	\$ 130.0	-	\$ (130.0)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	115.0	115.0	-	130.0	130.0	130.0	-
Total Expenditures	\$ 115.0	\$ 115.0	-	\$ 130.0	\$ 130.0	\$ 130.0	-

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	115.0	115.0	-	130.0	130.0	130.0	-
Net Operating Result	\$ (115.0)	\$ (115.0)	-	\$ (130.0)	\$ (130.0)	\$ (130.0)	-

MISSION

Sunshine Place provides comprehensive services that support essential needs through community engagement and partnerships.

DESCRIPTION

Sunshine Place is the primary resource hub in Sun Prairie where community members with limited means can access co-located programs, supports, and social services. The organization aims to increase equity for those most vulnerable in the community by providing easy access to services that help families, children, and individuals not only survive, but thrive. Sunshine Place houses its own programs and provides subsidized program space for partner agencies, providing one location for services to drive collaboration among organizations and to provide easy access to a wide range of support to help those struggling with food insecurity, housing insecurity, and other barriers to stability.

Funds provided by the City of Sun Prairie help support Sunshine Place efforts to coordinate social services and address the ongoing and emergent human service needs of the city and its residents. This includes facilitating collaboration among community partners to address barriers and provide resources and services, such as the Food for Kids program that provides lunches and snacks to kids in low-income neighborhoods. It also includes coordinating emergency support for residents who experience a disaster that displaces them from their home, connecting them with food, clothing, hotel stays, and other vital resources.

2024 BUDGET HIGHLIGHTS

- Additional \$20,247 in one time funding to support Sunshine Place.

2023 BUDGET OVERVIEW

- ✓ Provided \$10,631 in funding to continue efforts in coordinated emergency response and social service coordination for community needs.

PERFORMANCE METRICS

Sunshine Place provides over 60,000 acts of kindness annually. These are touchpoints of services provided through the organization's own programs, as outlined in the impact numbers below.

*2023 data reflects information through June 2023

Program Impact	2019	2020	2021	2022	2023*	2023 (year end)
Sun Prairie Food Pantry – Visits to access free food and personal care items	20,293	20,343	15,572	27,679	23,690	48,000
Lobby Resource Center – Visits to utilize copy/fax services, supplemental food, and resource information.	5,460	1,155	0	2,400	3,000	6,000
C.A.R.D.S. Closet – Clothing closet for children	1,841	1,102	1,169	1,015	348	1,000
Housing Navigation – Instances of help securing and maintaining housing	0	0	0	17	203	400
Rays of Hope Assistance – Instances of help to prevent eviction/utility disconnection	0	394	381	299	107	250
The Bed Lady – Children receiving a new bed and bedding	150	92	106	118	64	125
Sunshine Legal Clinic – Individuals provided with free legal consultation	59	35	45	52	45	65
Spirit of Giving – Children receiving free holiday gifts	1,574	1,590	1,558	1,628	0	1,600
Stuff the Bus – Children receiving free backpacks and school supplies	1,500	1,500	1,500	1,657	1,614	1,614
Period Poverty Initiative (new) – Period product packs distributed to schools	0	0	0	0	150	300
ESL Classes (new) – Students receiving free English lessons	0	0	0	0	9	23

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Human Services	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Human Services	395.2	614.3	276.7	502.7	502.7	30.9	(471.8)
Total Expenditures	\$ 395.2	\$ 614.3	\$ 276.7	\$ 502.7	\$ 502.7	\$ 30.9	\$ (471.8)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	395.2	614.3	276.7	502.7	502.7	30.9	(471.8)
Total Expenditures	\$ 395.2	\$ 614.3	\$ 276.7	\$ 502.7	\$ 502.7	\$ 30.9	\$ (471.8)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	395.2	614.3	276.7	502.7	502.7	30.9	(471.8)
Net Operating Result	\$ (395.2)	\$ (614.3)	\$ (276.7)	\$ (502.7)	\$ (502.7)	\$ (30.9)	\$ 471.8

MISSION

Maintain the Sun Prairie Cemetery.

DESCRIPTION

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Cemetery	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

[illegible][illegible][illegible]

MISSION

The Sun Prairie Public Library serves the community as an accessible central hub supporting life-long learning and literacy through education, cultural and enjoyable discovery opportunities for all.

VISION

The Sun Prairie Public Library's vision is a dynamic, positive community force connecting all to the world of ideas, information and discovery in a safe, welcoming space where everyone feels they belong.

DESCRIPTION

The Sun Prairie Public Library is a municipal library established under Chapter 43.52 of the Wisconsin State Statutes, and is administered by a Library Board comprised of nine members who are appointed by the Mayor. Four of the nine Library Board members include the President, Vice President, a representative from the Sun Prairie Area School District, and a City Council Alder. In 2022, the Library Board added two non-voting Student Trustee positions to gain and include perspectives from the youth in our community. Student Trustees are approved and appointed by the Library Board.

The Sun Prairie Public Library is typically open seven days a week throughout the year, for 69 hours of service per week. Additionally, the Sun Prairie Public Library's digital and online services provide patrons access to downloadable materials and resources 24 hours/day, every day of the year.

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

CORE VALUES

- Serving with Integrity
- Striving for Excellence
- Engaging the Community
- Looking forward

2024 BUDGET HIGHLIGHTS

- Additional revenue from county aid.
- Additional budget line for outreach and community engagement.
- Additional budget lines for grant funded programming, collections, and staff training.
- Additional \$15,000 for professional development opportunities to provide innovative services.
- Increase Youth Services Library Assistant II hours to a full time position to support community needs.
- Increase two Library Assistant positions from 16 to 24 hours per week to aid with programs and outreach.

2023 BUDGET OVERVIEW

- ✓ Utilized \$200,000 from the Library's fund balance for Capital Campaign expenses. The Library began the public phase of the Capital Campaign in 2023.
- ✓ Utilized \$148,000 from the Library's Fund Balance for an Owner's Representative for the Expansion and Renovation project. The Owner's Representative will work with the Library during the full design and construction phase.
- ✓ Increased funding for Hoopla Digital collection for ebooks, eaudiobooks, and music and video streaming.

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

*2023 data reflects information through June 30, 2023

The Sun Prairie Public Library's new three-year Strategic Plan includes four focus areas: 1) a more fully aware and engaged community, 2) facilities upgraded to grow and evolve with the community, 3) increased investments and diversification in staffing and resources, and 4) enhanced and expanded programming and services.

Within these four focus areas, the Library's guiding principle is to ensure we are advancing life-long learning and literacy for all by responding to the needs of our residents with resources they seek, providing a safe and comfortable sense of place, ensuring equitable access to services, fostering discovery and creativity, and responding to informational needs.

The following measurement goals will help to demonstrate this outcome:

- Ensure patrons find at least 75% of their physical collection needs from their home library. Current space constraints are beginning to limit the library's ability to maintain a collection that can meet this goal.
- Maintain at least 3% growth per year in our collection size to keep pace with anticipated population growth, while also ensuring the collection is representative of the community's growing diversity. Current space constraints limit the library's ability to meet this goal. As the library prepares to enter the construction phase of the expansion and renovation project in the third quarter of 2024, the library's focus will shift from adding to the collection to weeding, shifting, and maintaining the collection. Deselection will be based on the principles of collection development with an emphasis on condition, age, relevancy, representation, and demand.
- Maintain at least a 5% growth per year in digital collection size to meet demands with new and emerging platforms. The increased digital collection size will be important to maintain when physical access is limited during construction.
- Increasing costs of materials in all formats challenge the library's ability to maintain overall collection size goals.
- Return to pre-pandemic levels of visits, with 10% growth per year until pre-pandemic levels are restored. Once pre-pandemic levels are restored, maintain a 3% increase in visits annually to reflect the growing community. Construction may affect the ability to meet this goal in the later part of 2024 and in 2025.

The library's commitment to equity and access, along with the current schematic design development process will address physical collection space needs so that the collection not only reflects a growing population but a more diverse community in which a wide range of literary and informational interests, needs, and formats are represented. The design process will also ensure spaces are welcoming and accessible for residents of all identities and abilities. The library anticipates meeting circulation, library visit, and collection size goals after the expansion and renovation project is complete in 2025. The library's initial growth in digital collection size due to Covid-19 continues to increase steadily. Hoopla, one of the library's digital collections, regularly reaches daily limits.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Physical Collection Size	138,464	141,255	144,785	146,665	146,859	147,099	145,000	151,265
	3.0%	2.0%	2.4%	1.2%	.1%	.1%	-1.1%	3%
% circulation from home library's collection for Sun Prairie	73%	76%	57%	62%	75%	74%	74%	75%
% circulation from home library's collection for all SCLS/LINK libraries	66%	69%	63%	57%	70%	70%	70%	70%
Library Visitors	232,931	225,600	77,107	90,348	173,614	97,166	192,000	190,975
.vs Prior Year	0.6%	-3.1%	-66%	17%	92%	21%	12%	10%
Digital Collection Size	205,652	213,547	229,293	253,553	258,596	263,767	266,353	271,525
	-3.7%	3.8%	7.4%	10.5%	2.0%	2.0%	3.0%	5.0%

The library strives to provide equitable access to physical and digital library services and resources.

- Ensure new and existing residents are aware of our services and increase the number of registered users to 75% of the City's population. 2023 population estimate is 36,117. In 2023, the library began recording the number of unique internet guest passes processed. This number along with library card holders is added to 2023 registered library users.
- Focus area #1 of the library's strategic plan is a more fully engaged and aware community. With a return to pre-pandemic levels of service and access in 2023, in addition to registered library card accounts, the library also recorded and tracked unique internet guest passes issued. For many residents, access to the library's technology and computers is a high priority service and a library internet guest pass meets their need and better reflects library resource usage.

- Return to pre-pandemic levels of circulation and continue to maintain 2% increase in circulation across all formats combined.
- Maintain 2% increase in digital resources (database) usage. Many lifelong learning opportunities are accessible through the library's electronic databases. These databases include 24/7, self-paced instruction for career development, genealogy research, automotive repair, financial information, foreign language skills, and crafting. It is important to note that the Ancestry database had a significant increase in usage during the pandemic when patrons were able to access the database remotely. Starting in 2022, that level of access was removed and patrons can only access Ancestry on site.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Public Internet & Wi-Fi	309,746	316,679	148,408	239,543	421,891	233,859	467,718	467,718
Registered Library Users & internet guest passes	23,156	23,616	22,450	23,618	22,688	24,067	25,067	27,088
Total Circulation	690,532	684,407	385,825	418,635	646,979	323,685	647,370	690,532
Digital Circulation	55,164	66,017	102,487	104,397	110,193	61,433	122,866	125,000
Digital Resources (Databases)	10,625	12,112	23,173	39,690	20,893	17,583	26,901	21,937

The library strives to engage with community and support lifelong learning opportunities for all residents.

- Return to pre-pandemic levels of program offerings and attendance.
- Return to pre-pandemic levels of reference transactions.
- Increase outreach and community engagement efforts by 5% annually.

Dream Bus Mobile Library service is a large part of the library's community engagement efforts. Since the Sun Prairie Public Library's partnership with the Dane County Library Service began in 2019, the demand for Dream Bus Mobile Library services has grown throughout the community. Stops include regular weekly stops in historically underserved neighborhoods, as well as stops at large community gatherings such as Strawberry Fest, Juneteenth, Pridefest, the Multicultural Fair, and Trunk or Treat. The library's goal is to maintain steady growth of Dream Bus visitors by 5% annually as part of the library's outreach efforts.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Youth, teen, and adult summer library program participation	3,134	3,058	1,940	2,008	3,433	3,442	3,775	3,134
Youth, adult, and multigenerational program attendance	29,634	30,876	20,781	12,174*	22,937	15,375	26,800	30,876
Reference Transactions	39,388	47,528	28,626	33,182	44,300	26,494	53,000	47,528
Dream Bus Visitors	NA	1,128	531	1,381	3,026	1,280	3,500	3,100

*As per instructions from the Department of Public Instruction, in 2020, pre-recorded and asynchronous viewings of virtual programs were included. Starting in 2021, only in-person and live virtual programs were included, explaining the significant decrease. The library was fully open for in-person programming starting in the spring of 2022, explaining the significant increase from the previous year. Most programs are in person but the library still maintains a few virtual options, including the monthly Urban SUN: Black Voices Book Club. In partnership with the Media Center, programs continue to be recorded and broadcasted on KSUN and on the Library's YouTube channel.

Promoting literacy in all forms is fundamental to public library services. The Children's and Teen Summer Library Program remains vital in ensuring our youths' reading achievement levels remain on track for academic and future lifelong success. Storytimes and preschool programs are essential early literacy experiences and programs for adults include ESL, financial, health, and digital literacy as life-long learning skills necessary for overall well-being. Programs for all ages promote and foster literacy and culture in many forms including reading programs and challenges, book clubs, lectures, author visits, arts and crafts, and the performing arts. In 2022, the library began offering cultural affinity programming to foster new relationships with historically underserved community members.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Library	23.5	24.1	23.4	23.4	23.4	24.2	0.8
Total Personnel	23.5	24.1	23.4	23.4	23.4	24.2	0.8

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Library	2,276.8	2,437.2	1,889.2	2,909.6	3,133.6	2,966.4	(167.2)
Total Expenditures	\$ 2,276.8	\$ 2,437.2	\$ 1,889.2	\$ 2,909.6	\$ 3,133.6	\$ 2,966.4	\$ (167.2)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	1,593.4	1,665.2	1,227.6	1,835.3	1,907.5	2,068.8	161.3
Materials & Supplies	377.4	378.3	263.7	407.6	411.9	420.7	8.8
Contractual Services	279.8	369.0	367.0	612.8	752.8	299.4	(453.4)
Professional Development	5.1	10.1	3.3	8.6	8.6	24.7	16.1
Capital Items	21.0	14.5	27.7	45.3	52.8	52.8	-
Transfers	-	-	-	-	-	100.0	100.0
Total Expenditures	\$ 2,276.8	\$ 2,437.2	\$ 1,889.2	\$ 2,909.6	\$ 3,133.6	\$ 2,966.4	\$ (167.2)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	673.7	677.3	660.8	668.6	666.1	777.9	111.8
Transfer In	1,669.2	-	-	-	-	-	-
Total Expenditures	2,276.8	2,437.2	1,889.2	2,909.6	3,133.6	2,966.4	(167.2)
Net Operating Result	\$ 66.2	\$ (1,759.9)	\$ (1,228.4)	\$ (2,241.0)	\$ (2,467.5)	\$ (2,188.5)	\$ 279.0

MISSION

The mission of the Sun Prairie Historical Library and Museum is:

- A. 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.
- B. The preservation of written records, photographic records, artifacts, and the documentation of the physical landscape changed by the history of settlement.
- C. 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.
- D. Connecting the community with its historical roots through outreach exhibits, community and school programs, tours, and displays.

DESCRIPTION

The museum collects, preserves, maintains, interprets, and displays historically valuable materials pertaining to Sun Prairie and surrounding areas. The museum provides research services, collections management, and educational exhibits and programming in accordance with professional standards and best practices. The museum partners with local organizations in fulfillment of its mission and utilizes volunteers to assist with all aspects of museum programs and services.

2024 BUDGET HIGHLIGHTS

- Implement PastPerfect Web Edition with Public Access add-on to provide web-based search of museum collections.
- Partner with local organizations to expand programming and events.
- Establish a new fee schedule for professional services in alignment with surrounding communities.
- Continue to build the museum's volunteer base and utilize volunteer skills and talents to advance museum initiatives.

2023 BUDGET OVERVIEW

- ✓ Increased volunteer engagement to support museum projects and initiatives.
- ✓ Expanded programming and events in partnership with local organizations.
- ✓ Hired a second full time staff member to advance the board's long-term vision.
- ✓ Extended season and established year-round open hours.
- ✓ Completed inventory and documentation of over 50% of the museum's collection.

PERFORMANCE METRICS

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

*2023 data reflects information through June 30, 2023

Improve operational efficiency and effectiveness, as well as its financial sustainability.

The Museum strives to minimize its impact on the tax levy as its needs grow. All divisions work collaboratively, sharing resources and knowledge. The division is properly resourced to meet the community's needs. It also operates within national industry standards and best practices. Staff are experts in their field and trusted to be independent in making decisions and solving problems within their scope of responsibility. The Museum always makes data-driven decisions.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 Projected	2023 GOAL
1.) Maintain a total cost recovery level of 5% (direct and indirect costs)	N/A	N/A	N/A	N/A	<1%	1%	2%	3%
2.) Maintain no less than 1,000 volunteer hours per year	N/A	126	298	472	1,039	740	1,480	1,145
3.) 100% of the Museum collection will be inventoried	N/A	N/A	N/A	N/A	30.24%	50.47%	65%	60%

Improve relevance and quality of PRF programs, services, events, and facilities

The Museum offers programs, services, events, and facilities that meet a community need. The museum has a data-driven understanding of the unique needs and interests of the community and proactively seeks out collaborative partnerships. Museum programs, services, events, and facilities are the highest quality and the department has the public's trust in making decisions.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 Projected	2023 GOAL
1.) Maintain no less than 4 collaborative partnerships annually	N/A	N/A	N/A	N/A	4	5	8	4

Improve cultural and historical stewardship efforts

The Museum advocates for, protects, and enhances the City's cultural resources. History is preserved as the community grows, and the vast cultures that make up Sun Prairie are well represented and celebrated.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 Projected	2023 GOAL
1.) Have no less than 1,500 walk-in visits annually	N/A	N/A	N/A	N/A	587	282	682	646
2.) Increase event visits by 10%	N/A	N/A	N/A	N/A	1,555	747	1,376	1,710
3.) Increase total visits by 10%	350	200	321	936	2,142	1,029	2,058	2,356
4.) Engage 250 schoolchildren annually	N/A	N/A	N/A	N/A	0	218	250	100
5.) Participate in a minimum of 8 community events annually	N/A	N/A	N/A	6	5	6	8	8

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Historical Museum	1.00	1.00	2.00	2.00	2.00	2.00	-
Total Personnel	1.00	1.00	2.00	2.00	2.00	2.00	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Historical Museum	107.9	111.5	125.0	216.2	228.5	201.2	(27.3)
Total Expenditures	\$ 107.9	\$ 111.5	\$ 125.0	\$ 216.2	\$ 228.5	\$ 201.2	\$ (27.3)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	66.4	85.0	112.6	178.7	188.3	165.3	(23.1)
Materials & Supplies	6.6	11.6	4.0	17.7	16.6	12.6	(4.1)
Contractual Services	15.9	14.1	6.3	14.9	20.9	17.1	(3.8)
Professional Development	1.5	0.8	2.0	4.8	2.7	6.3	3.6
Capital Items	17.6	-	-	-	-	-	-
Total Expenditures	\$ 107.9	\$ 111.5	\$ 125.0	\$ 216.2	\$ 228.5	\$ 201.2	\$ (27.3)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	1.8	0.7	-	3.0	0.5	4.5	4.0
Total Expenditures	107.9	111.5	125.0	216.2	228.5	201.2	(27.3)
Net Operating Result	\$ (106.1)	\$ (110.8)	\$ (125.0)	\$ (213.2)	\$ (228.0)	\$ (196.7)	\$ 31.3



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MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

DESCRIPTION

The Parks, Recreation & Forestry Department consists of five divisions; Parks & Forestry, Recreation & Aquatics, Historical Museum, Events, and Neighborhood Navigators. Each division plays a critical role in quality of life services for residents and visitors alike.

The Recreation and Aquatics Division works in tandem with the Community Events division to provide a high quality, comprehensive program lineup that meets the needs and wants of the community.

Programs, services, and events are primarily staffed through seasonal and limited term employees, as well as vendors and community partners. The Parks, Recreation and Forestry Department's menu includes enrichment, art, dance, sports, fitness, school-based, summer camps, aquatics, community events, and various family programs.

Programs, services, and events fall into one of the following service categories: Inclusion Services, Open Access, Community Services & Outreach, Community Events, Drop-In Activities, School-Based/Community Education, special Events, Non-Skill-based Beginner Activities, Skill-based Activities, Competitive/Specialized Activities, Private/Semi-Private Instruction, Rentals, and Resale Items. Depending on which service category a program, service, or event falls in determines the level of cost recovery and subsequent fee (if any) required for the end user.

2024 BUDGET HIGHLIGHTS

- Plan to expand after school program to 5 total school sites
- Will begin planning for feasibility/ implementation of mobile recreation unit
- Revamp and reinvigorate the Fun Prairie marketing campaign
- Continue to expand and improve community events such as Frozen Fest, Concerts in the Park, etc.
- Transition Recreation Coordinator to a full-time position to assist with over 40+ community events.

2023 BUDGET OVERVIEW

- ✓ Increased reach and impact of Frozen Fest by expanding community partnerships.
- ✓ Expanded on partnership/vendor programs to increase specialized program offerings, such as karate lessons and Music Together
- ✓ Expanded Thursday afterschool program in partnership with the Sun Prairie Area School District to three elementary schools.
- ✓ Hired a 0.75 FTE Financial Services Technician to provide administrative staff coverage for the department.
- ✓ Hired an Events Intern to support community events and provide support to the Community Events and Sponsorship Manager.

PERFORMANCE METRICS

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

*2023 data reflects information through June 30, 2023

Improve operational efficiency and effectiveness, as well as its financial sustainability.

The Parks, Recreation & Forestry Department strives to minimize its impact on the tax levy as its needs grow. All divisions work collaboratively, sharing resources and knowledge. The department is properly resourced to meet the community's needs. It also operates within national industry standards and best practices. Staff at all levels are experts in their field and trusted to be independent in making decisions and solving problems within their scope of responsibility. PRF always makes data-driven decisions.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) 20% of all Recreation & Event revenue will come from alternative revenue sources*	N/A	N/A	N/A	31%	19%	31%	25%	20%
2.) Maintain a total cost recovery level of 40%** in Recreation & Events Divisions	N/A	N/A	N/A	30%	49%	28%	30%	40%

*Alternative revenue sources defined: Sponsorships, donations (cash or in-kind), and grants

**Direct and indirect costs

Improve access to PRF programs, services, events, and facilities

The PRF Department operates with diversity, equity, and inclusion as a guiding principle. Anybody that wishes to participate in or access PRF programs, services, events, or facilities has the ability to. PRF staff are creative and proactively find solutions to eliminate participation barriers. The PRF Department is a leader in providing a high quality of life and the opportunity to thrive in Sun Prairie. All feel welcomed while participating in or visiting PRF programs, services, events, and facilities.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) Increase participation in PRF programs and events by 5% annually	-6% (5,661)	-13% (4,946)	-157% (1,925)	77% (8,461)	43% (14,704)	N/A (6,622)	5% (15,439)	5% (15,439)
2.) 5% of all program enrollments utilize the "Recreation is for Everyone" scholarship program	N/A	N/A	N/A	N/A	N/A	2.6%	3%	5%

Improve relevance and quality of PRF programs, services, events, and facilities

The PRF Department offers programs, services, events, and facilities that meet a community need or fill a service gap. PRF has a data-driven understanding of the unique needs and interests of the community and proactively seeks out collaborative partnerships. PRF programs, services, events, and facilities are the highest quality and the department has the public's trust in making decisions.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) Maintain a program success rate of 85%	78%	78%	32%	77%	84%	82%	85%	85%
2.) 80% of returned program/event surveys will report "excellent" or "very good" for overall program quality.	91%	81%	91%	95%	95%	98%	95%	85%
3.) Maintain no less than 50 collaborative partnerships annually	34	41	55	55	60	47	60	50

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Park & Rec Administration	3.70	4.00	4.81	4.81	4.81	5.09	0.28
Adult Programs	-	-	-	-	-	-	-
Preschool Programs	-	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-	-
Teen Programs	-	-	-	-	-	-	-
Concerts & Special Events	-	-	-	-	-	-	-
Family & Misc Programs	-	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	3.70	5.00	5.81	5.81	5.81	6.09	0.28

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Park & Rec Administration	463.4	509.4	435.2	642.3	659.3	760.3	100.9
Adult Programs	22.6	23.6	20.9	24.2	33.3	28.7	(4.6)
Preschool Programs	23.7	23.6	29.3	42.2	50.6	43.7	(6.9)
Youth Programs	38.9	67.2	63.9	77.2	171.0	73.9	(97.1)
Teen Programs	4.3	6.8	6.6	8.2	14.8	10.9	(3.9)
Concerts & Special Events	77.2	109.4	115.0	135.4	145.9	152.1	6.2
Family & Misc Programs	11.1	26.2	4.5	4.8	3.6	5.4	1.8
Total Expenditures	\$ 641.1	\$ 766.2	\$ 675.4	\$ 934.2	\$ 1,078.5	\$ 1,074.8	\$ (3.6)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	518.8	578.7	528.3	749.3	840.9	883.6	42.8
Materials & Supplies	31.3	62.8	46.7	56.5	70.5	56.4	(14.1)
Contractual Services	86.9	116.4	94.2	117.1	156.6	121.9	(34.7)
Professional Development	4.1	8.3	6.1	11.4	10.5	12.9	2.4
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 641.1	\$ 766.2	\$ 675.4	\$ 934.2	\$ 1,078.5	\$ 1,074.8	\$ (3.6)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	196.3	398.2	217.9	387.3	458.6	383.2	(75.4)
Total Expenditures	641.1	766.2	675.4	934.2	1,078.5	1,074.8	(3.6)
Net Operating Result	\$ (444.8)	\$ (368.0)	\$ (457.5)	\$ (546.9)	\$ (619.9)	\$ (691.7)	\$ (71.8)



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MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

DESCRIPTION

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

The pool is managed by two seasonal Pool Managers who oversee the Family Aquatic Center during the summer months, with the Recreation Director overseeing off-season operations and facility needs, as well as assisting the Pool Managers throughout the summer as needed.

Additionally, 2-3 Head Lifeguards directly manage the lifeguards.

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

2024 BUDGET HIGHLIGHTS

- Will host the conference swim meet in 2024
- Will continue to expand inclusive aqua fitness offerings such as aqua cycling and unified swim team
- Expand sponsorship reach to help offset expenses

2023 BUDGET OVERVIEW

- ✓ Expanded special event offerings to augment movie nights and slide-a-mile challenge. Additional events included Hawaiian Luau and SPU Day at the Pool.
- ✓ Developed year-round aqua cycling program to include outdoor group classes and training opportunities at the Family Aquatic Center as well as indoor group classes in partnership with the YMCA.
- ✓ Fully implemented staff wage increase for cashiers, lifeguards, swim instructors, head lifeguards and managers
- ✓ Partnered with area businesses to provide sponsorships to help offset some operational costs.

PERFORMANCE METRICS

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

*2023 data reflects information through June 30, 2023

Improve operational efficiency and effectiveness, as well as its financial sustainability.

The Parks, Recreation & Forestry Department strives to minimize its impact on the tax levy as its needs grow. All divisions work collaboratively, sharing resources and knowledge. The department is properly resourced to meet the community's needs. It also operates within national industry standards and best practices. Staff at all levels are experts in their field and trusted to be independent in making decisions and solving problems within their scope of responsibility. PRF always makes data-driven decisions.

Key Performance Indicator	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) Maintain a total cost recovery level of 50%*	60%	54%	5%	51%	34%	55%	50%	50%

*Direct and indirect costs

Improve access to PRF programs, services, events, and facilities

The PRF Department operates with diversity, equity, and inclusion as a guiding principle. Anybody that wishes to participate in or access PRF programs, services, events, or facilities has the ability to. PRF staff are creative and proactively find solutions to eliminate participation barriers. The PRF Department is a leader in providing a high quality of life and the opportunity to thrive in Sun Prairie. All feel welcomed while participating in or visiting PRF programs, services, events, and facilities.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) Increase attendance by 5% annually	-17%	-19%	N/A	-17%	32%	N/A	4%	5%
	(22,453)	(18,840)	(0)	(16,037)	(23,482)	(15,181)	(24,532)	(24,656)
2.) 10% of all season pass holders utilize the "Recreation is for Everyone" scholarship program	N/A	3%	N/A	5%	5%	20%	20%	10%

Improve relevance and quality of PRF programs, services, events, and facilities

The PRF Department offers programs, services, events, and facilities that meet a community need or fill a service gap. PRF has a data-driven understanding of the unique needs and interests of the community and proactively seeks out collaborative partnerships. PRF programs, services, events, and facilities are the highest quality and the department has the public's trust in making decisions.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) Maintain swimming lesson vacancy rate of no less than 25%	N/A	21%	N/A	49%	28%	11%	15%	25%
2.) Increase season pass sales by 5% annually	14%	-3%	N/A	-1%	48%	6%	8%	5%
	(190)	(144)	(0)	(128)	(244)	(260)	(265)	(256)

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Family Aquatic Center	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Family Aquatic Center	251.3	375.1	295.8	387.3	388.1	387.4	(0.8)
Total Expenditures	\$ 251.3	\$ 375.1	\$ 295.8	\$ 387.3	\$ 388.1	\$ 387.4	\$ (0.8)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	149.8	187.9	207.4	271.4	304.8	286.1	(18.6)
Materials & Supplies	58.7	72.0	58.3	74.0	51.7	70.3	18.6
Contractual Services	33.6	56.8	27.4	38.6	29.2	28.5	(0.8)
Professional Development	2.6	2.5	2.7	3.3	2.5	2.5	-
Capital Items	6.5	55.9	-	-	-	-	-
Total Expenditures	\$ 251.3	\$ 375.1	\$ 295.8	\$ 387.3	\$ 388.1	\$ 387.4	\$ (0.8)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	129.5	181.5	197.5	208.7	214.7	214.5	(0.2)
Total Expenditures	251.3	375.1	295.8	387.3	388.1	387.4	(0.8)
Net Operating Result	\$ (121.8)	\$ (193.6)	\$ (98.3)	\$ (178.6)	\$ (173.5)	\$ (172.9)	\$ 0.6



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MISSION

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- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

DESCRIPTION

The Parks Maintenance Division provides and coordinates labor, supplies, and utilities for the management and maintenance of park infrastructure and the Family Aquatic Center. Infrastructure includes, but is not limited to, shelters, play equipment, athletic fields, city pool, green space, and the maintenance shop. The Division ensures parks and facilities are inviting, safe places for all. Staff regularly inspects and repairs play equipment, athletic fields, shelters, paths, and green spaces.

2024 BUDGET HIGHLIGHTS

- Continue to address growing deferred maintenance needs at many city parks.
- Improve basketball courts by repairing backboards and rehabilitating court surfacing.
- Repair of shelter door magnetic locks.
- Continue development of park asset inventory program.
- Additional funding of \$30,000 for the operation & maintenance of over 44 City parks and 400+ acres of parkland.
- Parks Planning Initiative in efforts to maintain quality park system.
- Replace Sun Prairie Youth Baseball Complex chain-link fence.
- Dog Park Enhancement Project to invest in new improvements to the Pet Exercise Area.
- Additional funding for the installation of security cameras and Wi-Fi at community parks.

2023 BUDGET OVERVIEW

- ✓ Continued to address growing deferred maintenance needs at many city parks.
- ✓ Continued to increase and maintain recreational amenities in parks, including winter recreation activities such as ice skating, cross-country skiing, and snowshoeing.
- ✓ Purchased and installed wireless security cameras at Stoneridge Estates Park and the Pet Exercise area with shelter/restroom facilities, which will also allow for public Wi-Fi at those sites.
- ✓ Increased the funding for the repair and maintenance of parks by \$10,000 to account for increase in park assets and acreage.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects projections on June 30, 2023

Improve operational efficiency and effectiveness, as well as its financial sustainability.

The Parks, Recreation & Forestry Department strives to minimize its impact on the tax levy as its needs grow. All divisions work collaboratively, sharing resources and knowledge. The department is properly resourced to meet the community's needs. It also operates within national industry standards and best practices. Staff at all levels are experts in their field and trusted to be independent in making decisions and solving problems within their scope of responsibility. PRF always makes data-driven decisions.

Key Performance Indicator	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) Maintain a total cost recovery level of 25% for parks division	N/A	N/A	N/A	N/A	N/A	15%	15%	25%

*Direct and indirect costs

Improve relevance and quality of PRF programs, services, events, and facilities

The PRF Department offers programs, services, events, and facilities that meet a community need or fill a service gap. PRF has a data-driven understanding of the unique needs and interests of the community and proactively seeks out collaborative partnerships. PRF programs, services, events, and facilities are the highest quality and the department has the public's trust in making decisions.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) 90% of reported vandalism incidents will be cleaned up within 72 hours	N/A	N/A	N/A	N/A	N/A	80%	90%	90%
2.) Maintain an average attendance of 8 people per public input meeting	N/A	N/A	N/A	N/A	N/A	8.5	8.5	8
3.) Maintain no less than 50 collaborative partnerships annually	34	41	55	55	60	47	60	50

Improve environmental, cultural, and historical stewardship efforts

The PRF Department advocates for, protects, and enhances the City's natural and cultural resources. Wildlife and natural areas are abundant and thriving. Decisions are made with a focus on environmental sustainability and stewardship. There is ample parkland for the growing community. History is preserved as the community grows, and the vast cultures that make up Sun Prairie are well represented and celebrated.

Key Performance Indicators	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
1.) Maintain a minimum of 10 acres of unconstrained parkland per 1,000 residents	7.79	7.79	7.79	7.68	7.72	7.72	8.4	10
2.) 100% of all shared park property lines are surveyed and marked*	0	0	0	0	11%	11%	16%	22%
3.) 100% of all City parks have at least one dedicated natural area**	N/A	N/A	N/A	N/A	16%	41%	41%	34%

*2023 target = 22% (10 parks)

**2023 target = 34% (15 parks)

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Parks Maintenance	8.00	8.00	8.00	8.00	8.00	8.00	-
Allocated (Decrease)	(1.50)	(1.00)	(1.00)	(1.00)	(1.00)	(1.00)	-
Total Personnel	6.50	7.00	7.00	7.00	7.00	7.00	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Parks Maintenance	1,036.3	1,129.7	837.1	1,291.0	1,301.4	1,550.3	248.9
Total Expenditures	\$ 1,036.3	\$ 1,129.7	\$ 837.1	\$ 1,291.0	\$ 1,301.4	\$ 1,550.3	\$ 248.9

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	614.8	659.7	506.8	741.7	755.9	851.5	95.6
Materials & Supplies	358.0	400.0	280.3	470.5	465.2	538.5	73.3
Contractual Services	53.8	64.8	41.7	67.0	69.3	125.7	56.4
Professional Development	2.8	5.2	5.6	6.6	5.7	7.3	1.6
Capital Items	7.0	-	2.6	5.3	5.3	27.3	22.0
Total Expenditures	\$ 1,036.3	\$ 1,129.7	\$ 837.1	\$ 1,291.0	\$ 1,301.4	\$ 1,550.3	\$ 248.9

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	64.0	66.7	60.3	73.0	82.3	79.4	(2.9)
Total Expenditures	1,036.3	1,129.7	837.1	1,291.0	1,301.4	1,550.3	248.9
Net Operating Result	\$ (972.3)	\$ (1,063.0)	\$ (776.8)	\$ (1,218.0)	\$ (1,219.1)	\$ (1,470.9)	\$ (251.8)



SUN PRAIRIE

revolves around you



MISSION

The Sun Prairie Media Center (SPMC) educates, informs, entertains, and empowers through programming and learning opportunities for all members of the community.

VISION

The Sun Prairie Media Center (SPMC) is an active and dynamic media center welcoming the community to access, engage, and create entertaining and informative content. Through programming, the public gains a deeper understanding of their community while expanding their civic participation.

DESCRIPTION

The SPMC exists to ensure that the community stays informed and involved. The SPMC provides the community unfiltered access to the proceedings of their local government while also collaborating with city leaders to provide programming that explores important city issues – sometimes in depth, sometimes in more easily digestible smaller segments. In addition, the SPMC provides coverage of Sun Prairie sports, community events, church services, SPASD School Board meetings, and other happenings in and around Sun Prairie.

The SPMC is able to fulfill its mission by maintaining an active group of member volunteers. An August 2023 count indicated 247 active members, including the roughly 60 participants in the KIDS-4 media production and literacy program.

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

As of this writing, the SPMC consists of three major entities: The video channels KIDS-4 and KSUN (available on both Charter Spectrum and TDS) and the community radio station 103.5 FM. All entities are programmed 24 hours a day, 7 days a week and are available to livestream 24/7 on sunprairiemediacenter.com, a free mobile app available through Google Play and the App Store, as well as on Roku, Apple TV, and Amazon Fire TV. In addition, 103.5 FM is available to local radio listeners at 103.5 FM and streaming at tunein.com. In addition, hundreds of video and audio programs are available to watch and/or listen to on-demand online.

Beginning August 31, 2023, the SPMC is expected to launch a new video channel called KSUN Life. The new channel will be available on TDS and streaming on all of the platforms listed above. At the same time, KSUN will be rebranded KSUN Now.

2024 BUDGET HIGHLIGHTS

- Streamlined membership costs as result of strategic plan findings; changes should result in revenue increases.
- Refined sponsorship and underwriting opportunities as a result of strategic plan findings; changes should result in revenue increases.
- Eliminated physical media sales of SPHS graduation as SPMC negotiates expanded partnership with SPASD that could result in new revenue.
- Continued all streaming services, on-line platforms, and OTT channels to ensure program accessibility as cord-cutting trend continues.
- Maintained memberships in organizations such as Wisconsin Broadcasters Association and Wisconsin Community Media for networking, information sharing, and conference/award show eligibility.
- Increased program costs for KIDS-4 classes/crews after doing a cost analysis of program expenses.

2023 BUDGET OVERVIEW

- ✓ Expanded summer workshop programs from four weeks to five weeks in order to serve demand and increase revenue.
- ✓ Launched new video channel to meet demand of competing sports programming as a result of opening of new high school.
- ✓ Raised hourly wage for SPMC production specialists (typically high school student workers) in order to make job more desirable in competitive teenage job market.
- ✓ Developed new mobile app in conjunction with our broadcast automation partner that improves upon current soon-to-be-retired app and will eliminate ongoing app maintenance costs.
- ✓ Continued all streaming services, on-line platforms, and OTT channels to ensure program accessibility as cord-cutting trend continues.
- ✓ Eliminated video coverage of WIAA playoff sports due to rising costs.
- ✓ Attended Wisconsin Community Media conference and maintained station membership.
- ✓ Partnered with Friends of Sun Prairie Media Center group to purchase A/V equipment for makerspace in expanded library.
- ✓ Replaced outdated iPad Minis with new iPads making mobile video production more possible, easier, and better.
- ✓ Implemented two new sets of remote wireless microphones for more portable and better sound on remote productions.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

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

Utilize volunteers and paid staff to provide programming.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Volunteer Hours	6,303	6,573	5,854	8,120	7,893	4,294	8,589	
YoY %	-5.4%	4.3%	-10.9%	38.7	-2.8		8.8	Our goal is to increase volunteer hours 5 percent each year.
Programs Produced	4,033	4,222	3,714	2,631	2,605	1,589	3,178	Our goal is to produce 25 new programs each week (program defined as something unique that can be posted online).

Note: The decrease in volunteer hours and programs produced in 2020 is largely due to the decrease in accessibility to the Media Center as well as the simple lack of events that Media Center volunteers were able to cover.

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

This is a useful performance metric by us because it offers insight into how active our membership base is (all members must pay a membership fee), our active our KIDS-4 and summer workshop programming is (a fee accompanies all programs), and how successful our business outreach is, as most of our business outreach centers around seeking financial contributions/sponsorships.

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Additional Revenue	\$36,215	\$36,614	\$39,126	\$100,562.87	\$75,235	\$61,757	\$80,662	
YoY %	2%	1.1%	6.7%	157%	-25.1%		7.2%	Our current goal is to increase revenue by 5 percent each year (this would change if we add a sponsorship person).

SUN PRAIRIE MEDIA CENTER

PERSONNEL BY DIVISION	2021	2022	8/31/2023	2023	2023	2024	Increase
	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Sun Prairie Media Center	3.88	3.88	4.00	4.00	4.00	4.00	0.00
Allocated	0.38	0.21	0.44	0.44	0.44	0.44	0.00
Total Personnel	3.88	3.88	4.00	4.00	4.00	4.00	0.00

EXPENDITURES BY DIVISION	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Sun Prairie Media Center	-	543.6	367.7	552.8	553.5	606.9	53.4
Total Expenditures	-	\$ 543.6	\$ 367.7	\$ 552.8	\$ 553.5	\$ 606.9	\$ 53.4

EXPENDITURES BY CATEGORY	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Personnel	361.6	385.4	305.3	460.8	473.0	502.2	29.2
Materials & Supplies	19.1	28.5	19.5	29.0	31.0	41.0	10.0
Contractual Services	22.9	38.4	34.0	41.8	23.8	23.7	(0.1)
Insurance	3.5	3.8	3.5	3.5	3.7	3.5	(0.2)
Professional Development	1.5	5.6	2.2	2.8	2.3	5.5	3.2
Capital Items	19.2	81.8	3.1	15.0	19.7	31.0	11.3
Total Expenditures	\$ 427.7	\$ 543.6	\$ 367.7	\$ 552.8	\$ 553.5	\$ 606.9	\$ 53.4

OPERATING RESULTS	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Total Revenues	456.7	506.4	365.9	480.6	507.0	534.5	27.5
Total Expenditures	427.7	543.6	367.7	552.8	553.5	606.9	53.4
Net Operating Result	\$ 29.0	\$ (37.2)	\$ (1.9)	\$ (72.2)	\$ (46.5)	\$ (72.4)	\$ (25.9)

FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	29.0	(37.2)	(1.9)	(72.2)	(46.5)	(72.4)
Fund Balance Applied	-	-	-	-	46.5	72.4
Fund Balance - Beginning of Year	164.0	193.0	155.8	155.8	155.8	83.6
Fund Balance - End of Year	\$ 193.0	\$ 155.8	\$ 153.9	\$ 83.6	\$ 62.8	\$ 11.2

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.
- To enhance quality of life for the Sun Prairie community by inspiring all to learn, play, and connect.
- Provide diverse programs and experiences in safe and enjoyable natural spaces and public places.

DESCRIPTION

The City of Sun Prairie is expected to continue to experience steady growth over the next two decades. This anticipated growth will require additions to the City's existing park and playground facilities. The City of Sun Prairie imposes a park impact fee on new permits within new developments to fund parkland purchases and park improvements.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Completed design and put out for bid the construction of the Smith's Crossing Community Park Shelter and Restroom facility with anticipated completion of spring 2024.
- ✓ Designed and installed professional lighting at the Wyndham Hills Pickleball Complex.
- ✓ Began master planning services for Townhall Crossing Park and Colorado Commons Park.
- ✓ Began design services for future phases of Sunset Park, specifically, design for trails and an overlook area of Token Creek.

PARK FUND

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Park Impact Fee Fund	0	0	0	0	0	0	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Park Impact Fee Fund	1,621.8	253.0	57.7	667.6	817.9	220.8	(597.1)
Total Expenditures	\$ 1,621.8	\$ 253.0	\$ 57.7	\$ 667.6	\$ 817.9	\$ 220.8	\$ (597.1)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	15.4	2.3	4.4	64.5	64.4	-	(64.4)
Capital Items	1,606.4	250.7	53.3	603.1	753.5	220.8	(532.7)
Transfers/Bad Debt	-	-	-	-	-	-	-
Total Expenditures	\$ 1,621.8	\$ 253.0	\$ 57.7	\$ 667.6	\$ 817.9	\$ 220.8	\$ (597.1)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	1,076.9	718.3	304.6	371.6	394.1	417.0	22.9
Transfer In	-	-	-	-	-	-	-
Total Expenditures	1,621.8	253.0	57.7	667.6	817.9	220.8	(597.1)
Net Operating Result	\$ (544.9)	\$ 465.3	\$ 246.9	\$ (296.0)	\$ (423.8)	\$ 196.2	\$ 620.0

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	(544.9)	465.3	246.9	(296.0)	(423.8)	196.2
Fund Balance Applied	-	-	-	-	747.7	210.0
Fund Balance - Beginning of Year	1,965.5	1,420.6	1,885.9	1,885.9	1,885.9	1,589.9
Fund Balance - End of Year	\$ 1,420.6	\$ 1,885.9	\$ 2,132.8	\$ 1,589.9	\$ 714.3	\$ 1,576.0

MISSION

Coordinate tourism promotion and development in the City.

DESCRIPTION

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

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

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

2024 BUDGET HIGHLIGHTS

- Increase the Destination Madison Sports annual fee from \$6,000 to \$10,000.
- Allocate \$100,000 to a Tournament Sports Complex Marketing & Financial Feasibility & Economic Impact Analysis.
- Allocate \$300,000 to the Sun Prairie Chamber of Commerce as the Tourism entity for the Commission to managing Event Grant and proactive overnight stay marketing expenditures.

2023 BUDGET OVERVIEW

- ✓ Included \$50,000 to support the launch of the new Visit and City of Sun Prairie brand.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2023 data reflects information through August 3, 2023

Grants issues to events, organizations, and/or businesses that support overnight stays in Sun Prairie.

Measure	2018	2019	2020	2021	2022	2023	2023 (year-end)	GOAL
Number of Grants Funded	4	8	10	4	12	7	12	9

TOURISM COMMISSION FUND

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Tourism Commission Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Tourism Commission Fund	133.0	297.1	269.5	305.9	305.9	459.9	154.1
Total Expenditures	\$ 133.0	\$ 297.1	\$ 269.5	\$ 305.9	\$ 305.9	\$ 459.9	\$ 154.1

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	133.0	297.1	269.5	305.9	305.9	459.9	154.1
Total Expenditures	\$ 133.0	\$ 297.1	\$ 269.5	\$ 305.9	\$ 305.9	\$ 459.9	\$ 154.1

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	237.9	296.4	157.6	329.6	234.1	319.6	-
Transfer In	-	-	-	-	-	-	-
Total Expenditures	133.0	297.1	269.5	305.9	305.9	459.9	154.1
Net Operating Result	\$ 104.9	\$ (0.7)	\$ (112.0)	\$ 23.8	\$ (71.8)	\$ (140.3)	\$ (68.6)

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	104.9	(0.7)	(112.0)	23.8	(71.8)	(140.3)
Fund Balance Applied	-	-	-	-	71.8	140.3
Fund Balance - Beginning of Year	354.4	459.3	458.7	458.7	458.7	482.4
Fund Balance - End of Year	\$ 459.3	\$ 458.7	\$ 346.7	\$ 482.4	\$ 315.1	\$ 201.8

MISSION

To foster safe, secure, positive, high-quality growth and development within the City that is in the best long-term interests of the City, while striving to address critical housing supply and affordability issues.

DESCRIPTION

The Community Development Department includes three divisions: Planning, Economic Development, and Building Inspection. In addition, the Tourism Commission and the downtown Business Improvement District are components of the Economic Development Division. The specific roles and mission of each Division are described in their respective narratives, and each Division has its own individual operating budget and performance metrics. The operating budget for the Community Development Department consists of wages, benefits, and a small operating budget for the Department Director only.

2024 BUDGET HIGHLIGHTS

- Slight increase in the Professional Services budget to cover attendance at the National Planning Conference in Minneapolis.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Community Development	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Total Personnel	1.00	1.00	1.00	1.00	1.00	1.00	0.00

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Community Development	162.1	175.7	116.1	185.1	198.3	201.1	2.8
Total Expenditures	\$ 162.1	\$ 175.7	\$ 116.1	\$ 185.1	\$ 198.3	\$ 201.1	\$ 2.8

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	159.2	164.4	115.8	172.9	185.8	191.4	5.6
Contractual Services	2.5	0.5	0.3	4.5	4.5	4.5	-
Professional Development	0.4	4.6	0.0	2.7	3.0	4.3	1.2
Total Expenditures	\$ 162.1	\$ 175.7	\$ 116.1	\$ 185.1	\$ 198.3	\$ 201.1	\$ 2.8

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	162.1	175.7	116.1	185.1	198.3	201.1	2.8
Net Operating Result	\$ (162.1)	\$ (175.7)	\$ (116.1)	\$ (185.1)	\$ (198.3)	\$ (201.1)	\$ (2.8)

MISSION

Enhance the community's quality of life through quality city design, facilitating efficient land use, expanding accessible housing options, facilitate public health, environmental stewardship, prioritize desired transportation options, and equitable economic development.

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- No substantial budget changes from 2023 are proposed. Major projects include continuing the zoning code replacement project, and updates to the Comprehensive Plan.

2023 BUDGET OVERVIEW

- ✓ City staff are preparing updates to the Economic Development Element of the Comprehensive Plan, creating new housing programs, and launched the project to replace the City's 1989 zoning code.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

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

Timeliness of Staff Reviews

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Avg. Work Days for Full Approval of Staff Review Items	14.0	9.6	10.8	16.5	12.9	14.3	14	10

Review and Issue zoning permits in 3 days or less

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Avg. Days for Zoning Permit Review	2.7	2.7	2.6	3.4	3.0	3.0	3.0	3.0

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

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL*
Total	67	68	69	63	36	14	30	100% of staff recommendations be upheld or modified.
Submissions Upheld	53	59	55	60	33	14	30	
Modified	7	8	5	2	2	0	0	
Rejected	2	1	5	0	1	0	0	
Neutral	2	0	4	1	0	0	0	

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Planning	4.00	5.00	5.00	5.00	5.00	5.00	-
Allocated	-	-	-	-	-	-	-
Total Personnel	4.00	5.00	5.00	5.00	5.00	5.00	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Planning	526.4	446.7	373.3	760.4	770.2	646.2	(124.0)
Total Expenditures	\$ 526.4	\$ 446.7	\$ 373.3	\$ 760.4	\$ 770.2	\$ 646.2	\$ (124.0)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	464.7	432.3	367.1	558.0	567.8	593.1	25.3
Materials & Supplies	0.4	1.6	0.2	0.5	0.5	0.5	-
Contractual Services	54.7	3.6	1.6	185.5	185.5	37.9	(147.6)
Professional Development	5.7	6.6	3.4	15.4	15.4	13.7	(1.7)
Capital Items	1.0	2.6	1.1	1.1	1.0	1.0	-
Total Expenditures	\$ 526.4	\$ 446.7	\$ 373.3	\$ 760.4	\$ 770.2	\$ 646.2	\$ (124.0)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	39.2	33.3	23.6	30.0	40.0	36.0	(4.0)
Total Expenditures	526.4	446.7	373.3	760.4	770.2	646.2	(124.0)
Net Operating Result	\$ (487.2)	\$ (413.5)	\$ (349.7)	\$ (730.4)	\$ (730.2)	\$ (610.2)	\$ 120.0

MISSION

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

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

DESCRIPTION

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

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

2024 BUDGET HIGHLIGHTS

- Staff prioritizing professional development trainings.
- Implement the recommendations from the Incubator and Co-Working Feasibility Study to provide direction and recommendations for potential opportunities for the entrepreneur and business community to grow their businesses, promote workforce development, and develop co-working space within the community.
- Increase formal recruitment and retention efforts through outreach, education, and networking events.
- Implement new City brand through marketing efforts and increased visibility.
- Streamline event planning in the downtown and throughout the community.

2023 BUDGET OVERVIEW

- ✓ Prioritized professional development trainings.
- ✓ Formed additional partnerships with the Sun Prairie Chamber of Commerce on business retention, workforce development, and networking events.
- ✓ Facilitated an Economic Development 101 session.
- ✓ Hired more staff to cover minor tasks in Cannery Square. This then allows Public Works staff to do more important work around the city.
- ✓ Sold 66.1 acres in the business park expansion area to a developer.
- ✓ Sold 3.44 acres site at 2862 O'Keeffe Avenue for development.
- ✓ Hosted a study to provide direction and recommendations for entrepreneurs and business's coming to Sun Prairie.
- ✓ Created a Downtown Maintenance Fund which will allow the City to fund larger one-time expenses.
- ✓ Selected a firm to develop an Incubator and Co-Working Feasibility Study to provide direction and recommendations for potential opportunities for the entrepreneur and business community to grow their businesses, promote workforce development, and develop co-working space within the community.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2023 data reflects information through June 30, 2023

Workforce Development

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Workforce Development Efforts	11	4	2	3	1	5	7	8

Retain and expand business in Sun Prairie.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Formal Retention Contacts (Surveys, Meetings, etc.)	223	85	551	54	87	67	105	200
Targeted Marketing Efforts & Presentations	6	11	14	7	11	8	12	14
Contacts with Potential Start-Ups	6	2	2	1	5	4	8	8
Lot Sales/Acres Sold	1/3.9	1/2.12	0	1/.45	0	0	2/69.54	1/3.7

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Economic Development	2.00	3.00	3.00	3.00	3.00	3.00	-
Allocation	1.00	-	-	-	-	-	-
Total Personnel	3.00	3.00	3.00	3.00	3.00	3.00	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Economic Development	212.3	379.5	239.7	399.3	462.2	406.6	(55.6)
Total Expenditures	\$ 212.3	\$ 379.5	\$ 239.7	\$ 399.3	\$ 462.2	\$ 406.6	\$ (55.6)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	155.4	327.2	226.6	351.4	364.8	369.7	4.9
Materials & Supplies	3.4	2.7	0.2	5.0	5.0	0.3	(4.8)
Contractual Services	49.5	43.9	7.1	32.4	82.0	25.3	(56.6)
Professional Development	4.0	5.4	5.8	10.5	10.4	11.3	0.9
Total Expenditures	\$ 212.3	\$ 379.5	\$ 239.7	\$ 399.3	\$ 462.2	\$ 406.6	\$ (55.6)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	91.0	236.9	162.8	364.1	329.4	352.3	23.0
Total Expenditures	212.3	379.5	239.7	399.3	462.2	406.6	(55.6)
Net Operating Result	\$ (121.3)	\$ (142.5)	\$ (76.9)	\$ (35.2)	\$ (132.8)	\$ (54.2)	\$ 78.6



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MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie Community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

DESCRIPTION

Provide, manage, and maintain a diverse urban forest for the community. Trees provide essential services to the community which include, but are not limited to, their ability to improve air quality (by reducing air pollution and sequestering to enhance overall city aesthetic, increase recreational value, and combat climate change. This is accomplished by members of the Forestry Division staying informed on current and future tree health issues, providing urban forestry related information to all interested and inquiring parties and protecting all current trees through appropriate actions. The Forestry Division manages the City's public tree inventory and enforces City tree ordinances.

2024 BUDGET HIGHLIGHTS

- Moved \$15,000 from Contractual Services to dedicated budget line for Operating Supplies-Emerald Ash Borer to purchase insecticide for annual in-house EAB Treatments.
- Increased Contractual Services to include removals, stump grinding, pruning, etc. now that we have an updated city tree inventory we are more acutely aware of all the work out there.
- With an up-to-date tree inventory, we are more acutely aware of all the work that needs to be done to maintain our urban forest. Reflected minor increases in operating and contracted services budgets.
- Purchase climbing gear to address tree maintenance in areas difficult for bucket truck.
- Increase operating budget to account for additional work needed to maintain urban forest, now that we have an updated city tree inventory we are more acutely aware of all the work out there.

2023 BUDGET OVERVIEW

- ✓ Transferred funds for one seasonal from parks into forestry as the Forestry Division to help manage and maintain the city's urban forest.
- ✓ Transferred funds from Operating account into Contracted Services and Small Tools to help differentiate funds as the forestry division addresses deferred maintenance in its urban forest.
- ✓ With the approval of a 2023 budget initiative a Tool Cat was ordered to assist with tree removal, tree planting, stump removal, dirt work, and snow removal.
- ✓ With the approval of 2023 CIP funds, a 4-door pickup truck was ordered.
- ✓ Awarded \$25,000 from WDNR 2023 Urban Forestry Grant that will be spent on contracting pruning services, professional development for staff, and create an Urban Forest Strategic Management Plan.
- ✓ Implementation of Community Gravel Bed with funding from 2023 budget initiative.
- ✓ Start treating ash trees internally for EAB instead of contracting out treatments.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects projections on June 30, 2023

KPI – Reduce overall loss of tree canopy cover for publically managed trees. Maintain a ratio of one tree planted for every tree removed annually.

Take appropriate action to respond to Emerald Ash Borer.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Ash Tree Treatment	599	0	471	141	230	122	240	220
Ash Tree Replacement	42	0	55	30	15	5	10	10
Ash Tree Removal						3	10	10

Plant new trees and maintain existing trees within the City.

Measure	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Tree Removals and Stump Grinding	9	68	75	100	70	40	100	70
New Resident Tree Planting	278	0	425	458	275	140	260	250
Tree Review for Residents	258	318	350	375	60	20	75	75
Tree Pruning Streets & Parks	680	1,800	2,300	200	144	35	500	1000

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Forestry	1.00	2.00	2.00	2.00	2.00	2.00	-
Allocated (Increase)	-	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)	-
Total Personnel	1.00	1.80	1.80	1.80	1.80	1.80	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Forestry	109.9	233.7	185.7	287.4	306.9	319.6	12.8
Total Expenditures	\$ 109.9	\$ 233.7	\$ 185.7	\$ 287.4	\$ 306.9	\$ 319.6	\$ 12.8

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	85.6	203.0	142.9	213.6	228.1	244.3	16.3
Materials & Supplies	6.0	7.7	6.5	13.5	14.0	25.7	11.7
Contractual Services	14.8	19.5	32.3	54.5	59.5	45.7	(13.8)
Professional Development	3.6	3.4	4.0	5.8	5.3	3.9	(1.4)
Total Expenditures	\$ 109.9	\$ 233.7	\$ 185.7	\$ 287.4	\$ 306.9	\$ 319.6	\$ 12.8

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	109.9	233.7	185.7	287.4	306.9	319.6	12.8
Net Operating Result	\$ (109.9)	\$ (233.7)	\$ (185.7)	\$ (287.4)	\$ (306.9)	\$ (319.6)	\$ (12.8)



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MISSION

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

DESCRIPTION

The City's goal is to ensure that the impact fee program is administered fairly, consistently, and within the scope and parameters of Title 18 of the Sun Prairie Municipal Code and the Wisconsin State Statutes that regulate the imposition of such fees. The program's purpose is to ensure that new development on the Westside pays its fair share for the benefits that roadway projects in the district provide.

2024 BUDGET HIGHLIGHTS

- Municipal Judge wage increase of \$5,000.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

WESTSIDE TRAFFIC IMPACT FEE

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Westside Traffic Impact Fee	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Westside Traffic Impact Fee	-	169.4	-	-	-	-	-
Total Expenditures	-	\$ 169.4	-	-	-	-	-

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	-	-	-	-	-	-	-
Transfers/Bad Debt	588.5	169.4	-	-	-	-	-
Total Expenditures	\$ 588.5	\$ 169.4	-	-	-	-	-

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	423.6	466.2	279.5	321.2	250.0	300.0	50.0
Total Expenditures	588.5	169.4	-	-	-	-	-
Net Operating Result	\$ (164.9)	\$ 296.8	\$ 279.5	\$ 321.2	\$ 250.0	\$ 300.0	\$ 50.0

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	(164.9)	296.8	279.5	321.2	250.0	300.0
Fund Balance Applied	-	-	-	-	-	-
Fund Balance - Beginning of Year	1,874.9	1,710.0	2,006.8	2,006.8	2,006.8	2,328.0
Fund Balance - End of Year	\$ 1,710.0	\$ 2,006.8	\$ 2,286.3	\$ 2,328.0	\$ 2,256.8	\$ 2,628.0

MISSION

Inspiring the health, wellness, and connectedness of all those who live, work, and play in the Sun Prairie community. It is our mission to:

- Provide and maintain an accessible, equitable, and sustainable park system.
- Offer high-quality recreational programming that is affordable and inclusive.
- Restore, manage, and protect a diverse urban forest.
- Promote and preserve open, natural spaces that provide local opportunities for exploration and connectedness to nature.
- Serve the community and provide programs and services that contribute to a high quality of life in Sun Prairie.

DESCRIPTION

At the time of new building permit issuance, the City of Sun Prairie collects a fee for the purchase and planting of street trees. These funds are allocated to the planting of a tree(s) within the right of way adjacent to or within the neighborhood of the new structure.

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

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Planting street trees for new construction homes took place in spring of 2023.
- ✓ Utilized the tree inventory to make data-driven decisions for street tree maintenance and plantings.

STREET TREE FUND

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Street Tree Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Street Tree Fund	122.5	69.2	37.1	80.0	105.0	101.9	(3.1)
Total Expenditures	\$ 122.5	\$ 69.2	\$ 37.1	\$ 80.0	\$ 105.0	\$ 101.9	\$ (3.1)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Capital Items	122.5	69.2	37.1	80.0	105.0	101.9	(3.1)
Total Expenditures	\$ 122.5	\$ 69.2	\$ 37.1	\$ 80.0	\$ 105.0	\$ 101.9	\$ (3.1)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	86.5	76.6	65.3	102.0	96.0	101.9	5.9
Transfer In	-	-	-	-	-	-	-
Total Expenditures	122.5	69.2	37.1	80.0	105.0	101.9	(3.1)
Net Operating Result	\$ (35.9)	\$ 7.4	\$ 28.1	\$ 22.0	\$ (9.0)	-	\$ 9.0

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	(35.9)	7.4	28.1	22.0	(9.0)	-
Fund Balance Applied	-	-	-	-	9.0	-
Fund Balance - Beginning of Year	299.4	263.4	270.8	270.8	270.8	292.8
Fund Balance - End of Year	\$ 263.4	\$ 270.8	\$ 298.9	\$ 292.8	\$ 252.8	\$ 292.8

MISSION

To fund a variety of affordable housing initiatives listed in the 2019-2039 Sun Prairie Comprehensive Plan, under the Housing and Neighborhoods focus area in the City's Three-Year Strategic Action Plan adopted in 2019, the Housing For All Report and Recommendations adopted in 2022, and other initiatives supported by the City's Housing Committee.

DESCRIPTION

The City recognizes that spending on affordable housing initiatives is a proactive and socially responsible investment that benefits both individuals and the broader community. It improves the overall quality of life, promotes economic stability, and fosters a more inclusive and vibrant community. To implement affordable housing initiatives, the Affordable Housing Fund (AHF) was established in 2021(?) with the final increment from TID #6. The initial \$160,000 deposit will be used to maintain or improve the condition of affordable units, provide housing resources for the most vulnerable populations, increase opportunities for affordable homeownership, add staff capacity to focus on affordable housing efforts, and to improve the housing stock throughout the community.

As the fund grows in the future, it could provide an opportunity to assist in the creation of new affordable housing units in Sun Prairie by assisting developers on Low Income Housing Tax Credit (LIHTC) projects. Currently, the only tool the City has to provide assistance for affordable housing is TIF funding, which means that the only locations available for such assistance are within designated mixed-use or redevelopment-oriented TIDs. Currently, only the Downtown TID #14, TID #11 along the Central Main Street Corridor, and TID #15 along W. Main Street near the USH 151 interchange, qualify. As an alternative, the City could focus on developing additional programs aimed at goals such as rehabilitating existing apartments and/or single-family homes, housing programs for seniors, or other potential programs.

2024 BUDGET HIGHLIGHTS

- A contribution of \$37,500 to bring Tenant Resource Center to Sun Prairie.
- An agreement with the City of Madison for retaliation mediation in the amount of \$15,000.

2023 BUDGET OVERVIEW

- ✓ \$35,000 for Housing & Equitable Development Planner and Intern salaries to add capacity for affordable housing initiatives.
- ✓ An annual contribution of \$10,000 from the General Fund into the Affordable Housing Fund was established to begin to build a working balance for the fund into the future.

AFFORDABLE HOUSING FUND

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Housing Fund	-	3.5	0.7	36.2	145.0	52.5	(92.5)
Total Expenditures	-	\$ 3.5	\$ 0.7	\$ 36.2	\$ 145.0	\$ 52.5	\$ (92.5)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	-	-	0.7	1.2	110.0	52.5	(57.5)
Transfers	-	3.5	-	35.0	35.0	-	(35.0)
Total Expenditures	-	\$ 3.5	\$ 0.7	\$ 36.2	\$ 145.0	\$ 52.5	\$ (92.5)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	0.0	1.2	3.7	3.0	-	3.0	3.0
Transfer In	163.2	-	7.5	10.0	10.0	10.0	
Total Expenditures	-	3.5	0.7	36.2	145.0	52.5	(92.5)
Net Operating Result	\$ 163.2	\$ (2.2)	\$ 10.5	\$ (23.2)	\$ (135.0)	\$ (39.5)	\$ 95.5

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	163.2	(2.2)	10.5	(23.2)	(135.0)	(39.5)
Fund Balance - Beginning of Year	-	163.2	161.0	161.0	161.0	137.9
Fund Balance - End of Year	\$ 163.2	\$ 161.0	\$ 171.5	\$ 137.9	\$ 26.0	\$ 98.4

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Transfers		-	-	-	-	-	-
Total Personnel		-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Transfers	2,081.7	948.1	607.2	793.8	793.8	984.9	191.1
Total Expenditures	\$ 2,081.7	\$ 948.1	\$ 607.2	\$ 793.8	\$ 793.8	\$ 984.9	\$ 191.1

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Library	1,671.7	-	-	-	-	-	-
Transit	348.1	350.6	265.1	353.4	353.4	400.0	46.6
Fleet In-Service Fund	20.5	87.8	149.7	199.6	199.6	42.0	(157.6)
Special Revenue	18.7	21.3	15.2	20.3	20.3	7.0	(13.3)
Media Center	-	24.2	47.2	47.2	47.2	50.0	
Recreation Fund	22.7	-	-	-	-	-	-
Affordable Housing Fund	-	-	7.5	10.0	10.0	10.0	-
Debt Service	-	81.4	68.0	90.6	90.6	93.3	2.6
Capital Projects	-	382.7	54.5	72.7	72.7	382.7	310.0
Total Expenditures	\$ 2,081.7	\$ 948.1	\$ 607.2	\$ 793.8	\$ 793.8	\$ 984.9	\$ 191.1

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	2,081.7	948.1	607.2	793.8	793.8	984.9	191.1
Net Operating Result	\$ (2,081.7)	\$ (948.1)	\$ (607.2)	\$ (793.8)	\$ (793.8)	\$ (984.9)	\$ (191.1)



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MISSION

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

DESCRIPTION

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

On December 31, 2022, the City had \$87,995,106 of general obligation bonds and promissory notes outstanding. Of this amount, \$30,059,524, or 34 percent, will be paid from business-type activity revenues. The City maintains an Aa2 rating from Moody's Investor Service on general obligation issues. Under current Wisconsin State Statutes, the City's general obligation indebtedness may not exceed 5% of the equalized value of the taxable property in the City. As of December 31, 2022, the City's total amount applicable to debt margin was 35.54 percent of the legal limit of \$238,375,330. The net debt per capita equaled \$2,359 at 2022 year-end.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2022/2023 data reflects information through June 30, 2023

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

Measure	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023*
Equalized Value	\$3,310,111,700	\$3,634,094,300	\$3,864,128,900	\$4,176,130,900	\$4,767,506,600
5% Limit	165,505,585	181,704,715	193,206,445	208,806,545	238,375,330
Combined Existing & New Principal	72,772,859	90,620,827	89,293,441	86,396,012	85,022,785
Available Debt Capacity	92,776,138	92,052,875	108,902,801	122,707,246	153,662,970

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

Measure	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023*
Equalized Value	3,310,111,700	3,634,094,300	3,864,128,900	\$4,176,130,900	\$4,767,506,600
1.75% Limit	57,926,955	63,596,650	67,622,256	73,082,291	83,431,366
Direct Debt	51,461,176	64,329,518	63,902,954	57,654,929	57,935,582
(Excess)/Available Debt Capacity	6,465,779	(732,868)	3,719,302	15,427,362	25,495,784
Debt Levy to Total Levy	27.61%	26.75%	26.20%	24.34%	24.10%

\$ in '000s	General Debt Service
REVENUES	
Property Taxes	\$ 7,275.7
Exempt Computer Aid	-
Exempt Personal Property	-
Investment Income	20.0
Misc. Rents	47.7
Misc. Revenue	6.0
Total Revenues	7,349.4
EXPENDITURES	
Professional Services	97.6
Principal on Debt	6,540.0
Interest on Debt	1,265.6
Payment to Escrow Agent	-
Debt Issuance Expense	-
Total Expenditures	7,903.2
Excess (Deficiency) of Revenues over Expenditures	(553.8)
OTHER FINANCING SOURCES (USES)	
Proceeds from Long-Term Debt	-
Fund Balance Applied	460.5
Operating Transfers In/(Out)	93.3
Total Other Financing Sources (Uses)	553.8
Excess (Deficit) of Sources vs. Uses of Funds	
Beginning Fund Balance	579.6
Ending Fund Balance	\$ 119.1

REVENUES \$ in '000s	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Approved
Property Taxes	6,567.0	6,618.8	6,469.8	6,796.4	7,275.7
Misc. Rents	42.8	44.5	21.0	46.7	47.7
Misc. Revenues	6.2	13.0	8.5	5.5	6.0
Investment Income	15.0	2.4	4.2	28.0	20.0
Transfer In	4,710.0	269.6	298.7	693.4	93.3
Fund Balance Applied	-	-	-	-	460.5
Total Revenues	\$ 11,340.9	\$ 6,948.4	\$ 6,802.3	\$ 7,570.1	\$ 7,903.2
EXPENDITURES \$ in '000s	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Approved
Professional Services	2.7	15.2	67.3	95.0	97.6
Principal on Debt	5,897.4	11,638.4	5,785.0	6,215.0	6,540.0
Interest on Debt	1,301.4	1,187.9	960.7	1,007.7	1,265.6
Total Expenditures	\$ 7,201.4	\$ 12,841.6	\$ 6,813.0	\$ 7,317.7	\$ 7,903.2
Excess (Deficiency) of Revenues over Expenditures	\$ 4,139.5	\$ (5,893.2)	\$ (10.7)	\$ 252.4	-
OTHER FINANCING SOURCES (USES) \$ in '000s	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Approved
Payment to Escrow	-	-	-	-	-
Premium/Discount/Issuance Costs	-	54.1	-	-	-
Proceeds from Long-Term Debt	-	1,185.0	-	-	-
Total Other Financing Sources (Uses)	-	\$ 1,239.1	-	-	-
Excess (Deficit) of Sources vs. Uses of Funds	\$ 4,139.5	\$ (4,654.1)	\$ (10.7)	\$ 252.4	-
FUND BALANCE \$ in '000s	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Approved
Net Change in Fund Balance	4,139.5	(4,654.1)	(10.7)	252.4	-
Fund Balance Applied	-	-	-	-	460.5
Fund Balance - Beginning of Year	852.5	4,992.0	337.9	327.2	579.6
Fund Balance - End of Year	\$ 4,992.0	\$ 337.9	\$ 327.2	\$ 579.6	\$ 119.0

Debt Service Levy as a % of Total Levy	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Approved
Operating Levy	17,980.0	18,640.0	20,106.5	21,405.1	24,712.6
Debt Service Levy	6,567.0	6,618.8	6,469.8	6,796.4	7,275.7
Total Levy	\$ 24,547.0	\$ 25,258.9	\$ 26,576.3	\$ 28,201.6	\$ 31,988.3



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FUNDING SOURCES (\$ in '000s)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL
General Obligation Debt											
City	25,823.3	14,366.7	9,025.5	8,318.9	8,379.1	22,426.2	7,665.1	6,951.1	6,665.5	6,798.1	116,419.4
TIF District	510.0	-	-	-	-	-	-	-	-	-	510.0
Fleet Inservice Fund	520.2	183.6	1,032.2	1,166.5	2,340.3	2,783.4	497.4	1,200.7	1,734.4	1,585.1	13,043.7
Water Pollution Control Facility	-	8,900.5	-	922.8	-	1,254.3	-	1,861.2	-	2,218.2	15,157.1
Stormwater	-	1,771.2	-	1,398.2	-	6,727.7	-	899.4	-	760.7	11,557.1
Grants & Donations	4,465.2	2,009.3	2,775.0	20.0	-	-	-	-	-	-	9,269.5
Traffic Impact Fee	-	240.5	1,153.9	762.5	-	-	-	-	-	-	2,156.9
Park Fund Fees	210.0	765.0	272.5	195.0	190.0	25.0	200.0	-	-	-	1,857.5
Retained Earnings	26,123.1	5,025.9	13,363.0	2,932.1	5,214.4	2,586.1	5,840.7	2,486.6	5,819.9	2,790.5	72,182.3
Total Funding Sources	\$ 57,651.8	\$ 33,262.8	\$ 27,622.0	\$ 15,715.9	\$ 16,123.8	\$ 35,802.7	\$ 14,203.2	\$ 13,399.1	\$ 14,219.8	\$ 14,152.5	\$ 242,153.5

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL
Public Works											
Street Reconstruction	5,026.7	7,188.7	7,506.1	4,849.3	4,849.3	4,849.3	4,849.3	4,849.3	4,849.3	4,849.3	53,666.7
Street Pavement Rehabilitation	1,649.7	4,742.3	3,801.0	2,689.9	2,689.9	2,689.9	2,689.9	2,689.9	2,689.9	2,689.9	29,022.6
Westside Traffic Improvement Plan	-	462.0	2,012.5	2,667.5	-	-	-	-	-	-	5,142.0
Traffic Signals	865.2	-	-	-	-	-	-	-	-	-	865.2
Multi-Modal	230.0	200.0	350.0	351.0	695.0	713.0	375.0	200.0	200.0	200.0	3,514.0
Vehicles	1,194.0	438.0	742.9	1,143.6	2,372.4	2,728.9	487.6	1,313.2	1,700.4	1,826.6	13,947.6
Park Improvements	1,365.0	6,400.0	695.0	720.0	495.0	927.7	1,300.0	700.0	420.0	400.0	13,422.7
Facilities	22,571.3	650.0	344.0	50.0	1,300.0	20,000.0	125.0	-	-	-	45,140.3
Equipment	-	-	75.0	30.0	-	306.0	-	-	-	150.0	561.0
Water Pollution Control Facility	1,215.0	8,600.0	8,025.0	730.0	835.0	1,055.0	1,425.0	1,650.0	2,350.0	2,000.0	27,885.0
Stormwater Improvements	725.0	225.0	225.0	225.0	200.0	200.0	200.0	200.0	200.0	200.0	2,600.0
Sun Prairie Utilities	22,183.4	3,862.3	3,648.2	2,028.1	2,477.0	1,682.0	2,591.3	1,582.6	1,645.5	1,613.8	43,314.1
Debt Issuance Costs	526.5	494.5	197.2	231.5	210.2	650.8	160.0	214.0	164.7	222.8	3,072.3
Total Capital Projects	\$ 57,651.8	\$ 33,262.8	\$ 27,622.0	\$ 15,715.9	\$ 16,123.8	\$ 35,802.7	\$ 14,203.2	\$ 13,399.1	\$ 14,219.8	\$ 14,152.5	\$ 242,153.5

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, [visit CityofSunPrairie.com](https://www.cityofsunprairie.com).

CAPITAL PROJECTS FUND

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
CAPITAL PROJECTS FUND	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
CAPITAL PROJECTS FUND	6,948.1	9,544.1	5,058.9	16,922.5	17,543.0	32,183.2	14,640.2
Total Expenditures	\$ 6,948.1	\$ 9,544.1	\$ 5,058.9	\$ 16,922.5	\$ 17,543.0	\$ 32,183.2	\$ 14,640.2

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	28.8	313.9	478.2	1,487.1	1,628.5	100.0	(1,528.5)
Debt Service	80.8	101.9	132.4	132.4	178.7	506.3	327.6
Transfers/Bad Debt	275.6	621.1	602.7	623.8	21.0	24.4	3.4
Capital Items	6,562.9	8,507.2	3,845.6	14,679.3	15,714.7	31,552.4	15,837.7
Total Expenditures	\$ 6,948.1	\$ 9,544.1	\$ 5,058.9	\$ 16,922.5	\$ 17,543.0	\$ 32,183.2	\$ 14,640.2

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	7,209.6	8,085.6	10,636.5	16,366.2	16,051.5	32,239.2	16,187.7
Total Expenditures	6,948.1	9,544.1	5,058.9	16,922.5	17,543.0	32,183.2	14,640.2
Net Operating Result	\$ 261.5	\$ (1,458.5)	\$ 5,577.6	\$ (556.3)	\$ (1,491.5)	\$ 56.0	\$ 1,547.5

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	261.5	(1,458.5)	5,577.6	(556.3)	(1,491.5)	56.0
Fund Balance - Beginning of Year	11,200.2	11,461.7	10,003.2	10,003.2	10,003.2	9,446.8
Fund Balance - End of Year	\$ 11,461.7	\$ 10,003.2	\$ 15,580.8	\$ 9,446.8	\$ 8,511.7	\$ 9,502.8

DEVELOPMENT PROJECTS FUND

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
DEVELOPMENT PROJECTS FUND	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
DEVELOPMENT PROJECTS FUND	462.3	709.0	216.7	800.0	553.8	600.0	46.2
Total Expenditures	\$ 462.3	\$ 709.0	\$ 216.7	\$ 800.0	\$ 553.8	\$ 600.0	\$ 46.2

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	462.3	456.6	216.7	800.0	553.8	600.0	46.2
Total Expenditures	\$ 462.3	\$ 709.0	\$ 216.7	\$ 800.0	\$ 553.8	\$ 600.0	\$ 46.2

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	444.5	794.3	212.8	802.5	500.0	600.0	100.0
Total Expenditures	462.3	709.0	216.7	800.0	553.8	600.0	46.2
Net Operating Result	\$ (17.9)	\$ 85.3	\$ (3.8)	\$ 2.5	\$ (53.8)	-	\$ 53.8

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Change in Fund Balance	(17.9)	85.3	(3.8)	2.5	(53.8)	-
Fund Balance - Beginning of Year	18.5	0.6	85.9	85.9	85.9	88.4
Fund Balance - End of Year	\$ 0.6	\$ 85.9	\$ 82.1	\$ 88.4	\$ 32.1	\$ 88.4



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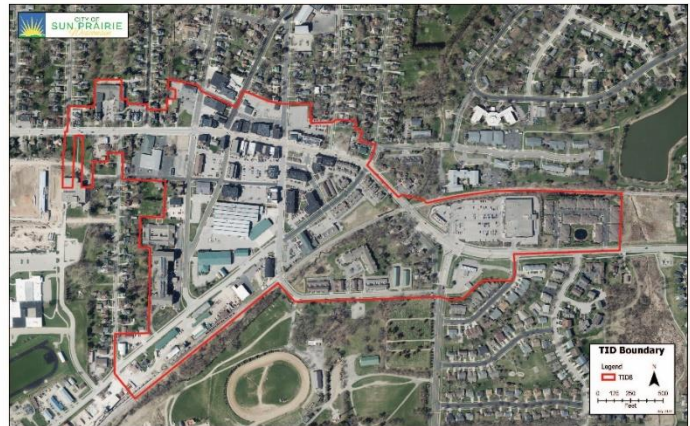


MISSION

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

DESCRIPTION

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



TID #8 was created on December 27, 2001 as a Blight Remediation TID with a valuation establishment date of January 1, 2002. It consists primarily of Sun Prairie's traditional downtown and surrounding area. In 2004, the City amended TID #8 and incorporated additional land suitable for redevelopment. It included parcels adjacent to property owned by businesses within the current TID boundaries. By adding these neighboring parcels to the district, the City gained the option of using TID funds to promote the redevelopment of these sites as well as capturing the full increment from redevelopment in order to finance TID expenditures. The last expenditures must be completed by December 27, 2024. The City can collect increment through 2029.

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

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Expenditure period ended December 27, 2023.

PERFORMANCE METRICS

Council Strategic Priority: Downtown & Central Corridor Vibrancy

*2023 data reflects preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023*
Current Year Value	\$114,751,900	\$110,776,300	\$134,680,800	\$129,481,900	\$146,483,600
Increment Value	\$92,472,900	\$88,497,300	\$112,401,800	\$107,202,900	\$124,204,600
% Change over prior year	7%	-3%	22%	-4%	13%

TID 8 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	2,077.5	2,487.8	2,173.2	2,173.2	2,372.4	2,517.6	145.2
Exempt Computer Aid	24.3	24.3	24.3	24.3	24.3	24.3	-
State Aid - Personal Property Tax	(1.4)	4.3	4.3	4.3	4.3	4.3	-
State Grants	-	-	-	-	-	-	-
Public Charges for Services	25.1	22.9	11.3	22.5	23.2	-	(23.2)
Investment Income	0.8	1.0	16.4	18.0	1.5	15.0	13.5
Miscellaneous Income	0.5	0.5	0.4	-	-	-	-
Proceeds of Long Term Debt	-	-	126.4	-	280.4	-	(280.4)
Transfer In	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	0.9	0.9
Total Funding Sources	\$ 2,126.7	\$ 2,540.8	\$ 2,356.2	\$ 2,242.2	\$ 2,706.1	\$ 2,562.1	\$ (144.0)

TID 8 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Operating Supplies	-	-	4.1	10.0	12.9	-	(12.9)
Contractual Services	64.6	34.2	23.0	141.5	49.1	7.5	(41.6)
Utilities	-	-	-	-	-	-	-
Façade Grant	5.0	4.3	10.0	50.0	50.0	-	(50.0)
Economic Development Payments	253.4	250.7	254.6	254.6	254.8	352.2	97.5
Debt Service and Related Costs	1,810.9	1,988.6	1,939.3	1,988.4	1,988.4	2,124.2	135.8
Debt Issuance Costs	-	-	1.8	1.8	5.4	-	(5.4)
Capital Projects	38.3	-	-	-	-	-	-
Transfers	-	-	18.8	25.0	25.0	29.2	4.2
Total Expenditures	\$ 2,172.2	\$ 2,277.9	\$ 2,251.6	\$ 2,471.3	\$ 2,385.6	\$ 2,513.2	\$ 127.6

TID 8: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(45.6)	262.9	104.6	(229.1)	320.5	48.9
Fund Balance - Beginning of Year	(927.5)	(973.1)	(710.1)	(710.1)	(710.1)	(939.2)
Fund Balance - End of Year	\$ (973.1)	\$ (710.1)	\$ (605.6)	\$ (939.2)	\$ (389.7)	\$ (890.3)

MISSION

Facilitate the acquisition, redevelopment, and enhancement of the SSM Healthcare (formerly St. Mary's) Emergency Center site and immediately adjacent industrial parcels, including the extension of O'Keeffe Avenue and associated utilities that would be cost prohibitive to the City in absence of special funding mechanisms.

DESCRIPTION

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



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

TID #9 was amended on August 20, 2013 to include additional territory and potential project expenditures. The amended area added 18 parcels and 105 acres to TID #9's original area. It added expenditures for street projects and development incentives. Primary projects completed to date include SSM Health stand-alone Emergency Room, Cabela's, Marcus Theaters, Hilton Garden Inn with Johnny's Italian Steakhouse, Prairie Lakes Retail Development, Fresenius Dialysis Center, and other minor retail development.

The City currently owns two lots totaling 4.44 acres along O'Keeffe Avenue.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Expenditure period ended March 22, 2022.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2023 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023*
Current Year Value	\$91,421,800	\$97,500,000	\$102,982,200	\$104,462,200	\$129,148,900
Increment Value	\$79,126,900	\$85,205,100	\$90,687,300	\$92,167,300	\$116,854,000
% Change over prior year	35%	7%	6%	1%	24%

2013 amendment base value: \$12,294,900

TID 9 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	2,000.2	2,007.2	1,868.4	1,868.4	2,039.7	2,368.6	329.0
Exempt Computer Aid	32.4	32.4	32.4	32.4	32.4	32.4	-
State Aid - Personal Property Tax	68.4	37.0	37.0	37.0	37.0	37.0	-
Investment Income	0.3	5.9	25.8	-	-	-	-
Proceeds of Long Term Debt	360.7	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	\$ 2,461.9	\$ 2,082.5	\$ 1,963.6	\$ 1,937.8	\$ 2,109.1	\$ 2,438.0	\$ 329.0

TID 9 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	3.7	15.4	9.0	14.0	13.8	15.2	1.4
Economic Development Payments	300.0	-	-	850.0	850.0	-	(850.0)
Debt Service and Related Costs	1,713.2	1,498.5	1,244.5	1,279.6	1,279.6	1,276.7	(2.9)
Debt Issuance Costs	5.1	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfers to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 2,022.1	\$ 1,513.9	\$ 1,253.5	\$ 2,143.6	\$ 2,143.5	\$ 1,291.9	\$ (851.5)

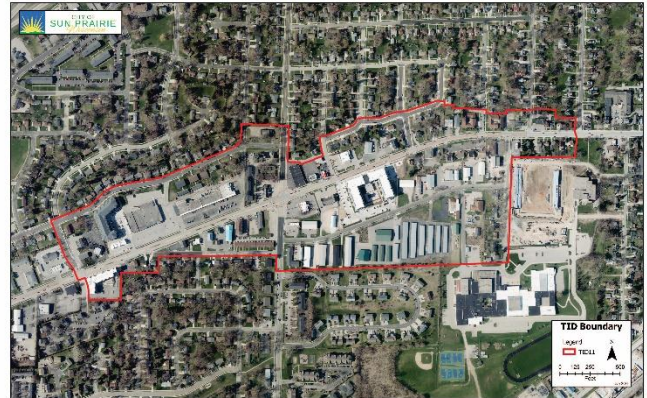
TID 9: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	439.8	568.6	710.1	(205.8)	(34.4)	1,146.1
Fund Balance - Beginning of Year	(155.8)	(284.1)	284.5	284.5	284.5	78.7
Fund Balance - End of Year	\$ 284.1	\$ 284.5	\$ 994.6	\$ 78.7	\$ 250.1	\$ 1,224.8

MISSION

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

DESCRIPTION

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



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

According to the adopted project plan, the boundary for TID #11 encompasses 121 parcels covering approximately 70 acres. The district area has parcels in several zoning categories including the Urban Commercial, Mixed Residential, Urban Residential, and Urban Industrial. Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; demolition and site preparation; and general economic incentives), and professional and technical contractual services.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- The Landing at 818, Senior LIHTC project received its first pay-go incentive.

PERFORMANCE METRICS

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

*2023 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023*
Current Year Value	\$56,693,300	\$69,614,100	\$86,161,000	\$88,684,900	\$102,984,400
Increment Value	\$24,352,500	\$37,114,800	\$53,661,700	\$56,185,600	\$70,485,100
% Change over prior year	16%	22%	24%	3%	16%

2013 Base Value: \$32,499,300

TID 11 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	871.3	1,187.7	1,139.0	1,139.0	1,243.4	1,428.7	185.3
Exempt Computer Aid	3.2	3.2	3.2	3.2	3.2	3.2	-
State Aid - Personal Property Tax	21.0	10.8	10.8	10.8	10.8	10.8	-
Investment Income	0.4	7.9	26.8	30.0	2.2	20.0	17.8
Miscellaneous Income	12.5	-	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	210.2	-	(210.2)
Total Funding Sources	\$ 908.4	\$ 1,209.6	\$ 1,179.8	\$ 1,183.0	\$ 1,469.9	\$ 1,462.8	\$ (7.1)

TID 11 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	32.4	18.0	10.2	29.2	42.4	33.4	(9.0)
Economic Development Payments	637.6	613.1	843.8	843.8	884.5	957.4	72.9
Debt Service and Related Costs	64.7	63.4	61.3	66.9	66.9	65.3	(1.6)
Debt Issuance Costs	-	-	-	-	-	-	-
Transfers to other Funds	-	2.0	-	20.0	20.0	20.0	-
Total Expenditures	\$ 734.7	\$ 696.4	\$ 915.4	\$ 959.9	\$ 1,013.7	\$ 1,076.1	\$ 62.4

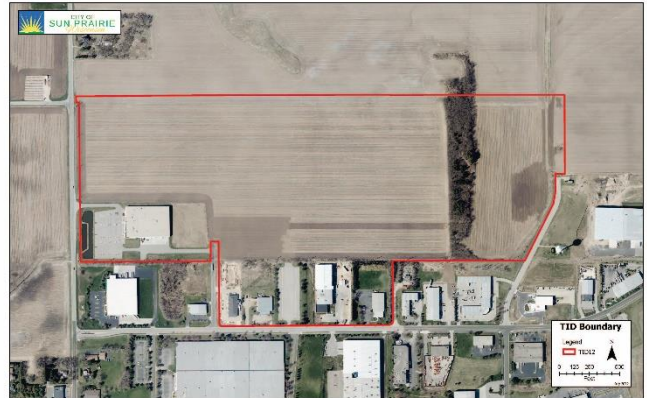
TID 11: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	173.6	513.2	264.5	223.1	456.1	386.7
Fund Balance - Beginning of Year	372.3	545.9	1,059.1	1,059.1	1,059.1	1,282.3
Fund Balance - End of Year	\$ 545.9	\$ 1,059.1	\$ 1,323.6	\$ 1,282.3	\$ 1,515.3	\$ 1,669.0

MISSION

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

DESCRIPTION

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



TID #12 was originally created as an industrial TID on August 2, 2016 with a valuation establishment date of January 1, 2016. It consists of approximately 43 acres immediately north of the current business park and immediately east of County Highway N.

The entire district is zoned Suburban Industrial. Eligible expenditures include property acquisition, site preparation activities (environmental testing, remediation, demolition, site grading), utilities (sanitary improvements, water improvements, stormwater improvements, electric improvements, gas improvements, and communication infrastructure), streets and streetscaping, CDA-type activities (e.g., contributions to community development), cash grants or incentives, property tax payments to affected towns, professional services, organizational costs, administrative costs, and financing costs. The District can collect increment through 2037. However, current projections indicate district closure in 2032.

TID #12 was amended on April 18, 2017 to add 61-acres of City owned land for development. The TID was further amended on July 20, 2021 to add an additional 43-acres. High-end architectural stone cutting business, Quarra Stone anchors the additional development with a 24-acre world headquarters.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ Council terminated agreement with Riddell, resulting in no additional incentive payments to Riddell.
- ✓ Quarra Stone has completed substantial construction and received incentive payment.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2023 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023*
Current Year Value	\$13,502,000	\$13,709,800	\$16,474,600	\$18,154,100	\$20,293,700
Increment Value	\$9,727,500	\$9,935,300	\$12,700,100	\$14,350,500	\$16,490,100
% Change over prior year	-18%	2%	20%	10%	12%

2021 Amendment Base Value: \$3,803,600

TID 12 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	233.2	281.1	290.9	290.9	317.6	334.3	16.7
Exempt Computer Aid	-	-	-	-	-	-	-
State Grants - General	-	-	-	-	170.0	-	(170.0)
State Aid - Personal Property Tax	(0.3)	-	-	-	-	-	-
Investment Income	-	4.1	38.5	46.5	-	32.0	32.0
Miscellaneous Income	69.1	17.4	-	-	-	-	-
Proceeds of Long Term Debt	-	1,676.0	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	233.8	233.8
Total Funding Sources	\$ 302.1	\$ 1,978.6	\$ 329.4	\$ 337.4	\$ 487.6	\$ 600.0	\$ 112.4

TID 12 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	50.7	27.2	10.5	31.2	30.8	29.9	(0.9)
Economic Development Payments	432.9	-	-	1,010.0	1,073.7	35.0	(1,038.7)
Capital Projects	-	366.0	-	35.3	72.4	-	(72.4)
Debt Service and Related Costs	152.3	151.7	85.7	151.1	151.1	535.1	383.9
Debt Issuance Costs	-	-	-	-	-	-	-
Transfers to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 636.0	\$ 544.9	\$ 96.2	\$ 1,227.6	\$ 1,328.0	\$ 600.0	\$ (728.0)

TID 12: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(333.9)	1,433.7	233.2	(890.2)	(840.5)	-
Fund Balance - Beginning of Year	(452.7)	(786.6)	647.1	647.1	647.1	(243.1)
Fund Balance - End of Year	\$ (786.6)	\$ 647.1	\$ 880.3	\$ (243.1)	\$ (193.3)	\$ (243.1)

MISSION

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

DESCRIPTION

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



TID #13 was created as an industrial TID on September 26, 2017 with a valuation establishment date of January 1, 2017. It consists of approximately 94 acres, zone Suburban Industrial, immediately south of the Capital Drive Industrial Area and boundary of TID #9, between US Highway 151 and Reiner Road. Eligible expenditures include public infrastructure improvements including extension of sanitary, water, electric, stormwater, gas, and communications infrastructure from O'Keefe Avenue to service the entire property and improvements to Cremer Drive and Capital Drive. Current projections estimate the District will close in 2026.

2024 BUDGET HIGHLIGHTS

- Interstate Partners will receive an incentive payment based on positive cash flow of the TID.

2023 BUDGET OVERVIEW

- ✓ A recalculation of taxes paid to the Town of Burke increased professional services significantly.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2023 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023*
Current Year Value	\$17,600,00	\$26,376,200	\$11,192,100	\$32,443,100	\$58,338,500
Increment Value	\$16,981,800	\$25,758,000	\$10,573,900	\$31,824,900	\$57,720,300
% Change over prior year	457%	50%	-58%	190%	80%

2017 Base Value: \$618,200

TID 13 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	604.7	234.0	645.1	645.1	704.3	1,170.0	465.7
Investment Income	0.2	0.9	-	-	1.0	-	(1.0)
Miscellaneous Income	-	0.1	-	-	0.1	-	(0.1)
Proceeds of Long Term Debt	-	128.0	-	-	-	-	-
Bond Premium	-	-	-	-	-	-	-
Total Funding Sources	\$ 604.9	\$ 363.0	\$ 645.1	\$ 645.1	\$ 705.4	\$ 1,170.0	\$ 464.6

TID 13 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	4.1	17.3	95.0	101.6	14.2	102.3	88.1
Economic Development Payments	-	336.0	-	-	-	650.3	650.3
Debt Service and Related Costs	102.6	96.4	46.6	89.8	89.8	90.2	0.4
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	220.0	230.0	235.0	235.0	235.0	246.2	11.2
Capital Projects	-	-	-	-	-	-	-
Total Expenditures	\$ 326.7	\$ 679.7	\$ 376.6	\$ 426.3	\$ 339.0	\$ 1,088.9	\$ 749.9

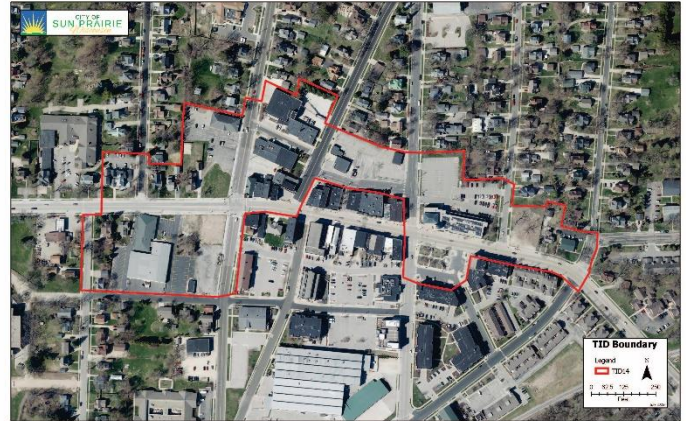
TID 13: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	278.2	(316.7)	268.5	218.8	366.4	81.1
Fund Balance - Beginning of Year	(593.3)	(315.1)	(631.8)	(631.8)	(631.8)	(413.0)
Fund Balance - End of Year	\$ (315.1)	\$ (631.8)	\$ (363.3)	\$ (413.0)	\$ (265.4)	\$ (331.9)

MISSION

Facilitate the implementation of the Sun Prairie Stronger Plan which encourages the development of the Bristol and Main Street intersection and surrounding area, and other Downtown redevelopment sites.

DESCRIPTION

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



TID #14 was created as a rehabilitation or conservation TID on September 3, 2020 with a valuation establishment date of January 1, 2020. It consists of the immediate area within the Sun Prairie Stronger Plan and then encompassing the redevelopment area in the 400 Block of E. Main Street. The District can collect increment through 2047. However, current projections anticipate this District will close in 2040.

According to the adopted project plan, the boundary for TID #14 encompasses 39 parcels covering approximately 11.96 acres. The District area has parcels in several land-uses including institutional, vacant, mixed-use, commercial, and single-family residential. Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; infrastructure; and general economic incentives), public infrastructure improvements, and professional and technical contractual services.

2024 BUDGET HIGHLIGHTS

- The redevelopment at 410 E Main Street anchored by Glass Nickel will receive their first incentive payment. Construction was completed in early 2023.

2023 BUDGET OVERVIEW

- ✓ Old City Hall received its first pay-go incentive payment for the completion of the bell tower.

PERFORMANCE METRICS

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

*2023 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2020	2021	2022	2023*
Current Year Value	\$5,448,800	\$4,985,800	\$6,825,800	\$9,983,000
Increment Value	n/a	-\$463,000	\$1,377,000	\$5,448,800
% Change over prior year	n/a	-8%	37%	46%
2020 Base Value: \$5,448,800				

TID 14 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	27.9	27.9	30.5	91.9	61.4
State Grants - General	-	250.0	250.0	250.0	250.0	-	(250.0)
Investment Income	(0.1)	0.0	0.1	0.2	-	-	-
Miscellaneous Income	(0.0)	1.1	0.1	0.1	-	-	-
Proceeds of Long Term Debt	-	-	20.0	20.0	561.1	510.0	(51.1)
Fund Balance Applied	-	-	-	-	122.5	0.3	(122.2)
Total Funding Sources	\$ (0.1)	\$ 251.1	\$ 298.1	\$ 298.2	\$ 964.1	\$ 602.2	\$ (361.8)

TID 14 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	22.9	113.6	11.3	42.3	95.4	21.2	(74.2)
Economic Development Payments	-	250.0	-	4.9	594.5	40.7	(553.8)
Transfers	-	1.0	-	10.0	10.0	10.0	-
Debt Service and Related Costs	3.2	3.4	1.6	3.0	3.0	3.5	0.5
Debt Issuance Costs	-	-	0.3	0.3	11.1	10.0	(1.1)
Payment to Escrow Agent	-	-	-	-	-	10.0	10.0
Capital Projects	-	-	-	-	500.0	500.0	-
Total Expenditures	\$ 26.0	\$ 368.0	\$ 13.3	\$ 60.6	\$ 1,214.1	\$ 595.4	\$ (618.6)

TID 14: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(26.1)	(116.9)	284.9	237.7	(250.0)	6.8
Fund Balance - Beginning of Year	(116.4)	(142.2)	(259.2)	(259.2)	(259.2)	(21.5)
Fund Balance - End of Year	\$ (142.5)	\$ (259.2)	\$ 25.7	\$ (21.5)	\$ (509.2)	\$ (14.7)

MISSION

Facilitate redevelopment of commercial properties into mixed-use and workforce housing developments.

DESCRIPTION

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



TID #15 was created as a mixed-use TID on December 7, 2021 with a valuation establishment date of January 1, 2022. The TID consists of a single greenfield site, the area immediately west of the Main Street and Hwy-151 interchange, along with several redevelopment sites east of the interchange along Main Street and Sunfield Street. The District can collect increment through 2043. However, current projections anticipate this District will close in 2037.

According to the adopted project plan, the boundary for TID #15 encompasses approximately 87 acres. The District area has parcels in several land-uses including institutional, vacant, mixed-use, commercial, and single-family residential. Eligible expenditures include development incentives (relating to land acquisition; environmental remediation; infrastructure; and general economic incentives), public infrastructure improvements, and professional and technical contractual services.

2024 BUDGET HIGHLIGHTS

- The 172-unit multi-family development at 160 Schneider Road will receive its first pay-go incentive payment.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhood**

*2023 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2022	2023*
Current Year Value	\$44,326,124	\$56,593,800
Increment Value	n/a	\$7,224,900
% Change over prior year	n/a	15%
2022 Base Value: \$44,326,124		

TID 15 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	-	-	-	146.4	146.4
State Grants	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	35.0	63.1	28.1
Total Funding Sources	-	-	-	-	\$ 35.0	\$ 209.5	\$ 174.6

TID 15 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	-	8.0	1.0	2.0	25.0	14.8	(10.2)
Economic Development Payments	-	-	-	-	-	184.8	184.8
Debt Service and Related Costs	-	-	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfers	-	1.0	-	10.0	10.0	10.0	-
Total Expenditures	-	\$ 8.9	\$ 1.0	\$ 12.0	\$ 35.0	\$ 209.5	\$ 174.6

TID 15: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	-	(8.9)	(1.0)	(12.0)	-	-
Fund Balance - Beginning of Year	-	-	(8.9)	(8.9)	(8.9)	(20.9)
Fund Balance - End of Year	-	\$ (8.9)	\$ (9.9)	\$ (20.9)	\$ (8.9)	\$ (20.9)

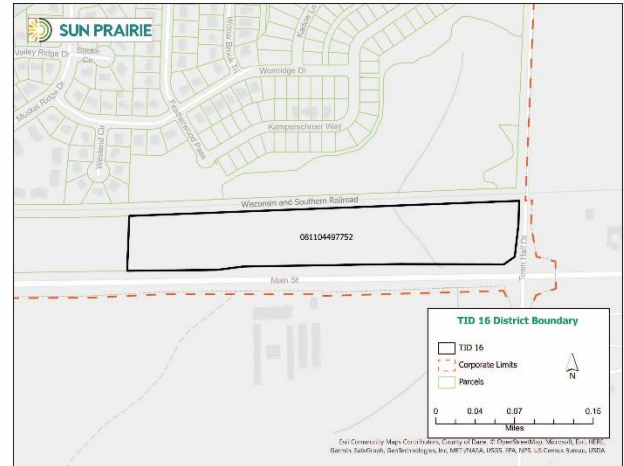
MISSION

Facilitate redevelopment of commercial properties into mixed-use and workforce housing developments.

DESCRIPTION

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

TID #16 was created as a mixed-use TID on August 1, 2023, with a valuation establishment date of January 1, 2023. According to the adopted project plan, the boundary for TID #16 encompasses approximately 12.9-acre parcel (8.6 acres net of wetlands) to be subdivided for residential and commercial development. The parcel is located on the north side of East Main Street, west of Town Hall Road. The District was created to pay the cost of development incentives, signage, a street study, public amenities, and professional, organizational, administrative and finance costs needed to promote mixed use development within its boundaries. Currently the TID is projected to cover all project costs by 2040 with a mandatory termination date in 2043.



2024 BUDGET HIGHLIGHTS

- No changes to the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhood**

*2023 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2023*
Current Year Value	\$0
Increment Value	n/a
% Change over prior year	n/a
2023 Base Value: \$0	

TID 16 FUNDING SOURCES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	-	-	-	-	-
Investment Income	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	7.8	7.8
Total Funding Sources	-	-	-	-	-	\$ 7.8	\$ 7.8

TID 15 EXPENDITURES	2021	2022	8/31/2023	2023	2023	2024	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	-	-	-	3.5	3.5	7.8	4.3
Economic Development Payments	-	-	-	-	-	-	-
Debt Service and Related Costs	-	-	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Total Expenditures	-	-	-	\$ 3.5	\$ 3.5	\$ 7.8	\$ 4.3

TID 15: FUND BALANCE	2021	2022	8/31/2023	2023	2023	2024
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	-	-	-	(3.5)	(3.5)	-
Fund Balance - Beginning of Year	-	-	-	-	-	(3.5)
Fund Balance - End of Year	-	-	-	\$ (3.5)	\$ (3.5)	\$ (3.5)

MISSION

The mission of the Business Improvement District (BID) is to support the development, improvement, and promotion of the Downtown area for the economic benefit of all businesses within the District. The BID is an organizational and funding mechanism to improve and promote the Downtown area for the general social and economic benefit of the people of the City of Sun Prairie and its visitors.

DESCRIPTION

The BID shares the Downtown Business Improvement District Manager with the Tourism Commission.

The Business Improvement District (BID) has six areas of focus:

- Create collaborative opportunities for new and existing Downtown Sun Prairie businesses to learn, grow, and develop.
- Advocate for development that exemplifies innovative projects that enhance the work, life, and play environment of Downtown Sun Prairie.
- Advocate for the maintenance, upkeep, and improvement of Downtown Sun Prairie public spaces.
- Create an attractive, historic, and playful Downtown environment through structure improvements and enhancements.
- Create and implement unique events that draw people from near and far to enjoy and patronize Downtown Sun Prairie businesses.
- Educate the public on the advantages of living, working, and playing in Downtown Sun Prairie.

2024 BUDGET HIGHLIGHTS

- Notable changes to the 2024 budget are as follows, resulting in an increase of \$54,979:
 - Advertising, Marketing & Events = +\$8,500:
 - Increase Wine Walk budget to support annual theme and based on increased cost of expenses (+2,500)
 - Increase Streets of Summer budget to support increased cost of expenses (+\$2,000)
 - Increase Fall Beer Taste budget to support increased cost of expenses (+\$2,500)
 - Increase Fall Fun! event budget to support increased cost of expenses (+\$1,500)
 - Administration = +\$22,029:
 - The BID & Tourism Manager position is a full time city staff position with 50% of funding from the BID budget and 50% of the funding from the Tourism Commission budget. The BID will fund \$52,551 of the BID Manager position (+\$2,449)
 - The Event and Sponsorship Manager is a full time city staff position with 50% of funding from the BID (in 2023 the position was funded at 30%) funded by the BID and \$40,500 of a Special Events and Sponsorship Manager position (+\$19,480)
 - Annual Baker Tilly Financial Statement Review +\$100
 - Beautification, Maintenance, & Signage = +\$33,950
 - Transition from Gardens by Ann to Green Door Gardens
 - Container element (+\$3,450)
 - Remove soil from all planters & replace with new soil (+\$3,680)
 - New 3-Year Agreement for Spring, Summer, Fall Planters (+\$4,820)
 - Transition from Gardens by Ann to Green Door Gardens
 - Planters Watering & Maintenance (+\$3,000)
 - Addition of Back Entrance Improvement Grant to fund matching grant of available to businesses in the 100 & 200 blocks of E Main Street up to \$1,000/back entryway, to support businesses during 2025 sidewalk and safety improvements/construction (+\$19,000)
 - Recruitment, Retention, & Policy = -\$9,500
 - Remove \$9,500 for Schmitz Consulting for Outcome Based Budget guidance (-9,500)

- Budgeted Revenue = +\$50,775
 - Addition of a Project Sponsorship for Walkway Signage = (+\$15,000)
 - The 2023 Event Sponsorship & Ticket Revenue goal had a budgeted of \$45,600; the 2024 goal is \$46,375 = (+\$775)
 - Increase Special Tax Assessment from \$125,000 to \$160,000 = (+\$35,000)

2023 BUDGET OVERVIEW

- ✓ Adoption of the 5-Year Strategic Plan.
- ✓ Created two new events: Night Market and Chocolate & Cheese Walk.

PERFORMANCE METRICS

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

*2023 data reflects information through June 30, 2023

Promote the downtown area through special events.

Measure	2017	2018	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Wine Walk ticket sales	311	412	355	0	372	432	534	534	500
Fall Beer Taste ticket sales	137	168	204	0	215	319	0	325	325

Note: The Artful Wine Walk and Fall Beer Taste events were cancelled in 2020 due to COVID-19.

* In 2021, the Wine Walk and Fall Beer Taste events were held less than 3 weeks apart in the fall.

Business Improvement District

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Business Improvement District	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Business Improvement District	124.6	163.8	41.9	173.8	169.8	239.9	70.1
Total Expenditures	\$ 124.6	\$ 163.8	\$ 41.9	\$ 173.8	\$ 169.8	\$ 239.9	\$ 70.1

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Contractual Services	124.6	163.8	38.2	168.8	164.8	239.9	75.1
Transfers/Bad Debt	-	-	3.8	5.0	5.0	-	(5.0)
Total Expenditures	\$ 124.6	\$ 163.8	\$ 41.9	\$ 173.8	\$ 169.8	\$ 239.9	\$ 70.1

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	146.4	151.0	157.4	178.3	167.1	221.4	54.3
Total Expenditures	124.6	163.8	41.9	173.8	169.8	239.9	70.1
Net Operating Result	\$ 21.8	\$ (12.7)	\$ 115.5	\$ 4.5	\$ (2.7)	\$ (18.5)	\$ (15.8)

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Increase/(Decrease)	21.8	(12.7)	115.5	4.5	(2.7)	(18.5)
Fund Balance Applied	-	-	-	-	22.2	1.5
Beginning Fund Balance	45.2	67.1	54.4	54.4	54.4	58.9
Ending Fund Balance	\$ 67.1	\$ 54.4	\$ 169.9	\$ 58.9	\$ 73.9	\$ 41.8



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MISSION

Eliminate or prevent substandard, deteriorated, unsanitary, and blighted areas within the City. Provide and retain gainful employment opportunities for the 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.

DESCRIPTION

Pursuant to Section 66.1335 of the Wisconsin State Statutes (i.e., the Community Development Authority Law), the Community Development Authority (CDA) was created as a "corporate body politic" authorized to transact business and exercise any and all powers, duties, and functions defined for housing and redevelopment authorities by Wisconsin State Statutes. In 2018, the City formalized the Community Development Authority by creating City Ordinance Section 2.38 – Community Development Authority (CDA). This ordinance expanded the CDA's duties to oversee the Revolving Loan Fund (RLF), contract with outside agencies, and to sell property.

The CDA's primary role has been to facilitate borrowing for infrastructure and acquisition costs related to redevelopment projects in the City's Tax Increment Districts (TIDs). Active TIDs are located in the downtown area (TIDs 8 and 14), the 151-Reiner Road Interchange area (TIDs 9 and 13), the Central Main Street Corridor (TID 11), and the West Main Street area (TID 15). In addition, the CDA reviews and provides direction on proposals requesting assistance from the City in any capacity, and facilitating the sale of City or CDA -owned parcels in TID Districts.

The Community Development Department serves as the staff liaison to the CDA. The CDA consists of seven appointed members. Included among these members are two members of the Common Council and the Mayor, who serves as Chairperson.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy & Housing and Neighborhoods**

*2023 data reflects information through June 30, 2023

Provide financial support and guidance necessary to promote housing and redevelopment in the City.

Measure	2019	2020	2021	2022	2023*	2023 (year-end)	GOAL
Formal applications for financial assistance in redevelopment projects received, reviewed, and forwarded to CDA for consideration	7	5	5	0	1	2	4
Recommendations implemented and approved by the City Council	2	3	2	2	2	3	3
Number of inquiries reviewed relating to acquisition of City or CDA-owned parcels	12	6	7	8	8	10	8
Sale, transfer, or purchase of land	3	2	1	0	0	2	1
Completed projects resulting in the elimination of blight conditions, vacant buildings or parcels, or underutilized buildings or parcels	1	2	1	1	0	2	3
Planning efforts undertaken to advance redevelopment goals in the City	5	5	3	4	3	4	5

Community Development Authority

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Community Development Authority	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Community Development Authority	155.2	86.8	69.5	69.5	69.5	36.4	(33.2)
Total Expenditures	\$ 155.2	\$ 86.8	\$ 69.5	\$ 69.5	\$ 69.5	\$ 36.4	\$ (33.2)

EXPENDITURES BY CATEGORY \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Debt Service	155.2	86.8	69.5	69.5	69.5	36.4	(33.2)
Total Expenditures	\$ 155.2	\$ 86.8	\$ 69.5	\$ 69.5	\$ 69.5	\$ 36.4	\$ (33.2)

OPERATING RESULTS \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	93.1	101.1	33.8	33.8	69.5	36.4	(33.2)
Total Expenditures	155.2	86.8	69.5	69.5	69.5	36.4	(33.2)
Net Operating Result	\$ (62.1)	\$ 14.4	\$ (35.7)	\$ (35.7)	-	-	-

FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Increase/(Decrease)	(62.1)	14.4	(35.7)	(35.7)	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	62.9	0.8	15.1	15.1	15.1	(20.6)
Ending Fund Balance	\$ 0.8	\$ 15.1	\$ (20.6)	\$ (20.6)	\$ 15.1	\$ (20.6)



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MISSION

Acquire and maintain IT network infrastructure necessary for efficient and effective police operations.

DESCRIPTION

The municipalities of Fitchburg, Middleton, Verona, Monona, and Sun Prairie participate in a joint effort to provide common records management, dispatch, and location services for their police departments. The name of the group is the Multijurisdictional Public Safety Information Systems (MPSIS) Commission. Fitchburg serves as the MPSIS system administrator, while Sun Prairie provides fiscal agent services.

All cities contribute to the cost of staff time necessary to manage the MPSIS system and fully fund one Law Enforcement Data Analyst position in the City of Fitchburg. All cities also jointly share capital expenditures.

2024 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2023 BUDGET OVERVIEW

- ✓ There are no notable changes.

MPSIS COMMISSION

PERSONNEL BY DIVISION	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
MPSIS COMMISSION	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION

\$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
MPSIS COMMISSION	544.8	666.8	431.2	729.2	679.3	732.2	52.9
Total Expenditures	\$ 544.8	\$ 666.8	\$ 431.2	\$ 729.2	\$ 679.3	\$ 732.2	\$ 52.9

EXPENDITURES BY CATEGORY

\$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Personnel	229.1	233.0	114.7	254.1	254.1	261.7	7.6
Materials & Supplies	220.3	253.5	162.1	263.6	263.6	303.2	39.6
Contractual Services	86.5	98.5	66.0	94.4	94.4	94.4	-
Professional Development	-	-	2.2	4.0	4.0	4.0	(0.0)
Transfers/Bad Debt	-	28.8	10.9	10.9	-	-	-
Capital Items	8.9	53.0	75.2	102.2	63.2	68.9	5.7
Total Expenditures	\$ 544.8	\$ 666.8	\$ 431.2	\$ 729.2	\$ 679.3	\$ 732.2	\$ 52.9

OPERATING RESULTS

\$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved	Increase (Decrease)
Total Revenues	606.6	666.1	679.3	679.3	679.3	732.2	52.9
Total Expenditures	544.8	666.8	431.2	729.2	679.3	732.2	52.9
Net Operating Result	\$ 61.9	\$ (0.7)	\$ 248.1	\$ (50.0)	-	-	-

FUND BALANCE

\$ in '000s	2021 Actual	2022 Actual	8/31/2023 Actual	2023 Projected	2023 Budget	2024 Approved
Net Increase/(Decrease)	61.9	(0.7)	248.1	(50.0)	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	314.8	376.6	375.9	375.9	375.9	325.9
Ending Fund Balance	\$ 376.6	\$ 375.9	\$ 624.0	\$ 325.9	\$ 375.9	\$ 325.9

APPENDIX A : RESOLUTIONS



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City of Sun Prairie, Wisconsin

RESOLUTION APPROVING
THE 2024 CITY OF
SUN PRAIRIE BUDGET

Presented: November 14, 2023

Adopted: November 14, 2023

Resolution No.: 23/151

RESOLUTION

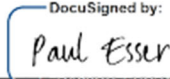
WHEREAS, on Tuesday, November 7, 2023, the Committee of the Whole held a public hearing to consider the 2024 City of Sun Prairie Budget; and

WHEREAS, on Tuesday, November 7, 2023, the Committee of the Whole met to consider the 2024 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on Tuesday, November 7, 2023, the Committee of the Whole moved to recommend that the City Council adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2024 as set forth in the attached schedule and made a part hereof; and

WHEREAS, after careful review and discussion, on Tuesday, November 14, 2023, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2024 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, the Fleet In-service Fund, and the Health In-service Fund.

NOW THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2024 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, the Fleet In-service Fund, and the Health In-service Fund.

APPROVED: 
Paul T. Esser, Mayor

Date Approved: November 14, 2023

Date Signed: November 15, 2023

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 14th day of November 2023, and submitted for signatures on the 15th day of November 2023.


Yessi Arce, Deputy City Clerk

City of Sun Prairie, Wisconsin

RESOLUTION APPROVING THE
LEVYING OF PROPERTY TAXES
FOR CITY PURPOSES

Presented: November 14, 2023

Adopted: November 14, 2023

Resolution No.: 23/152

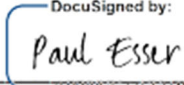
RESOLUTION

WHEREAS, on Tuesday, November 7, 2023, the Committee of the Whole met to consider the 2024 City of Sun Prairie Recommended Budget; and

WHEREAS, after careful review and consideration, the Committee of the Whole moved to recommend that City Council adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2024; and

WHEREAS, the amounts set forth in the 2024 budget require total property taxes to be levied in the amount of \$32,233,491.

NOW THEREFOR BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2024 budget and that the same be placed on the tax roll for the year 2023, collectible in 2024, and that the total levy is hereby determined to be \$32,233,491.

APPROVED: 
Paul T. Esser, Mayor

Date Approved: November 14, 2023

Date Signed: November 15, 2023

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 14th day of November 2023, and submitted for signatures on the 15th day of November 2023.


Yessi Arce, Deputy City Clerk

City of Sun Prairie, Wisconsin

RESOLUTION APPROVING THE 2024 SEWER
UTILITY RATES

Presented: November 14, 2023

Adopted: November 14, 2023

Resolution No.: 23/153

RESOLUTION

WHEREAS, on Tuesday November 8, the Committee of the Whole met to consider the 2024 City of Sun Prairie Recommended Budget including the Sewer Utility Budget; and

WHEREAS, the Committee has carefully examined the same and various items therein and found them to be true and correct and to properly represent the anticipated revenue, expenses, capital projects, and debt service requirements of the Sewer Utility as set forth in said budget; and

WHEREAS, said budget includes an increase in the sewer charges and meter charges of 3.0% for an average annual cost to take effect on January 1, 2024 as follows:

Domestic Sewerage Customers	2024 Rates
Monthly Fixed Charge	
5/8	\$ 12.78
1	\$ 17.85
1.5	\$ 24.95
2	\$ 35.09
3	\$ 56.39
4	\$ 87.83
Volumetric Charge per 100 Cu. FT	\$ 3.80
Surcharge Rate BOD /lb	\$ 0.610
Surcharge Rate TSS /lb	\$ 0.515
Surcharge Rate Phosphorus /lb	\$ 8.360

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the Sewer Utility rate increase proposed effective January 1, 2024.

APPROVED:

DocuSigned by:
Paul Esser
78A89CC77CCB4E3...
Paul T. Esser, Mayor

Date Approved: November 14, 2023

Date Signed: November 15, 2023

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 14th day of November 2023, and submitted for signatures on the 15th day of November 2023.

DocuSigned by:
Yessi Arce
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Yessi Arce, Deputy City Clerk

City of Sun Prairie, Wisconsin

RESOLUTION APPROVING THE 2024 STORM
WATER UTILITY RATES

Presented: November 14, 2023

Adopted: November 14, 2023

Resolution No.: 23/154

RESOLUTION

WHEREAS, on Tuesday November 8, the Committee of the Whole met to consider the 2024 City of Sun Prairie Recommended Budget including the Storm Water Utility Budget; and

WHEREAS, the Committee has carefully examined the same and various items therein and found them to be true and correct and to properly represent the anticipated revenue, expenses, capital projects, and debt service requirements of the Storm Water Utility as set forth in said budget; and

WHEREAS, said budget includes an increase in the rate per Equivalent Runoff Unit (ERU) of \$.35 per ERU to take effect on January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the Storm Water Utility rate increase proposed effective January 1, 2024.

APPROVED:

DocuSigned by:
Paul Esser
7100B9C77E41B13
Paul T. Esser, Mayor

Date Approved: November 14, 2023

Date Signed: November 15, 2023

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 14th day of November 2023, and submitted for signatures on the 15th day of November 2023.

DocuSigned by:
Yessi Arce
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Yessi Arce, Deputy City Clerk

City of Sun Prairie, Wisconsin

RESOLUTION APPROVING
THE 2024 FEE SCHEDULE

Presented: November 14, 2023

Adopted: November 14, 2023

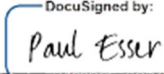
Resolution No.: 23/155

RESOLUTION

WHEREAS, on Tuesday, November 14, 2023, the Common Council met to discuss the 2024 Fee Schedule that was approved during the 2024 budget review process; and

WHEREAS, the proposed 2024 fee schedule is attached and changes are noted and highlighted in yellow; and

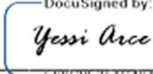
NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the 2024 Fee Schedule, per the attachment.

APPROVED: 
Paul T. Esser, Mayor

Date Approved: November 14, 2023

Date Signed: November 15, 2023

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 14th day of November 2023, and submitted for signatures on the 15th day of November 2023.


Yessi Arce, Deputy City Clerk



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APPENDIX B : BUDGET INITIATIVES



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Revenue Information Form
FY 2024

Department: Finance Department Org: 10004600
Account: Finance Fees

Check one:

☒ New ☐ Rate Change ☐ Existing

Describe this revenue source:

City Hall would use already purchased equipment to be able to provide passport/quality photos.

Authorization: When was this tax or fee last changed? (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

- (1) Current Rate or Fee Amount: _____
(2) Proposed Rate or Fee Amount: \$15.00
(3) Frequency of Review: As needed
(4) Total Number of Users/Units of Service: Unknown
(5) Revenue Usage Restrictions (if any): _____

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Making people aware that we are now a passport photo facility. Number of people applying for passports.

(2) How is this revenue affected by changes in the economy?

Changes in the economy could negatively impact the travel industry.

(3) What is the rationale for changing the fee or rate?

New fee and service provided by the City.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Walgreens	Rate:	\$16.99
Community: CVS	Rate:	\$16.99
Community: Brown County	Rate:	\$15.00
Community: Pierce County	Rate:	\$12.00
Community: St. Croix County	Rate:	\$10.00
Community: Kenosha County	Rate:	\$10.00

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery:	Goal	Current Rate	Proposed Rate
	100%		\$15.00

Please describe the method you used to develop the forecast:

Researched other photo locations in the area. The camera/equipment is already owned by the City.

	2021 Actual	2022 Actual	2022 Revised Budget	2023 Dept. Budget	2024 Dept. Budget
Revenue Forecast					\$450.00
Percent Change					

Contact: Kristi Safford Extension: 1177

Revenue Information Form
FY 2024

Department: BUILDING INSPECTION Org: 10004400
Account: SEE DETAIL

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

INCREASE PLAN REVIEW FEE FOR RESIDENTIAL DECKS AND DETACHED GARAGES

Authorization: When was this tax or fee last changed? 01/20 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$25.00
(2) Proposed Rate or Fee Amount: \$50.00
(3) Frequency of Review: Annually
(4) Total Number of Users/Units of Service: 50
(5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

This proposed increase will offset the increase in administering and delivering inspection services to these types of projects.

(2) How is this revenue affected by changes in the economy?

Permit fees are intended to cover the cost of inspection of a building, plan review and administrative costs. The revenue stream would increase or decrease with the economy.

(3) What is the rationale for changing the fee or rate?

We are seeing a decrease in the quality of plans that are submitted for review, resulting in additional time required for review and approval.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Verona (2020) Rate: \$25.00
Community: Middleton (2020) Rate: \$150.00
Community: Fitchburg (2022) Rate: \$25.00

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery: Goal Current Rate Proposed Rate

Please describe the method you used to develop the forecast:

I looked at the total number of permits issued over the last 12 months by project type and estimated those quanti

	2021 Actual	2022 Actual	2022 Revised Budget	2023 Dept. Budget	2024 Dept. Budget
Revenue Forecast	1250	1250	1250	1250	2500
Percent Change			0%	100%	

Contact: Extension:

Revenue Information Form
FY 2024

Department: BUILDING INSPECTION Org: 10004400
Account: 443200

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

INCREASE BASE FEE OF FIRE ALARM AND FIRE SPRINKLER FEES.

Authorization: When was this tax or fee last changed? 01/23 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$50.00
(2) Proposed Rate or Fee Amount: \$150.00
(3) Frequency of Review: Annual
(4) Total Number of Users/Units of Service: This change will effect minimum fee or base fee permits issued by the Division
(5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

The fire alarm and fire sprinkler base fee increase was an oversight and was omitted in the 2023 budget fee increases of all permit base fees.

(2) How is this revenue affected by changes in the economy?

Permit fees are intended to cover the cost of inspection of a building, plan review and administrative costs. The revenue stream would increase or decrease with the economy.

(3) What is the rationale for changing the fee or rate?

This initiative is part of the normal annual process of reviewing neighboring communities and market rates as well as analyzing our revenue collection (fees) based on times of service for individual processes.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Verona Rate: \$150
Community: Fitchburg Rate: \$100
Community: Middleton Rate: \$100-\$150

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery :	Goal	Current Rate	Proposed Rate
	100%	\$50.00	\$150.00

Please describe the method you used to develop the forecast:

I looked at the total number of permits issued over the last 12 months by project type and estimated those quantities times the flat rate increases. Figures below are only reflective of the increase of the base fee across approximately 50 permits.

	2021 Actual	2022 Actual	2022 Revised Budget	2023 Dept. Budget	2024 Dept. Budget
Revenue Forecast	2500	2500	2500	2500	7500
Percent Change			0%	200%	

Contact: Brian Flannery Extension: 1165

Revenue Information Form
FY 2024

Department: BUILDING INSPECTION

Org: 10004400

Account: SEE DETAIL

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

SHIFT MULTI-FAMILY DWELLINGS (APARTMENTS) FROM GROUP I TO GROUP II IN FEE SCHEDULE

Authorization: When was this tax or fee last changed? 01/23 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$0.09 BL/\$0.06 EL/\$0.06 PL.\$0.06 HV = \$0.27
(2) Proposed Rate or Fee Amount: \$0.14 BL/\$0.07 EL/\$0.07 PL.\$0.07 HV = \$0.35
(3) Frequency of Review: Annual
(4) Total Number of Users/Units of Service: This change will effect all permits for new construction, additions to, or alterations to multi-family dwellings
(5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

This proposed increase will offset the increase in administering and delivering inspection services to to these types of buildings.

(2) How is this revenue affected by changes in the economy?

Permit fees are intended to cover the cost of inspection of a building, plan review and administrative costs. The revenue stream would increase or decrease with the economy.

(3) What is the rationale for changing the fee or rate?

We are seeing an increase in demand for services as the industry has become more dynamic, resulting in more frequent trips to projects. We have averaged over 200 inspections on the 4 most recently completed large apartment buildings

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Verona (2020)	Rate:	\$0.09 BL/\$0.06 EL/\$0.06 PL.\$0.06 HV = \$0.27
Community: Fitchburg (2020)	Rate:	\$0.09 BL/\$0.05 EL/\$0.05 PL.\$0.05 HV = \$0.24
Community: Middleton (2020)	Rate:	\$0.12 BL/\$0.07 EL/\$0.07 PL.\$0.07 HV = \$0.33
Community: Madison	Rate:	\$0.10 BL/\$0.09 EL/\$0.09 PL.\$0.09 HV = \$0.37

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery:	Goal	Current Rate	Proposed Rate

Please describe the method you used to develop the forecast:

I looked at the total number of permits issued over the last 12 months by project type and estimated those quantities times the rate increases. It is difficult to quantify in the chart below as it is collected across multiple revenue accounts. This number reflects the anticipated increase based on 2024 projected MF buildings.

	2021 Actual	2022 Actual	2022 Revised Budget	2023 Dept. Budget	2024 Dept. Budget
Revenue Forecast					35384
Percent Change			#DIV/0!	#DIV/0!	

Contact: Brian Flannery Extension: 1165

Revenue Information Form
FY 2024

Department: Museum Org: 10004600
Account: _____

Check one:

☒ New ☐ Rate Change ☐ Existing

Describe this revenue source:

Fees for products and services offered by the Museum.

Authorization: When was this tax or fee last changed? N/A (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: N/A
(2) Proposed Rate or Fee Amount: See attached
(3) Frequency of Review: Annually
(4) Total Number of Users/Units of Service: 100
(5) Revenue Usage Restrictions (if any): _____

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Museums and archival repositories often charge for services like conducting research, hosting private tours, or providing reproductions of historical documents and photos. Fee schedules reflect the value of professional services rendered, help to offset costs to provide the services, and promote an institution's financial solvency. Without a fee schedule, the Museum is giving away products and services to requestors (the few) to the detriment of the general public (the many), as less time and fewer resources are available to provide and enhance services for the public at large.

(2) How is this revenue affected by changes in the economy?

There will continue to be no charge for admission to the Museum. Additional products and services will be subject to reasonable fees. Changes in the economy may impact disposable income levels which may increase or decrease revenue.

(3) What is the rationale for changing the fee or rate?

Museum staff and volunteers dedicate substantial time and resources to provide products and services requested by individuals and groups. The Museum is not currently authorized to charge for products or services, which results in inequitable distribution of limited resources and an excessive burden on City taxpayers.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Oshkosh Public Museum Rate: \$3/child for field trips
Community: New London Museum Rate: \$25/hour for research
Community: Wisconsin Historical Society Rate: \$22.50/image for scanned

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery: Goal Current Rate Proposed Rate
5% 0.00% 1.80%

Please describe the method you used to develop the forecast:

Assuming volume of products and services will be similar to those provided January 1 - June 30, 2023.

	2021 Actual	2022 Actual	2022 Revised Budget	2023 Dept. Budget	2024 Dept. Budget
Revenue Forecast	0	0	0	0	4,000
Percent Change			#DIV/0!	#DIV/0!	

Contact: Katie Scanlan Extension: _____

Revenue Information Form
FY 2024

Department: Sun Prairie Media Center Org: 22004600
Account: 465110

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

This is the fee that we charge families to participate in the year-round KIDS-4 program.

Authorization: When was this tax or fee last changed? 06/23 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other? Administrative action

Assumptions: Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$150 (members) \$180 (non-members)

(2) Proposed Rate or Fee Amount: \$175 (members) \$225 (non-members)

(3) Frequency of Review: yearly

(4) Total Number of Users/Units of Service: 60

(5) Revenue Usage Restrictions (if any):

None

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.
Growth of the community; communication of the program to the community; word-of-mouth about the program; at least a 30 percent retention rate from year-to-year; availability of studio space; functioning and current equipment and curriculum.

(2) How is this revenue affected by changes in the economy?
This could potentially be a program that families would decide to do or not do based on the economy and their individual circumstances; the program is meant to be a fun extra-curricular after-school activity..

(3) What is the rationale for changing the fee or rate?
The rationale is a cost analysis the SPMC did recently. We are currently losing money on this program. We plan to gradually increase the cost of the program over the next five years and then will re-evaluate for 2029.

Comparison to Other Communities:

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: Rate:
Community: Rate:
Community: Rate:

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery:	Goal	Current Rate	Proposed Rate
	<u>100%</u>	<u>51.00%</u>	<u>61%</u>

Please describe the method you used to develop the forecast:

KIDS-4 crews are typically overseen by one full-time staff member and one high school student. We calculated the number of hours spent in KIDS-4 activities and then calculated how much it is costing us in staff time to run the program.

	2021 Actual	2022 Actual	2022 Revised Budget	2023 Dept. Budget	2024 Dept. Budget
Revenue Forecast	\$6,725	\$9,580	\$9,580	\$9,000	\$12,000
Percent Change			0%	25%	

Contact: Jeff Robbins Extension: 2501

Contact: Kristy Thao Extension: 1825



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:		
Initiative Title:	Elected Official Stipend Increase	
Department Name:	Mayor	
Council Strategic Plan Vision:	Employer of Choice	
Fiscal Year:	2024	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		777
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	777
Net Funding Needed		777

Request Justification
Provide a concise description/justification for this initiative request.
The Mayor and City Council members are compensated with an annual salary for serving on the Council. This initiative would increase their compensation by 6%; this amount is equal to the cost of living and average step increase of city management in the current budget year. State statute requires that council pay increases become effective after an election has occurred. Council members and the Mayor are elected for two year terms; one-half of the eight member council is elected each year. The increase for four council members and the Council President would take effect in 2024 following the election. Under this initiative, the Council President would increase from \$11,087 to \$11,752 and four Council Members' from \$6,963 to \$7,381 annually.

Why must this initiative be supported through the use of new funding?
In order to continue to attract citizens to serve the city in elected leadership positions, compensation rates must increase incrementally.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative supports the goal of providing a representative and responsive city government as well as quality city services.



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:		
Initiative Title:	Board/Committee Pay Increase	
Department Name:	Mayor	
Council Strategic Plan Vision:	Employer of Choice	
Fiscal Year:	2024	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		12,905
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	12,905
Net Funding Needed		12,905
Request Justification		
Provide a concise description/justification for this initiative request.		
The City of Sun Prairie will increase its "Boards and Committees" compensation plan from \$30 per meeting attended by participating members to \$45 per meeting. Compensation rates for some committees were last increased in 2020 when the rate was standardized at \$30 per meeting.		
Why must this initiative be supported through the use of new funding? This proposal is being made to more adequately recognize the contributions being made by our citizens who are developing and overseeing public policy operations in the city.		
Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. As an Employer of Choice, the City hopes that this initiative will not only encourage more of the general public to get involved in the operations of the city, but hopefully will attract a more diverse pool of applicants to get involved in city government.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:		
Initiative Title:	Municipal Judge Increase	
Department Name:	Mayor	
Council Strategic Plan Vision:	Employer of Choice	
Fiscal Year:	2024	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		5,391
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	5,391
Net Funding Needed		5,391
Request Justification		
Provide a concise description/justification for this initiative request.		
The Municipal Court Judge is compensated with an annual salary for serving as Judge. This initiative would increase the compensation for the Judge by \$5,000.		
Why must this initiative be supported through the use of new funding? The Municipal Judge's compensation is set at approximately \$30,000 annually and has not been increased for many years. This raise of \$5,000 to approximately \$35,000 would recognize the value the Judge brings to our community, and signify that we are compensating the position accordingly.		
Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. As an Employer of Choice, it is imperative that we recognize the importance and contributions of not only our employees, but also those elected to hold office. Raising the compensation of the Municipal Court Judge would accomplish this, as well as providing a fair and honest court system for our citizens.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	2	
Department's Initiative Priority Number:	Increase Election Official Wages	
Initiative Title:	City Clerk	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		5,135
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	5,135
Net Funding Needed		5,135
Request Justification		
Provide a concise description/justification for this initiative request.		
Current wages for Election Official is \$15, \$16, or \$20 per hour dependent upon their training. Bringing the wage levels closer to a living wage would set an example for the community and demonstrate the City's commitment to being an employer of choice. It would also recognize and appreciate the amount of work that Election Officials do to manage the integrity and security of each election. By raising Election Official wages to \$16, \$17, or \$21 per hour, the City can keep up with cost of living costs and can compete for Sun Prairie residents who currently choose to work elections in other municipalities.		
Why must this initiative be supported through the use of new funding?		
There are no existing resources to fund this initiative. In order to continue to attract residents to serve the city as Election Officials, compensation rates must be competitive. For odd numbered years, the estimated recurring operating costs would be reduced to \$4,604.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Increasing Election Official wages would work towards the City of Sun Prairie's goal of becoming an employer of choice. It would demonstrate the City's commitment to providing quality jobs for local residents and show local organizations that raising lower-income wages will allow workers to meet their basic needs. This initiative would work towards ensuring that municipal dollars are spent in a way to set a community standard that permits workers to live above the poverty line.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	PT additional hours	
Initiative Title:	Building Maintenance	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		11,186
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	11,186
Net Funding Needed		11,186
Request Justification		
Provide a concise description/justification for this initiative request.		
The role of the building maintenance technician is critical to ensure the optimal functioning and upkeep of our facilities and equipment. Building Maintenance is seeking to add five additional hours per week to the current part time building maintenance technician position. This will provide not only additional work capacity for the department to maintain city facilities but also allow the position to be eligible for the WRS. Based on the latest benchmarking report from IFMA, staffing levels of the current department are below the national average. As the department begins planning for a full facilities assessment to better determine needs, the increased work hours will be one step forward in ensuring the current staff can provide the proper maintenance, repair, and upkeep of city facilities.		
Why must this initiative be supported through the use of new funding?		
As the city facilities continue to age, costs of repairs and replacement of essential building assets will continue to rise. The department does not have extra funding allocated for additional wages.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative will fulfill both employer of choice and quality city services. Employer of choice will be fulfilled by decreasing workload of other maintenance staff and allowing the position to be enrolled in WRS. The Wisconsin Retirement System is advantageous for the technician as it allows them to access a well-structured retirement plan and other associated benefits, further increasing employee satisfaction and long-term commitment to our organization. Quality city services will be achieved by have facilities that are better maintained for use by both the public and staff.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	YS Collection Mgmt Specialist	
Initiative Title:	Library	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	1.00	37,788
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	37,788
Net Funding Needed		37,788
Request Justification		
Provide a concise description/justification for this initiative request.		
This budget initiative would raise the current Youth Services Library Assistant II position at 24 hours per week to a full-time Collection Management Specialist position. This initiative request would enable the Sun Prairie Public Library's Youth Service department to add and enhance outreach services. The Collection Management Specialist position would support collection needs by developing and maintaining the youth services collection which serves children, birth through 18 in a variety of traditional and emerging formats, including a new "Library of Things" collection. The position would also enhance current outreach efforts by selecting materials and coordinating outreach book depository programs. Due to current staffing levels, the Youth Services department is not able to advance these service goals. This initiative would increase hours for existing staff with the skills and interests necessary to improve the library's ability to meet community needs.		
Why must this initiative be supported through the use of new funding?		
The current budget does not support the position. The library will be receiving an additional \$110,031 in county aid to help offset a tax levy impact. Funding would support the increase in wage and benefits.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Three Council priorities and objectives are supported by this initiative: 1) Human Services, 2) Quality City Services, and 3) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for enhanced outreach. Additional staff hours also allow the library to enhance critical early and grade school literacy as well as teen and adolescent support. Raising the 24-hour per week Youth Services Library Assistant II position to a full-time Collection Management Specialist position brings increased wages and full time benefits. This initiative will improve the library's ability to recruit and retain staff and advance the goal of becoming an employer of choice.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	2	
Department's Initiative Priority Number:	LAI -Adult Services (24 hours)	
Initiative Title:	Library	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		27,287
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	27,287
Net Funding Needed		27,287
Request Justification		
Provide a concise description/justification for this initiative request.		
The Sun Prairie Public Library receives regular requests to provide more programs and outreach. In addition, the library has included a goal of homebound services for over two years. Due to staffing limitations in Adult Services, these requests and goals have not been fulfilled. Increasing hours for existing staff with the skills and interests to advance these efforts will allow the library to better meet community needs. In addition, the Library Assistant positions in the Adult Services department are below the threshold to receive pro-rated medical, vacation, and retirement benefits. An increase from 16 hours per week to 24 hours per week allows the library to meet service goals and advance internal equity.		
Why must this initiative be supported through the use of new funding?		
The current budget does not support the position. The library will be receiving an additional \$110,031 to offset a tax levy impact. The 16 hours position is currently included in the seasonal wage line. If funded, the seasonal wage line would be reduced and the regular wage line would increase.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Three Council priorities and objectives are supported by this initiative: 1) Human Services, 2) Quality City Services, and 3) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for enhanced programming, outreach and homebound visits. Additional staff hours also allow the library to provide critical assistance for adult literacy needs, including digital and technology literacy. Raising the Adult Services Library Assistant I position from 16 hours per week to 24 hours per week brings this position to pro-rated benefitted levels for medical, vacation, and retirement benefits and will improve the library's ability to recruit and retain staff and advance our goal of becoming an employer of choice.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	LAI -Adult Services (24 hours)	
Initiative Title:	Library	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		25,423
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	25,423
Net Funding Needed		25,423
Request Justification		
Provide a concise description/justification for this initiative request.		
The Sun Prairie Public Library receives regular requests to provide more programs and outreach. In addition, the library has included a goal of homebound services for over two years. Due to staffing limitations in Adult Services, these requests and goals have not been fulfilled. Increasing hours for existing staff with the skills and interests to advance these efforts will allow the library to better meet community needs. In addition, the Library Assistant positions in the Adult Services department are below the threshold to receive pro-rated medical, vacation, and retirement benefits. An increase from 16 hours per week to 24 hours per week allows the library to meet service goals and advance internal equity.		
Why must this initiative be supported through the use of new funding?		
The current budget does not support the position. The library will be receiving an additional \$110,031 to offset a tax levy impact. The 16 hours position is currently included in the seasonal wage line. If funded, the seasonal wage line would be reduced and the regular wage line would increase.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Three Council priorities and objectives are supported by this initiative: 1) Human Services, 2) Quality City Services, and 3) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for enhanced programming, outreach and homebound visits. Additional staff hours also allow the library to provide critical assistance for adult literacy needs, including digital and technology literacy. Raising the Adult Services Library Assistant I position from 16 hours per week to 24 hours per week brings this position to pro-rated benefitted levels for medical, vacation, and retirement benefits and will improve the library's ability to recruit and retain staff and advance our goal of becoming an employer of choice.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	8	
Department's Initiative Priority Number:	Professional Development	
Initiative Title:	Library	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		15,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		15,000
Total Request	0.00	15,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
In 2024, the following national professional library conferences are scheduled: Public Library Association (PLA), American Library Association (ALA), and Association for Library Services to Children (ALSC) Institute conferences. PLA and ALSC conferences are held every other year and ALA is held annually. These professional development opportunities are led by national experts and provide staff an opportunity to bring innovative services and best practices to our community. Fees are approximately \$2500 per person and include conference registration fees, travel, and lodging. On July 13, 2023, the Sun Prairie Public Library Board reviewed the Library's request to use fund balance for these staff development opportunities.		
Why must this initiative be supported through the use of new funding?		
These funds were previously allocated to the Library. This does not have an impact on the tax levy. No new funding is required. The library's current meeting and training budget is \$3,900 and mileage is \$725. This additional funding allows for six employees to attend a conference in 2024. The existing budget covers basic costs for the annual staff in-service and local meetings and trainings.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
The two Council priorities and objectives supported by this initiative are: 1) Employer of Choice and 2) Quality City Services. Providing staff development opportunities demonstrates to our employees that we value them and that we are committed to their professional growth. In turn, employees return to Sun Prairie ready to share and implement best practices and innovative services.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	Housing Committee - 1	
Department's Initiative Priority Number:	Tenant Resource Center	
Initiative Title:	Planning	
Department Name:	Housing & Neighborhoods	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		37,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		37,500
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	37,500
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
To fund a satellite Tenant Resource Center (TRC) staff position in Sun Prairie. TRC provides bilingual housing counseling, mediation, eviction diversion & defense, training on tenant and landlord rights, and community outreach. TRC would provide in-person service in Sun Prairie at Sunshine Place three days per week and create a dedicated phone number for Sun Prairie residents to contact during normal TRC operating hours. Dane County supports this service in Sun Prairie and would like to add capacity to the current eviction diversion and defense program. Dane County staff have requested 50% of the position (\$75,000 total) be funded in the county's 2024 budget. Tenant Resource Center's primary office is in downtown Madison with office hours at the UW Madison and Madison College Goodman South Campuses. The downtown Madison location of TRC is a barrier to tenants outside of the city who wish to access in-person services. So far this year (June 2023) TRC has had 708 counseling interactions with Sun Prairie residents and our partnership is anticipating a significant increase with a physical presence in the community. So far this year (June 2023) there have been 92 evictions filed in our zip code, with 8% of overall evictions in Dane County occurring in Sun Prairie; the third highest following Madison and Fitchburg.		
Why must this initiative be supported through the use of new funding?		
This initiative is proposed to be funded through the Affordable Housing Fund. This is a proposed recurring expense beyond 2024. As noted above, this initiative is a collaborative effort with Dane County, which would fund 50% of the position, and Sunshine Place, which would provide office space and support resources at their facility.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative most closely aligns with Housing and Neighborhoods and Human Services. Safe, just, affordable housing is a human right but not a reality for all, especially low-income renters who are most at-risk for homelessness. Through this partnership with TRC, Sunshine Place, and Dane County, renters can get help understanding their rights, communicating with landlords, getting emergency rental assistance, and assistance when facing evictions. TRC also provides training and support for landlords who may need help navigating tenant issues or understanding landlord rights. By locating in Sunshine Place, this TRC position will also complement Sunshine Place's Housing Navigator, whose purpose is to help people find and apply for housing.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:	Housing Committee - 2	
Initiative Title:	Retaliation Mediation	
Department Name:	Planning	
Council Strategic Plan Vision:	Housing & Neighborhoods	
Fiscal Year:	2024	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		15,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		15,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	15,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
With the support of the city's Distressed Properties task Force, a retaliation ordinance has been drafted, the purpose of which is to encourage and protect communication regarding the condition of rental properties. This ordinance is critical for the lowest-income renters in Sun Prairie who often do not make complaints about health and safety code violations for fear of retaliation (e.g. eviction, non-renewal, rent increases). To implement the ordinance the city would contract with a third-party agency, likely the Madison Department of Civil Rights, to investigate and mediate retaliation cases with landlords and tenants at an hourly rate. Landlords will be billed any fees incurred if the investigation finds that retaliatory acts have been committed. Therefore, a majority of the costs are recoverable. The initial caseload estimate is five per year. The purpose of developing a local program is that the current state program has barriers to use - it places burden on tenants to assemble proof, coordinate with an attorney, attend court proceedings, and processing claims takes significant time because DATCP works statewide. The proposed program places the investigatory work with an experienced third party and expedites resolution. Often evictions are looming in retaliation cases and tenants need resolution quickly to prevent homelessness.		
Why must this initiative be supported through the use of new funding?		
This initiative is proposed to be funded through the Affordable Housing Fund. This is a proposed recurring expense beyond 2024. Some of the costs associated with retaliation cases may be recoverable from landlords as determined by the resolution of the complaint.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative most closely aligns with Housing and Neighborhoods and Human Services. Safe, just, affordable housing is a human right but not a reality for all. Especially Sun Prairie's lowest-income renters who are most at-risk for homelessness. Additionally, safe, stable housing improves long-term outcomes for low-income children in educational attainment and family stability. This program will provide protection for tenants to communicate health and safety code violations without fear of retaliation.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:		
Initiative Title:	Colonial Club Contribution	
Department Name:	Mayor	
Council Strategic Plan Vision:	Human Services	
Fiscal Year:	2024	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		10,000
One-time Equipment or Start-up Costs ^e		-
Total Request		10,000
Net Funding Needed		10,000
Request Justification		
Provide a concise description/justification for this initiative request.		
The Colonial Club is requesting an increase in the City's annual support of the Colonial Club Senior Center by \$10,000. The Colonial Club provides direct services to seniors and also operates like a community center, hosting local civic groups and providing social services programming. Overall, expenses have increased for the Colonial Club in many areas.		
Why must this initiative be supported through the use of new funding?		
The Colonial Club served 543 unduplicated individuals in the past year with over 2,615 total events held. Additional funding is needed to maintain day-to-day operations. The total expense budget rose by 6.8% in the past year.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Increasing the Colonial Club contribution aligns with the Council's Health and Human Services priority as the Colonial Club strives to provide a comprehensive set of social services to people age 55 and older, with goals to provide educational and social programming and necessary support services to allow people to safely remain in their homes as they age. The Colonial Club continues to play an important role, not only as the only senior center in town, but as community-based center that offers a variety of programming, services and activities for people of all ages throughout northeast Dane County.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Sunshine Place Financial Support	
Initiative Title:	Administration	
Department Name:	Human Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d	20247.32	20,247
One-time Equipment or Start-up Costs ^e		-
Total Request	20247.32	20,247
Net Funding Needed		20,247
Request Justification		
Provide a concise description/justification for this initiative request.		
Sunshine Place takes great pride in its commitment to providing help to Sun Prairie residents when they need it most. Sunshine Place is requesting an increase in annual funding starting in the 2024 budget to support expansion of its Housing Navigation Services staff from 1 FTE to 1.5 FTE to assist a greater number of families and individuals with securing and/or maintaining stable housing in Sun Prairie. This will help add a bilingual staff and increase service capacity.		
Why must this initiative be supported through the use of new funding?		
New funding is required to support this initiative. Existing revenues to support the service include the City of Sun Prairie ARPA grant, United Way Funding and a pending request from Dane County CDBG. This budget request covers the outstanding funds needed to support the additional staff request.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This budget request aligns with the City's strategic priorities regarding Housing and Neighborhoods and Human Services. Sunshine Place is grateful for the City's focus on ensuring there is housing for all. Housing Navigation Services provide residents with guidance and resources they need to find and maintain housing while also connecting them with coordinated human service support through other programs and partners.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	Partnership Sponsor	
Initiative Title:	Administration	
Department Name:	Human Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		15,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	15,000
Net Funding Needed		15,000
Request Justification		
Provide a concise description/justification for this initiative request.		
The City actively collaborates with nonprofit agencies and entities who share our commitment to our values of Diversity, Equity, and Inclusion. Our partners sponsor and support city events such as the Multicultural Fair, and reciprocating this support strengthens our relationships. This initiative would develop a sponsorship program where nonprofit agencies would be eligible for funding from the city to go towards events, initiatives, and actions that further our guiding principles, such as job fairs, speaker series, DEI presentations, and cultural celebrations. By investing in these events, we are investing in the betterment of our community and supporting organizations that share our values. The equity audit highlighted the desire of various groups for the City to not only participate in planning efforts but also allocate financial resources to support their events, projects, and initiatives. Staff will develop a system for requests with a formal application process, the selection of sponsored events will be made by an internal team of city staff to ensure initiatives will be guided by their alignment with our mission.		
Why must this initiative be supported through the use of new funding?		
At present, there is no dedicated pool of funds aimed specifically at establishing and sustaining partnerships with organizations that share our commitment to advancing DEI throughout the community through sponsorships. New funding will help ensure the success and sustainability of these partnerships, foster mutual growth, and promote a more inclusive and interconnected community. This investment in our community yields several significant benefits. These partnerships and events would directly benefit our community, can lead to more effective recruitment strategies for City positions, create pathways for members of these organizations to engage with the City, and fosters a positive return on investment for our own events.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative strongly aligns with the Council's priority of Human Services. By investing in DEI-related programming and initiatives, we are actively investing in the well-being and growth of our community. This support opens doors for the expansion of both new and existing services, events, and initiatives that contribute to a more inclusive and equitable community. This initiative also supports Council's objective of becoming an Employer of Choice. By demonstrating our commitment to DEI and actively supporting others in this area, we position ourselves as an organization that is willing to be both a leader and partner in advancing these values.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	6	
Department's Initiative Priority Number:	Expansion & Renovation	
Initiative Title:	Library	
Department Name:	Human Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		100,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		100,000
Total Request	0.00	100,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
The Sun Prairie Public Library expects to begin construction for the expansion and renovation project in spring 2024. The City will be borrowing \$15.2M for the construction and \$3.5M will be coming from other sources. On April 13, 2023, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating \$100,000 from the Library's fund balance towards "Other Funding Sources" to support this CIP project.		
Why must this initiative be supported through the use of new funding?		
These funds were previously allocated to the Library. No new funding is required and this does not impact the 2024 tax levy. This initiative is a budget transfer and is a one-time cost.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
The three Council priorities and objectives supported by this initiative are: 1) Human services, 2) Quality City Services, and 3) Sustainable Sun Prairie. Key goals of the expansion and renovation include: 1) a LEED gold facility, 2) a facility that can meet the needs of a growing community, 3) space to support traditional and emerging collections and programs, and 4) flexible and equitable access.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	7	
Department's Initiative Priority Number:	Capital Campaign Costs	
Initiative Title:	Library	
Department Name:	Human Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		40,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		40,000
Total Request	0.00	40,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
Financing for the Library's expansion and renovation project includes a fundraising component. The Sun Prairie Public Library Foundation is actively fundraising and will be entering the public phase of the campaign in the fall of 2023. On April 13, 2023, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating \$40,000 from the Library's fund balance towards Capital Campaign expenses.		
Why must this initiative be supported through the use of new funding?		
These funds were previously allocated to the Library. No new funding is required and this initiative does not have an impact on the tax levy.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
The three Council priorities and objectives supported by this initiative are: 1) Human services, 2) Quality City Services, and 3) Sustainable Sun Prairie. Key goals of the expansion and renovation include: 1) a LEED gold facility, 2) a facility that can meet the needs of a growing community, 3) space to support traditional and emerging collections and programs, and 4) flexible and equitable access.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	9	
Department's Initiative Priority Number:	Marketing & Communication	
Initiative Title:	Library	
Department Name:	Human Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		10,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		10,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	10,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
One of the focus areas within the Library's strategic plan is to develop a more fully aware and engaged community. Within this focus area, the library has identified several methods to advance this goal including the creation of digital and physical specialized public library marketing materials to share with the community. Materials in various formats and in languages other than English will allow the Library to reach more residents. On April 13, 2023, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating \$10,000 from the Library's fund balance towards marketing and communication costs.		
Why must this initiative be supported through the use of new funding?		
These funds were previously allocated to the Library. This does not have an impact on the tax levy. No new funding is required. The library's current advertising and printing budget is \$2800. This additional funding allows for more translation services, expanded digital subscriptions to library newsletters, as well as physical and digital material creation.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
The two Council priorities and objectives supported by this initiative are: 1) Human Services and 2) Quality City Services. The Library is committed to providing and developing services and resources that make a positive impact on the community. Ensuring that the community is aware of these services is critical to evaluating library services and resources and in helps the library advance the goal of a more fully aware and engaged community.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Youth and Family Contribution	
Initiative Title:	Health & Human Services	
Department Name:	Human Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		5,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	5,000
Net Funding Needed		5,000
Request Justification		
Provide a concise description/justification for this initiative request.		
Increase the City's annual support of the Youth and Families Commission by \$5000.00. The Youth and Families Commission provides direct services and funding for a comprehensive set of youth- and families-related services in Sun Prairie. The Commission has not seen an increase in their budget since the 2018 budget session. Since that time, the budget has been increased on the wage side since pay for meetings went to \$30/meeting instead of \$20/ meeting. Additionally, social security and workers' comp insurance costs have increase. The population has steadily increased over the same period of time.		
Why must this initiative be supported through the use of new funding?		
The Youth and Families Commission is requesting an increase of \$5000.00 over last year's funding. While the Youth and Families Commission continues to see improvements in service delivery compared to previous years due to the pandemic, additional funding is needed to support investments of our youth and families.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Increasing the Youth and Families Commission aligns with the Council's Health and Human Services priority as the Youth and Families Commission strives to provide educational and social programming and necessary support services		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:		
Initiative Title:	Community Outreach	
Department Name:	Sun Prairie Utilities -	
Council Strategic Plan Vision:	Administration	
Fiscal Year:	Human Services	
	2024	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		17,381
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		17,381
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	17,381
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
SPU wishes to demonstrate its focus and commitment to the Sun Prairie community by donating to events, school activities, and other charitable organizations that benefit and serve the community. Initiated as part of the SPU 2019-2021 Strategic Plan, the Utilities Commission agreed to provide \$1 per electric meter (based on 17,381 meters) towards these efforts.		
Why must this initiative be supported through the use of new funding?		
This annual recurring expense is based on the Electric Meter Count from the prior year's PSC Report (2022).		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
SPU Strategic Plan 2022-2024- Show our dedication to growing customer relationships by actively engaging through outreach, education, and communication.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	2	
Department's Initiative Priority Number:	Customer Outreach via SSP	
Initiative Title:	Sun Prairie Utilities - Electric	
Department Name:	Human Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		25,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		25,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	25,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
Continuation of support for at-risk customer utilities bills via Sunshine Place help network. Several Federally funded assistance programs which initiated with the pandemic has expired or lost funding going forward. To date, 7/12/23, \$8,739 has been distributed through SSP in 2023. The proposed 2024 budget amount is the same as last year's amount.		
Why must this initiative be supported through the use of new funding?		
This item will be funded with cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Show our dedication to growing relationships with customers by actively engaging through outreach, education, and communication. Sunshine Place has become an excellent partner in identifying and connecting with our low income/ no income customers needing help.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Assistant City Attorney	
Initiative Title:	City Attorney	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		22,409
Full-time Personnel ^b	1.00	140,055
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		8,350
One-time Equipment or Start-up Costs ^e		6,177
Total Request	1.00	154,582
Net Funding Needed		132,173
Request Justification		
Provide a concise description/justification for this initiative request.		
This request would add an Assistant City Attorney as a full-time position. This attorney would be responsible for municipal prosecutions and housing issues, as well as providing general legal advice to City departments. The City is understaffed in the legal department compared to other communities our size, and the addition of the Fire Department will only increase our workload.		
Why must this initiative be supported through the use of new funding?		
Our department does not have the ability to generate revenue, as we are an internal services department.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Housing and Neighborhoods: This position would be responsible for developing and implementing the rent retaliation ordinance, in addition to supporting other quality housing initiatives. They would advise inspection on strategy for dealing with distressed properties and support affordable housing initiatives. Quality City Services: Adding an attorney would allow a faster response time to internal and external stakeholders, and would also allow for legal assistance earlier in the development of new programming. As the City continues to grow, the legal needs and demands will also continue to grow.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Full-Time Municipal Clerk Asst.
Initiative Title:	City Clerk
Department Name:	Quality City Services
Council Strategic Plan Vision:	2024
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	1.00	75,434
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		4,000
One-time Equipment or Start-up Costs ^e		3,360
Total Request	1.00	82,794
Net Funding Needed		82,794

Request Justification
Provide a concise description/justification for this initiative request. The city of Sun Prairie continues to be one of the fastest growing cities in Wisconsin. With that growth the need for city services has also grown. The staffing needs within the Administrative Departments needs to be increased and equalized. After careful analysis and a discussion between Finance, Clerk's Office, Assessor's Office, and Human Resources we believe there is a better way to utilize current resources and some staff support to benefit us all. We are proposing the front desk to be run not by a department, but by the Administrative Division. There will be room for four customer service stations at the front counter. We believe those front stations should include one Financial Technician, who will focus on Finance customers, one Assessing Technician, who will focus on Assessing customers, and a Municipal Clerk Assistant, focusing on Clerk's Office customers. The additional spot at the front counter would be for a Building Inspection staff member to occupy. This way, when citizens come into City Hall they will have immediate access to all these departments. Our plan would be to do some cross training so that the three front counter staff members are able to cover for each other for breaks, lunches, and vacations. These three staff members will also be available to Human Resources to assist with any project work or help they need during busy times. This not only increases the accessibility of all Administrative Services to the public, but it provides an extra layer of security at the front counter with an increased presence for safety. The Administrative Departments will work closely with each other to ensure proper coverage at the front counter at all times. They will also help each other out during busy times such as elections, tax payment, open book, and heavy recruitment periods.

Why must this initiative be supported through the use of new funding? This request will require some funds there are no existing resources for, however, it will also be offset by reallocating funds within the Finance Department, Clerk's Office, Assessor's Office, and Human Resources.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative aligns with City Council's Quality City Services strategic plan priority. It also aligns with the goal of being an Employer of Choice. These positions will be instrumental in providing excellent customer service to the Sun Prairie community which is instrumental to the goal of Quality City Services. Our departments strive for high quality, responsive customer service by providing each customer with attentive and focused care. This staffing plan would free up critical hours of the City Clerk, Deputy Clerks, City Assessor, and Assessor's time to focus on projects and job duties that better align with their job classifications. This position would allow for succession planning in all four departments and allow for cross training and having a backup when there are vacations or illnesses. The proposed position will help the Administrative Team maintain and improve its service daily to both internal and external customers, without extra overtime or the stress associated with tasks left undone and the potential burnout often associated with this.



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Closet Switch Replacement	
Initiative Title:	Information Technology	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		38,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		38,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	38,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
Closet network switches are between 8 and 10 years old. Many of the devices are out of support from the vendor. We propose to modernize these devices. IT replaced the core network switches in 2023, this is the final phase of this technology modernization. These devices will be put on lease and refreshed every five years going forward, providing robust and up to date end user networking services throughout the City.		
Why must this initiative be supported through the use of new funding?		
Funding from the City's Expenditure Restraint grant would fund this initiative.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Quality City Services: This initiative would provide modern, reliable, high-speed networking for City staff and services at all locations.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	CH Council Chambers Audio	
Initiative Title:	Information Technology	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		30,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		2,000
One-time Equipment or Start-up Costs ^e		30,000
Total Request	0.00	32,000
Net Funding Needed		2,000
Request Justification		
Provide a concise description/justification for this initiative request.		
Audio gear in council chambers was last refreshed in 2018, with some equipment still in service since 2008. Amplifiers and other audio gear in the AV room is beginning to fail and is in need of replacement. Replacing this gear will improve in-room audio in the Council Chambers as well as audio in virtual meetings. Existing microphones and speakers in the room will be retained barring failure replacements.		
Why must this initiative be supported through the use of new funding?		
There is no existing funding to replace or maintain the AV equipment in Council Chambers.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Quality City Services: This initiative would provide improved audio in Council Chambers for in-person and virtual meetings.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	2024

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		81,508
Full-time Personnel ^b	1.00	135,619
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		7,500
One-time Equipment or Start-up Costs ^e		20,850
Total Request	1.00	163,969
Net Funding Needed		82,461

Request Justification
Provide a concise description/justification for this initiative request. This position would be a March 1, 2024 start date. The Police Department is now authorized for 61 sworn officers. Over 20 of the sworn personnel have been hired within the last four years and over half of department supervisors have been promoted to their positions within the last four years. We must ensure that a strong culture of community service along with proactively training the young department remain priorities through a dedicated resource. The Police Department needs a dedicated individual responsible for reviewing and evaluating SNPD policies, moving our agency toward accreditation, establish training programs consistent with national best practices, focusing on the professional development of every employee, identifying strategic and tactical ways to improve public trust through every interaction with members of the community, overseeing timely and thorough internal investigations and citizen complaint review, and overseeing incident reviews of high liability activities such as use of force reviews, pursuit reviews, squad crashes, etc. Currently, these activities are spread amongst many supervisors that are responsible for many different activities and are also call responsive. This position would be solely focused on these priorities.

Why must this initiative be supported through the use of new funding? No funding is currently available for this position.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. Quality policing services are essential for maintaining a high quality of life for our citizens. The addition of this position will increase public trust through increased accountability, training, accreditation of policies and ensuring the integrity of the Department is maintained through an internal system where respect, fairness, and compassion are assured, while operating in line with 21st century best practices. To maintain quality policing services, this position will oversee all personnel investigations to ensure investigations are thorough, timely and impartial. This position will review allegations of employee misconduct or accusations against the department while proactively monitoring for any behavior that could decrease the legitimacy of our Department within the diverse communities we serve. From this feedback, through a transparent examination of the information, the position will strive to enhance public trust by creating policies, procedures and training to ensure quality of service to our citizens. This position will facilitate professional growth through training programs, in-service, roll call sessions, and a feedback process that reinforces the Department's management and accountability systems, standards and expectations. This position will be responsible for overseeing reviews of all use of force, pursuits and squad crashes. Finally, this position will be responsible for compiling information from all data sources to enable a comprehensive review of a sworn member's work performance.
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City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Career Firefighters	
Initiative Title:	Fire Protection	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		39,702
Full-time Personnel ^b	2.00	205,518
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		8,000
One-time Equipment or Start-up Costs ^e		1,300
Total Request	2.00	214,818
Net Funding Needed		175,116
Request Justification		
Provide a concise description/justification for this initiative request.		
In April of 2023, Chief Garrison proposed to the PFC and PSC an organizational structure that satisfies the staffing requirements outlined in NFPA 1710 and Wisconsin SPS-330. The minimum staffing required per NFPA 1710 and our MABAS mutual aid agreement is 4 fire personnel (1 officer, 1 Driver/Operator, and 2 firefighters) per engine responding to a call. Since we staff two stations, our minimum staffing is 8 total firefighters (with two of the 8 being officers) per shift. Our implementation plan proposes 24-hour shifts for career personnel and utilizing paid-on-premises personnel to supplement our full-time staffing to ensure the Fire Department meets these minimum standards. To move forward it was approved to hire two additional FTE Firefighters to begin employment on January 1, 2024.		
Why must this initiative be supported through the use of new funding?		
The personnel are needed to meet immediate staffing minimums as recruitment and retention of Paid-on-Premise personnel is a struggle in public safety throughout the country. As The City of Sun Prairie grows, we must increase FTE staffing that meets national standards for the safety of personnel. A SAFER grant has been submitted for 2023. We will not know until October whether we will be rewarded the grant. We must move forward in staffing whether the grant is successful or not.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This is in-line matches the quality of services initiative. To continue to staff two stations twenty-four hours a day, seven days a week we have to continue incremental adding of full-time staff. Recruitment and retention of LTE staffing will continue to decline, and the availability to recruit Part-time personnel for daytime staffing is unrealistic. To meet staffing level and continue to provide the city and towns optimal quality service, staffing levels must be maintained.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Plan Review Outsourcing	
Initiative Title:	Building Inspection	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		(88,792)
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		(34,000)
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	(34,000)
Net Funding Needed		54,792
Request Justification		
Provide a concise description/justification for this initiative request.		
Due to increased work demands and staff retirement, this initiative is proposing to shift all commercial building, HVAC, and most plumbing plan review to a third-party partner. We currently employ an LTE commercial building and HVAC plans examiner, and he has indicated he wishes to no longer continue in his current capacity. After considerable research, we have concluded that there is likely no other candidates to fill the LTE position, leaving limited options to replace this service. Plumbing plan review is currently undertaken by existing staff, however with an increasing demand for field inspections and consultation, it has resulted in a significant amount of overtime, as well as outsourcing a large amount of plumbing plan reviews over the past two budget cycles. After significant research, it is our conclusion that this is the most cost-effective means to continue to provide the same or better level of service to our stakeholders that they have become accustomed to. Under this model, the contractor would accept plans on behalf of the city, assess and collect the review fees, and then reimburse the city a preset portion of the fee on a monthly basis.		
Why must this initiative be supported through the use of new funding?		
This initiative will result in the decrease of revenue across the various commercial plan review accounts, as the third-party partner will retain approximately 80% of plan review revenues. There will be a cost savings in overtime and seasonal wages, as well as professional services operating expenses. In addition, companion revenue initiatives are proposing a fee increase for certain permit fees and plan review services which will assist in offsetting the lost revenue in order to minimize the impact on the general levy.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
The City of Sun Prairie has delegated authority to provide commercial plan examination services by the Wisconsin Department of Safety and Professional Services. This appointment allows the city to provide this to our stakeholders at the local level where it is much more efficient and timelier than at the state level, and meets the council objective of providing quality city services. By partnering with a third party resource, we feel that this will provide greater capacity to meet the ever-increasing demands within the built environment of the city.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Utility Locate Technician	
Initiative Title:	Public Services	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		81,726
Full-time Personnel ^b	1.00	94,298
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		4,500
One-time Equipment or Start-up Costs ^e		3,360
Total Request	1.00	102,158
Net Funding Needed		20,432
Request Justification		
Provide a concise description/justification for this initiative request.		
This position will mark the location of underground utilities including sanitary sewer, storm sewer and traffic control. The City is legally obligated to mark the utilities within 3 business days of receiving a request from Diggers Hotline. The City receives daily requests for these markings. Currently staff from the various divisions mark their own utilities. By combining the marking responsibilities into a single position the City can more efficiently deliver this service. The marking requests currently are taking substantial time away from other maintenance activities in the storm and sanitary divisions. The volume of marking requests peaks during the summer construction season, but continues throughout the year. During the winter months when the volume of requests decreases, this position will assist with snow removal throughout the City and other utility maintenance tasks.		
Why must this initiative be supported through the use of new funding?		
The current marking tasks are done by employees in three different divisions, in addition to their regularly assigned duties. The volume of marking requests continues to increase. A new position will allow for more efficiently by only sending one employee to mark any utilities that are the responsibility of the Public Services Department.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Quality City Services - Underground Utility Marking is an important and legally mandated task for the City. Accurately marking underground lines protects the City's infrastructure and provides safety for crews that are excavating, utility customers and the general public		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	Rental Loader for Snow Operations	
Initiative Title:	Public Works	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		15,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		15,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	15,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
City staff utilize wheeled end loaders as part of the snow removal fleet. End loaders are used on City streets, cul-de-sacs, and parking lots. This piece of equipment allows staff to remove snow safely and efficiently, as compared to the alternative, a pickup truck with a plow. Previously the City rented a single loader that was used solely for loading salt into plow trucks. With the addition of Wastewater staff to the snow removal force, the team has qualified operators who are able to use a rented loader for snow operations. This would be one-time funding to pilot the rental of two loaders. Data will be gathered to determine if efficiencies and savings were realized during the single year pilot program.		
Why must this initiative be supported through the use of new funding?		
Funding would come from the Expenditure Restraint grant dollars the City will receive in 2024.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Snow removal operations are a core responsibility of the Public Works department, and aligns with the Quality City Services strategic plan priority. This rental loader will allow staff to remove snow from City streets, safely and efficiently, benefiting all residents.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	Crash Attenuator	
Initiative Title:	Public Works	
Department Name:	Employer of Choice	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		42,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		42,000
Total Request	0.00	42,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative funds the purchase of a trailer equipped with crash protection attenuator and message board to be used behind vehicles while working in the street.		
Why must this initiative be supported through the use of new funding?		
Funding would come from the Expenditure Restraint grant dollars the City will receive in 2024.		
Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.		
This initiative aligns with the Employer of Choice strategic priority. Per State of Wisconsin statutes, any time personnel are doing work within the travel lanes of any state highway, a crash attenuator barrier must be used to protect the workers and vehicles. Since State Highway 19 runs through the City of Sun Prairie any time staff are performing road work an attenuator must be used. This device will also be used anytime crews are working in travel lanes throughout the City to aid in the protection of workers.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Add .275 FTE for Rec Coordinator	
Initiative Title:	Parks and Recreation	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		21,355
Full-time Personnel ^b	0.28	21,355
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.28	21,355
Net Funding Needed		0
Request Justification		
Provide a concise description/justification for this initiative request.		
The Parks, Recreation & Forestry Department strives to stay ahead of trends and anticipate the needs of the community in regards to recreation programming and events. As the community continues to grow, so does the demand for programming and events. As a result, department program offerings have increased in recent years as we have added more programs and offerings, however, we feel we haven't increased offerings to the full potential because of the limited capacity of this position and others. The Recreation Coordinator responsible for the program management and oversight is only a 29 hour per week position currently. Because of the limited number of hours, the Recreation Supervisor and Recreation Director are sharing some of the workload of the Recreation Coordinator, which is not allowing those positions to focus on the priorities of their roles. Increasing this position to a 1.0 FTE will allow for more thoughtful, intentional and high quality programming that meets our community's needs. Additionally, part of the responsibility that this role will take on is to provide needed support to the department's Community Events/Sponsorship Manager during winter months. Currently the Events Manager oversees 40+ events between PRF and BID and is in dire need of additional staff resources to assist with community events. Overall, this position will fill several gaps that currently exist within the PRF department.		
Why must this initiative be supported through the use of new funding?		
This .275 FTE initiative will be funded using existing revenue from Recreation Fund 280. This fund has consistently brought in excess revenues after accounting for all direct costs and partial indirect costs. The Parks, Recreation & Forestry Department would like to utilize these excess revenues to move the Recreation Coordinator position to full time.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Quality City Services & Employer of Choice are the two council priorities/objectives that closely align with this initiative. By providing funding to move this position to full-time status, Quality City Services will be achieved by increasing our program capacity to keep up with the growing wants/needs of the community. The PRF Department has seen a large increase in demand for preschool and youth programs the last few years and the Rec Coordinator is responsible for the management of these programs. Due to the limited capacity and hours per week of the position, the workload is shared between this position and the Recreation Supervisor and Recreation Director. Employer of Choice will be achieved in this sharing of the workload, which will allow other PRF staff that are supporting the workload to have a more manageable workload in their own position. All staff will be able to focus on the priorities of their role. In addition, we have seen turnover in this position in recent years. Having full time status will help with future recruitment and retention and will continue to support Council's priority of being an Employer of Choice.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Increase to Parks Contracted Services
Department Name:	Parks and Recreation
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2024

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		30,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	30,000
Net Funding Needed		30,000

Request Justification
Provide a concise description/justification for this initiative request. Currently, our department is responsible for the maintenance, management, and operation of 44 city parks and over 400 acres of parkland. Nearly every park has at least a playground and turf grass to maintain, with several other amenities, facilities, and dedicated infrastructure at each park that are maintained on a daily basis, year-round. In addition, dozens of parks have additional infrastructure that our department is responsible to maintain in such as buildings, restrooms, parking lots, cement/asphalt paths, signs, benches, tables, athletic fields and courts, fences, bridges, etc. Much of the infrastructure in city parks was installed over 20 years ago and are in need of repair. In addition, each year we add new infrastructure and new areas to maintain in addition to receiving daily requests for new services, amenities at city parks (for example, porta-potties during off-season months). Our current operating, wages, and repairs/maintenance budgets are not enough to keep up with the demands from our growing community. Our department proposes to increase our operating budget by \$30,000 to address these needs. This increase will satisfy the growing maintenance needs for approximately years without need for an additional increase. In 2023, we received a \$10,000 increase the the repairs/maintenance line, which helped greatly, but still does not meet the growing needs. The additional \$30,000 will help us to better address the maintenance needs to aging and new infrastructure as well as the ongoing requests we get from the community for services and/or amenities in our park system. By adding it to the operating budget, it also allows us to cut back on the capital budget for more routine maintenance projects such as sport court resurfacing and striping, bridges/boardwalk repairs, benches/tables replacement, ADA access projects, etc.

Why must this initiative be supported through the use of new funding? Our current operating, wages, and repair/maintenance budget is not enough to keep up with our aging and new park infrastructure.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative supports the Quality City Services goals. By increasing our contracted services budget, the PRF Department will be able to continue to accommodate the growing demands of our city which affects their daily quality of life.



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	2	
Department's Initiative Priority Number:	Parks Planning Initiative	
Initiative Title:	Parks and Recreation	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		50,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		50,000
Total Request	0.00	50,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
Planning activities are essential to effective management of the park system and the increasing complex demands for services and the limited public resources require investment in professional services to develop roadmaps for future programs, services, facilities, features, etc. The Parks, Rec and Forestry department requires a number of plans that recur every five years in order to obtain and maintain grant opportunities and to meet national standards for Parks and Recreation agencies as set forth by the National Recreation and Park Association. Specific plans include: 2024-2028 Parks and Open Space Plan (updated every 5 years), 2025-2029 PRF Department Strategic Plan (updated every 5 years) and 2026-2030 Community Recreation Needs Assessment (updated every 5 years). Additional needed plans also include new park development master plans, periodic updates to the existing parks ADA transition plan, master plans for all community parks, feasibility studies for new programs, services and facilities as needed, etc.		
Why must this initiative be supported through the use of new funding?		
Funding would come from the Expenditure Restraint grant dollars the City will receive in 2024.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative meets both the Sustainable Sun Prairie and Quality City Services strategic priorities. Developing roadmaps and plans for the future of the park system provides the opportunity to ensure the future preservation, conservation, and stewardship efforts of our public lands based on community needs and wants. Planning also ensures the highest quality park system and recreational offerings for our community. The National Recreation and Park Association sets forth standards for parks and recreation agencies, of which, having a regularly updated parks and open space plan, system wide master plans, needs assessments and strategic plans are all considered a fundamental need for parks and recreation agencies to operate within national best practices.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	Youth Baseball Complex	
Initiative Title:	Parks and Recreation	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		400,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		400,000
Total Request	0.00	400,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This project is for new chainlink infield fencing at the Sun Prairie Youth Baseball Complex. Sun Prairie Youth Baseball and Softball (SPYBAS) is an organization that serves over 800 young boys and girls, seeing significant growth over the last several years. The Youth Baseball Complex is home to SPYBAS and is now over 30 years old. A majority of the structures and other assets at the YBC are original and are either past or nearing the end of their useful life. Specifically, the fencing at the park is in poor condition and is becoming a safety hazard. As part of the existing MOU with SPYBAS, there is to be a 50/50 cost share of the replacement of the infield fencing. Having a safe and high quality facility that is used by so many Sun Prairie youth is an imperative component of having quality city services.		
Why must this initiative be supported through the use of new funding?		
Funding from the SPBAS and Health Inservice fund balance will be used to fund this project.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative addresses quality city services. SPYBAS's programming has seen explosive growth over the last several years and is trending for continued growth for years to come. The existing facility is showing its age and the fencing is in disrepair. Replacing it is critical to ensure spectator safety as well as a high quality baseball experience for our community's youth.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	4	
Department's Initiative Priority Number:	Dog Park Enhancement	
Initiative Title:	Parks and Recreation	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		250,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		250,000
Total Request	0.00	250,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
The Dog Park Enhancement Project will invest in new improvements at the existing Pet Exercise Area. Specific improvements include adding boardwalk to the low, wet area of the dog park. This project also includes replacing any fencing in disrepair, and adding additional amenities such as agility course equipment, additional benches, etc. Extensive discussion and consideration has been given to the need for a second dog park in Sun Prairie. Parks, Recreation & Forestry Department staff solicited input from the community as to a variety of different options. Staff presented the options in August of 2020, at which point the City Council voted in favor of investing in the existing dog park by making a number of improvements to it outlined in the description of this project. The dog park is one of the most heavily used park facilities in the park system. The dog park has several acres of land in a low, wet area that is undesirable to many dog park users, by constructing a boardwalk throughout this area, it will make it more desirable and usable. This project aligns with the Quality City Services strategic priority by providing amenities that contribute to a high quality of life and health and wellness for residents and their pets..		
Why must this initiative be supported through the use of new funding?		
Fudn balance from the Health Inservice fund will be used towards this project.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative addresses quality city services. There is large community support and interest in creating a more dog-friendly community. The dog park is a great amenity for dog owners, but has a low, wet area that users often report frustration with. This area limits the usable acreage of the dog park. By adding boardwalk, repairing fencing, and adding dog agility amenities, the dog owners will have a high-quality place to exercise their dogs.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	5	
Department's Initiative Priority Number:	Security Cameras & Public	
Initiative Title:	Parks and Recreation	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		27,276
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		6,120
One-time Equipment or Start-up Costs ^e		27,276
Total Request	0.00	33,396
Net Funding Needed		6,120
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative is to continue to purchase and install wireless security cameras and provide public Wi-Fi at community parks and shelters with restrooms. We currently have security cameras and public Wi-Fi at 4 community parks including Vandenburg Heights, Wetmore Sheehan - West, and Liberty. In 2023, we added two more parks which included Stoneridge Estates Park and the Pet Exercise Area. We still need security cameras and public Wi-Fi at several additional locations including Orfan Park, Wyndham Hills, and Carriage Hills Estates. In addition, security cameras should also be added to the Parks Maintenance Shop to help protect the assets stored at the facility. So far, the existing security cameras have proved to be helpful in curbing vandalism within the park system, while also providing the public with the infrastructure to use public spaces as outdoor offices (which became more popular due to the COVID-19 pandemic) and a space for doing schoolwork for those without internet access. The installation of the camera system has resulted in several instances where park vandals have been caught and ticketed. With the increased usage of the park system, security cameras are an effective tool in keeping our parks clean, safe and inviting. In addition, the wi-fi at parks will significantly help with logistics of community events, which have expanded significantly over the years. Lastly, it is worth noting that monthly service would not be required at the Parks Maintenance Shop as it currently has public Wi-Fi.		
Why must this initiative be supported through the use of new funding?		
Funding would come from the Expenditure Restraint grant dollars the City will receive in 2024.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Quality City Services. This initiative provides an effective tool in protecting the City's multi-million dollar park system asset as well as provides free public Wi-Fi. Vandalism continues to be an issue throughout the parks, and with the installation of cameras in several parks, the cameras have allowed police to more effectively investigate reported incidents at city parks as well as deter vandalism. Security cameras provide park visitors with an added layer of safety and security in public spaces as well as provides free public wi-fi which contributes to the City's equity initiatives.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	Production Manager Funding
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2024

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	1.00	124,942
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	124,942
Net Funding Needed		124,942

Request Justification
Provide a concise description/justification for this initiative request.
This initiative covers the cost of one SPMC Production Manager, including wages and benefits. The justification of this request is that the Media Center expends much staff time toward city productions such as the recording, production, and management of all city committee and commission meetings as well as the production of city-sponsored programming ("Inside Your City") specifically designed to inform the community on city issues, as well as public service announcements, etc. Additionally, this funding would support the access of departments to the Media Center for use of equipment and media center staff assistance.

Why must this initiative be supported through the use of new funding?
The 5-year financial management plan that the director of administrative services created for the media center predicted that the Media Center will be operating in a budget deficit for all five years of the FMP. The Media Center has been using fund balance over the last several years to fund both one-time initiatives and on-going operations. The current fund balance for the Media Center is \$155,780 as of end of 2022. Staff has brainstormed several budget solutions for consideration and discussion. As we discuss and consider potential funding solutions to the predicted budget deficit for the fund, it is important to note 80% of the Media Center's expenditures currently and in the future are the wages and benefits associated with the full-time, part-time, and seasonal employees of the Media Center. It is the finding of the five-year FMP that the Media Center will not be able to operate within its budget simply by cutting back or eliminating current services that it provides.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
The city council, city administration, city staff, and the community benefit from the quality city services that the Media Center provides. To provide those quality city services at the same level that city staff/council and the community have come to expect and appreciate, the Media Center needs financial assistance to help fund its current staff. The Media Center has undergone and is currently implementing findings from a strategic plan and plans other ways to narrow its current budget gap including hiring a Business Relationship Manager, but this initiative is crucial to preventing staffing and city services cutbacks which are undesirable as the Sun Prairie continues to grow and the Media Center grows with it.



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	New Studio Flooring	
Initiative Title:	Cable Access Television	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		23,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		23,000
Total Request	0.00	23,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
The tile flooring in our television studio rooms, and the adjoining prop room, are in very bad shape and are overdue to be replaced. The tile is coming up off of the floor creating not only an aesthetically unappealing appearance but a potentially dangerous tripping hazard as well. Since these are areas that will be unchanged by the upcoming library expansion, 2024 is a good time for this work before the situation becomes any worse.		
Why must this initiative be supported through the use of new funding?		
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center fund balance.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative supports the council's priority of providing quality city services. Although an upgrade to studio flooring is admittedly not as exciting as new audio/visual equipment, the fact is we can't continue for long to do the exciting work and provide the quality city service that the Media Center provides on surfaces that are crumbling beneath us. It's an issue that staff does not feel good about delaying any longer.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	4	
Department's Initiative Priority Number:	Mobile Video Kits	
Initiative Title:	Cable Access Television	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		4,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		4,000
Total Request	0.00	4,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
One of the major services we provide at the SPMC is the ability for members and KIDS-4 participants to checkout camera equipment to film movies, community events, etc for air on our channels and our on-demand platforms. The trend in videography is getting smaller and smaller and nowadays our customers are just as comfortable shooting video on cellphones or tablets as they are shooting on larger camcorders, and perhaps more so. We have been dipping our toes into shooting more on phones and we have been happy with the response. Just recently we shot some pickleball footage simultaneously on a camcorder and a phone and the phone footage was superior. So in 2024 we are looking to making more mobile options available while scaling back the amount of full-size camcorders with an eye one day of mainly using mobile options for simpler recordings and camcorders for more complex/live shoots.		
Why must this initiative be supported through the use of new funding?		
This initiative would not require new funding but would be covered within the confines of the Sun Prairie Media Center fund balance.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative supports the council's priority of providing quality city services. Residents expect the Media Center to provide not only higher-quality equipment for use than they could or would want to invest in themselves, but to also provide equipment that is readily simple to use and does the best job. Nowadays shooting video on cell phones is not only acceptable, it's preferred by many. Additionally, the equipment needed to provide quality video/audio on cell phones is less than half of what it costs to get good audio/video on full-size camcorders. If we continue to push only camcorders on our users, I worry we'll be seen as prehistoric.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Collection System Lead	
Initiative Title:	Wastewater Treatment Plant	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		17,324
Full-time Personnel ^b	0.00	17,324
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	17,324
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
A new position. Collection system team has been created and grown and a lead position is needed. The lead will be a working, hands-on position. This is also a succession planing and career ladder position. Cost for the position is based on market.		
Why must this initiative be supported through the use of new funding?		
Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative help provide quality city services and futher advancement of staff and compensation and part of the commitment to becoming an Employer of Choice.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Vegetation Management	
Initiative Title:	Sun Prairie Utilities - Electric	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		75,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		75,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	75,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This Initiative continues Sun Prairie Utilities' tree trimming distribution line clearance program. This program is essential for maintaining reliability on the overhead primary system by clearing trees and general foliage in a standard radius around overhead electric distribution facilities. After review of clearance operations during the 2023 season, staff is requesting continued support of this initiative as vegetation, wildlife, and weather make up 44.5 percent of SPU outage causes per the APPA eReliability Report for 2022. The budget increase of \$15K for 2024 includes an increased number of complete takedowns and requested safety cuts that SPU has experienced in 2023 and predicts for 2024.		
Why must this initiative be supported through the use of new funding?		
This initiative will be funded with cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
SPU Strategic Plan 2022-2024: Build upon a track record of operational reliability, safety, and performance to sustain our position as a best-in-class utility. Maintaining standardized clearance distances from overhead primary distribution lines allows Sun Prairie Utilities to meet IEEE reliability metric goals and deter nuisance outages. SPU also supports residential arborists and contractors by providing safety clearance cuts and complete takedowns. This improves reliability of the system during weather events and increases safety for SPU field crews that maintain the distribution system.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Microsoft Server Licensing	
Initiative Title:	SPU - Technology	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		5,631
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		5,631
Total Request	0.00	5,631
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
SPU currently is running in a Windows 2012 server environment. We have begun the process of migrating to a Windows 2019 server environment. This will require new Server licenses and Server client access licenses (CALs). As of now we have (2) 2019 Server licenses. We will require an additional (6) server licenses and (50) 2019 CALs. As they are the same price, we will be purchasing 2022 licensing but installing 2019 software.		
Why must this initiative be supported through the use of new funding?		
This initiative will be funded with cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Software licensing is an essential part of IT operations, thus a necessary support item.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	Operational Technology Scanner
Initiative Title:	SPU - Technology
Department Name:	Quality City Services
Council Strategic Plan Vision:	2024
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		27,212
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		27,212
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	27,212
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. SPU operates two operational technology networks, one for the Electric SCADA and the other for the Water SCADA. These networks are segregated from each other and the SPU administrative computer network, however, they currently lack monitoring tools. This budget initiative introduces an operational technology scanner to monitor/alert/report/mitigate any anomalous network traffic detected on the Electric and Water SCADA networks. This scanner is not initially intended for the SPU administrative network as we already have similar tools in place, however, it is also capable of monitoring our administrative network with the proper licensing which is a possibility in the future.

Why must this initiative be supported through the use of new funding? This initiative will be funded with cash reserves.
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Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. A primary objective of our IT operations is both physical and cyber security. This initiative is an effective tool to provide additional monitoring and detection of unwanted network traffic.
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City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:	3	
Initiative Title:	Microsoft 365 Licensing	
Department Name:	SPU - Technology	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2024	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		10,392
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		10,392
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	10,392
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
SPU currently has an assortment of Microsoft 365 licenses. 52 Exchange Online licenses, 18 MS 365 Apps for Business licenses, and 1 MS 365 Business Standard license. This initiative is meant to move all the SPU employees to a common license, the 365 Business Premium license. This license will provide all the current Microsoft Office products including Teams but will also license SPU for Microsoft Intune and Microsoft Defender. Intune will provide an MDM (Mobile Device Management) platform and Defender will provide another layer of cloud based security tools. The \$10,392 annual price will replace the current approximate annual cost of \$6,924 which is an increase of \$3,468 annually.		
Why must this initiative be supported through the use of new funding?		
This initiative will be annually funded by cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Software licensing is an essential part of IT operations, thus a necessary support item.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	1	
Department's Initiative Priority Number:	Well Site Door Replacement	
Initiative Title:	Sun Prairie Utilities - Water	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		11,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		11,000
Total Request	0.00	11,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative replaces the entry doors at Well Houses #5 and #6. Sun Prairie Utilities replaced two doors at Well 7 in 2023 due to deterioration from the elements and chemical processes. Well 7 was prioritized over the items in the budget initiative for safety concerns on the Well 7 Chemical Room door. Staff proposes continued replacement of entry doors at Wells 5 and 6. The cost includes the replacement of the door and compatible frame for the current security system.		
Why must this initiative be supported through the use of new funding?		
This initiative will be funded by cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Continued maintenance of Sun Prairie Utilities' water system infrastructure is essential for mitigating risk and maintaining resiliency.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	2	
Department's Initiative Priority Number:	Chemical Pump Replacement	
Initiative Title:	Sun Prairie Utilities - Water	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		12,246
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		12,246
Total Request	0.00	12,246
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative replaces all remaining chemical feed pumps at SPU Well Sites to a standardized model. Sun Prairie Utilities has replaced chlorine and fluoride feed pumps periodically through 2022 and 2023 to a standardized feed pump model. During the 2023 Sanitary Survey, conducted by the DNR, Item Deficiency #4 identified the remaining chemical pumps for replacement. The compliance due date for this deficiency is June 30, 2024.		
Why must this initiative be supported through the use of new funding?		
This initiative will be funded by cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Continued maintenance of Sun Prairie Utilities' water system infrastructure is essential for mitigating risk and maintaining resiliency. SPU has the obligation to remain in compliance with Wisconsin DNR system deficiencies. This item was identified as Item #4 in the 2023 Sanitary Survey.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	Cross Connection Control Program	
Initiative Title:	Sun Prairie Utilities - Water	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		84,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		84,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	84,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative implements a DNR-approved Cross Connection Control Program. Identified as Deficiency Item #3 in the 2023 DNR Sanitary Survey, Sun Prairie Utilities (SPU) must establish a cross connection control program that adheres to NR 810.15 of the Wisconsin Administration Code. SPU must reclassify the existing program into inspection frequencies based on building use and risk, instead of meter size. The compliance date for this process March 1, 2025 for reclassification and scheduled inspections. SPU would continue to inspect residential classifications with field staff, but would look to a third party for inspection, documentation, and enforcement of commercial and industrial classifications.		
Why must this initiative be supported through the use of new funding?		
Cash reserves will be utilized to fund this initiative. Because it is a legal DNR requirement and a new initiative that we do not have the specialty or manpower to accomplish with existing staff, SPU deems this an excellent use of contracted expertise and efficiency. The costs of this service will decrease significantly over time, as deficiencies get identified and corrected in the first round of inspections.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This item was identified as Item #3 in the 2023 Sanitary Survey with a compliance date of March 1, 2025. An effective Cross Connection Control Program, and its enforcement, is essential to maintaining the integrity of a public water system through contamination prevention measures.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	4	
Department's Initiative Priority Number:	Well 5 Pump and Well Maint	
Initiative Title:	Sun Prairie Utilities - Water	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		111,600
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		111,600
Total Request	0.00	111,600
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative addresses scheduled pump maintenance and inspection deficiencies for Well 5 and the Well 5 Reservoir. Well 5 has one deep well and two booster pumps that deliver potable water into the distribution system from the in-ground storage reservoir. Occasionally, these pumps need to be completely pulled and taken in for general maintenance, service, and inspection. Also, the well casing is inspected and cleaned. This ensures that the well site stays in good working order and efficiently performs in the system. Wells 5, 6, and 9 were all scheduled for similar maintenance in 2025, but staff is proposing Well 5 in 2024, Well 6 in 2025, and Well 9 in 2026 to alleviate large maintenance expenses in a single year. Additionally, the 10-year scheduled DNR-required drain down inspection identified several deficiencies that staff recommend addressing.		
Why must this initiative be supported through the use of new funding?		
This initiative will be funded by cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
Management of water infrastructure and equipment through regular scheduled maintenance prolongs the useful life of the equipment and maintains the reliability that customers of Sun Prairie Utilities expect for service.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:	5	
Initiative Title:	Paving Maintenance	
Department Name:	Sun Prairie Utilities - Water	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2024	
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		28,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		28,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	28,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
This initiative covers costs incurred through City of Sun Prairie Pavement Rehabilitation Projects. During paving operations performed by the City of Sun Prairie, there are situations where existing curb stops, water valves, hydrants, or hydrant valves may need to be repaired or otherwise maintained due to the paving work. This initiative amount addresses all 2024 street pavement rehab projects planned by the City of Sun Prairie. In 2021, SPU began investigation and contracted repair of curb stop valves in projects where water main was not being replaced. The adjusted value from the City of Sun Prairie CIP reflects estimations on main valve maintenance and curb stop valve repair.		
Why must this initiative be supported through the use of new funding?		
This initiative will be annually funded with cash reserves.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
The City of Sun Prairie bills Sun Prairie Utilities for any maintenance to the water infrastructure related to paving or road reconstruction projects. These costs are a direct result of the project(s) and generally lead to an improved system with regard to the paving or reconstruction operations.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	Document Management	
Initiative Title:	City Clerk	
Department Name:	Sustainable Sun Prairie	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		62,500
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		62,500
Total Request	0.00	62,500
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
The Clerk's office is charged with maintaining documents in accordance with state statute, many of which are required to be kept permanently. While we have, in recent years, transitioned to creating and storing digital documents, thousands of historical paper records exist and are stored within city hall. While the documents are kept secure, ongoing maintenance, storage space, retrieval, and accessibility are worrisome. The Clerk's office has worked diligently for two years beginning the process converting paper documents to electronic documents and migrating in to the city digital records management platform. This has required the steady work of an LTE in addition to the full-time staff assigned this task. This project proved to be too time-consuming to feasibly be done by limited term employees and current staff. It also requires resources we do not have to digitize fragile and/or over-sized documents, such as record drawings and blueprints. We are proposing to continue with the partnership with CH Coakley for conversion. By digitizing these documents, it has greatly improved access and retrieval, provided greater security, and ensured that we are maintaining compliance with records retention laws for the documents converted so far.		
Why must this initiative be supported through the use of new funding?		
Funding for this initiative would come from the Expenditure Restraint grant money the City will receive in 2024.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative would support the Council's "Sustainable Sun Prairie" priority set forth in the Council's strategic plan. Continuing to maintain and store paper documents is burdensome and not sustainable for future growth. It is increasingly difficult to efficiently search for and retrieve documents to satisfy staff needs and open records requests. The technology exists to convert these documents in to the city digital records management system which will elevate the record retention program to a more modern and secure level.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	2	
Department's Initiative Priority Number:	Comprehensive Energy Audit	
Initiative Title:	Administration	
Department Name:	Sustainable Sun Prairie	
Council Strategic Plan Vision:	2024	
Fiscal Year:		
Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		76,190
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		76,190
Total Request	0.00	76,190
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
Congress authorized \$550 million to the Energy Efficiency and Conservation Block Grant (EECBG) program of which \$440 million will be distributed to eligible states, local governments and tribes. The purpose of the program is to support eligible entities in reducing fossil fuel emissions, reducing total energy use, and improving energy efficiency in the transportation, building, and other relevant sectors. The EECBG formula grant is allocated based on community population size, with Sun Prairie calculated to receive \$76,190 based on the published Notice of Intent (NOI) Local Government Allocation. In early 2023, the council approved authorization for city staff to apply for the EECBG formula grant. Staff anticipate receiving the funds in 2024 to conduct an investment grade audit and assist with a greenhouse gas inventory to provide a deeper analysis of the energy performance and energy savings opportunities of municipal buildings.		
Why must this initiative be supported through the use of new funding?		
The formula block grant will cover the funding for this new one-time request.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
This initiative supports the Council's Sustainable Sun Prairie priority. The Council passed a resolution in 2022 committing to 100% clean, renewable energy for municipal operations by 2025 and this initiative will help get the city closer to reaching this goal. This funding will set a baseline to help the city understand where to prioritize energy upgrades and emissions reductions. It will assist in defining identifying potential energy saving opportunities in buildings and support future investment in energy efficiency upgrades in municipal buildings.		



City of Sun Prairie
Budget Development Process
2024 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Document Scanning Service
Department Name:	Sun Prairie Utilities -
Council Strategic Plan Vision:	Administration
Fiscal Year:	Sustainable Sun Prairie
	2024

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		75,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		75,000
Total Request	0.00	75,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
In an effort to head in a paperless direction, create archiving efficiencies, and minimize the storage at the new facility, SPU wants to hire a scanning service. We are using the City's itemized quoted costs from Coakley to create this budget. It is estimated if all 553 boxes in the basement required scanning, the total cost would be \$193K. Given two years to complete and the likelihood that we will be able to reduce the scanning needs by 25%, staff feels \$75K to be a good annual budget in 2024. In conjunction, SPU will be working to compile and get approved a Records Retention Policy.

Why must this initiative be supported through the use of new funding?
This initiative will be funded with cash reserves.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
This initiative is timely in that it somewhat coincides with the move to the New SPU Operations Facility. With 553 boxes in the basement of the existing facility, a little housecleaning is needed.



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APPENDIX C : FINANCIAL POLICIES



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CAPITAL IMPROVEMENT POLICY

TITLE:	CAPITAL IMPROVEMENT POLICY	CREATION DATE:	JANUARY 17, 2017
POLICY SOURCE:	FINANCE DEPARTMENT	REVISION DATE:	FEBRUARY 6, 2018
APPLICATION:	ALL EMPLOYEES		
INDEXED AS:	CAPITAL IMPROVEMENT		

1. GENERAL POLICY

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

2. CAPITAL PROJECT (definition)

A Capital Project (CP) is defined as a planned activity that creates, improves, maintains, repairs, or replaces a fixed asset; results in a permanent addition to the City's asset inventory valued at \$25,000 or greater; and has a useful life of more than 10 years.

Capital improvements usually involve one of the following actions:

- Acquisition of property, equipment, or debt-financed assets;
- Construction of new facilities; and/or
- Rehabilitation, reconstruction, renovation, or upgrade of an existing asset to a condition which extends its useful life and/or increases its capacity.

Included within the above definition of a Capital Improvement Project are the following items:

- Construction of new facilities
- Remodeling or expansion of existing facilities
- Purchase, improvement, and development of land
- Street construction, reconstruction, resurfacing, or road improvements
- Sidewalks, Bike Paths
- Water, wastewater, and stormwater infrastructure
- Vehicles, Heavy Equipment, IT Infrastructure, and Other Machinery and Equipment
- Planning, engineering, and administrative costs related to specific capital improvements
- Equipment and furnishings purchased as part of a capital project

Fleet rolling stock and equipment are excluded from the CIP Policy.

Projects meeting the above definition shall be eligible for consideration and inclusion in the annually updated Capital Improvement Plan. Any and all expenditures meeting the criteria for fixed assets as defined by the City's Fixed Asset Policy shall continue to be budgeted and accounted for as capital expenditures, however, will not be eligible for inclusion in the Capital Improvement Plan unless they meet the above definition of a capital project. Staff questions regarding the definition of a capital project should contact the Finance Department.

3. CAPITAL IMPROVEMENT PROGRAM (Process Development)

The Capital Improvement Program (CIP) is a five-year plan that identifies the City's prioritized investments in capital assets and corresponding financial plans. The Capital Improvement Program not only includes a list of projects, which the City intends to fund over the next five years, but also an explanation of how it will finance these projects. The City's objective is to meet the capital needs of the City in a manner that is most beneficial to the citizens.

CAPITAL IMPROVEMENT POLICY

The Capital Improvement Program functions as:

- A multi-year projection of the City's major capital needs.
- A formal mechanism for decision-making related to planning and budgeting for major capital acquisitions.
- A link to the City's long range plans concerning the economic and physical development of the community, and the provision of public services.
- A financial management tool identifying future financing requirements for major capital acquisitions over the planning period.
- A communications device for reporting to internal and external stakeholders the City's capital priorities, and plans for the implementing capital projects.

To meet these ends, the City follows three principals in developing the CIP and determining which of the projects would receive funding. These principles are to:

- Preserve Current Investments
- Account for Future Costs
- Limit Expenses Based on Priority

A. GOVERNING BODY APPROVAL:

Annually the City Council will adopt a 10 year CIP. Prior to adopting the CIP, the City will hold a public hearing on the proposed CIP. The CIP does not impart spending authority for capital projects, but rather constitutes the primary basis upon which the annual capital budget is formulated.

The Committee of the Whole presents the CIP to the City Council. The Committee of the Whole will review the: department project requests, additions/changes to the CIP, financial assumptions, organizational capacity to complete the requests, and project plans. Projects proposed for the CIP will be reviewed and prioritized by the Committee of the Whole before being forwarded to Council for approval.

B. RESPONSIBILITY:

The City's Finance Department will be responsible for coordinating and producing the annual Capital Improvement Plan. This includes but is not limited to establishing policies, procedures, schedules and deadlines for Capital Improvement Plan formulation, defining roles and responsibilities of CIP participants, obtaining relevant and reliable documentation and information for capital projects, establishing project evaluation criteria and rating systems, developing the CIP document for governing Body approval, and monitoring implementation of capital planning efforts.

C. REVIEW:

The Capital Projects will be reviewed by the Capital Improvement Plan Committee to assist the Finance Department prepare, and submit to the Committee of the Whole a Five-Year Capital Improvement Plan by June 1 annually. Additionally, the Committee of the Whole will act on the Capital Improvement Policy by August 1.

The committee will consist of the Community Development Director, Public Service Director, Sun Prairie Utilities Manager, Director of Administrative Services, City Administrator and/or their designated staff. They shall meet to review and prioritize the capital projects in preparation for submission to the Committee of the Whole.

The following criteria shall be considered in prioritizing projects:

1. Projects which are required by an existing agreement with another agency.
2. Projects which are essential to public or employee health or safety.
3. Projects that are a Council priority as evidenced by prior approval of the project outside of the Capital Improvement Policy.
4. Projects which have Capital Improvement Budget expenses in future years, with no increase in General Fund operating costs (ex. continuation of a street maintenance program).

CAPITAL IMPROVEMENT POLICY

5. Projects that follow a Council approved plan such as the Westside Traffic Impact Fee plan.
6. Projects which are grant funded and would have minimal or no operating cost impact on the General Fund.
7. Projects which would result in significant savings in operating costs currently impacting the General Fund.
8. Projects which would make an existing facility more efficient or increase its use with minimal or no operating cost increase.
9. Projects which are grant funded but would require increased operating costs in the General Fund.

D. DOCUMENT:

I. In order to evaluate the merits of capital project requests and to allow each project due process in evaluations, capital projects proposed during the annual CIP process shall be accompanied, at a minimum, by the following information:

1. Project Title, Physical Description, and Definition of Scope
2. Demonstration/Justification of Need
3. Project Schedule
4. Capital Cost Estimate
5. Statement of Impact on the Operating Budget
6. Relationship to other Planned Projects
7. Project's Department Rank Priority
8. Recommended/Anticipated Funding Sources

II. The operating budget impact and the debt service impact will be incorporated into a forecast report.

III. Ensure that "abandoned" projects are clearly explained and labeled.

4. PROJECT FINANCING:

The City recognizes that an effective capital funding strategy requires consideration of a broad mix of funding mechanisms, including but not limited to debt financing, grants, and revenue offsets to reduce the impact on local property taxes. The City will maintain a balanced mix of financing sources without excessive reliance on any one source, and shall consider the following factor in evaluating the suitability of funding options for particular projects:

- Legality
- Equity
- Effectiveness
- Acceptability
- Affordability
- Ease of Administration
- Efficiency

A. DEBT FINANCING

The City will confine long-term borrowing to capital improvements or projects, which cannot be financed from current revenue. Projects financed by issuing bonds will be paid back within a period not to exceed the expected useful life of the projects. Long-term debt will not be used for current operations. The City will set a debt limitation, (please see the City's Debt Management Policy) review it annually, and maintain its debt in compliance with the limitation.

B. INTERGOVERNMENTAL GRANTS AND PRIVATE DONATIONS:

The City will seek to leverage such resources whenever available provided those capital projects identified are consistent with capital improvement plans and City priorities, and whose operating impact have been documented in operating budget forecasts.

CAPITAL IMPROVEMENT POLICY

5. MAINTENANCE AND REPLACEMENT OF CAPITAL EQUIPMENT/FACILITIES

The City will move towards the development of an asset preservation plan to maximize the assets' useful life and minimize future maintenance and replacement costs. An inventory of the City's assets, including their condition will be developed and maintained.

The City will move towards the establishment of a future maintenance/replacement reserve account (segregated by fund and program).

INVESTMENT POLICY

TITLE:	INVESTMENT POLICY	CREATION DATE:	OCTOBER, 1989
POLICY SOURCE:	FINANCE COMMITTEE	REVISION DATE:	AUGUST 7, 2017
APPLICATION:	FINANCIAL MANAGEMENT		OCTOBER 1, 2019
INDEXED AS:	INVESTMENT POLICY		

1. SCOPE

This policy applies to the investment of short-term operating funds. This policy excludes the investment of assets held in escrow in order to debase refunded debt, nor does it include retirement funds managed by others such as the state, the Wisconsin Employee Trust Fund, and deferred compensation plan providers.

A. POOLING OF FUNDS

Except for cash in certain restricted and special funds, the City of Sun Prairie (City) will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

2. GENERAL PHILOSOPHY

Safety of principal is the foremost objective of the City's investment policy. The City's investment portfolio shall be designed to attain a market-average rate of return, taking into account constraints imposed by its safety objective, cash flow considerations and state laws that restrict the placement of certain public funds.

As a general rule, investments are determined by three factors, yield, risk and liquidity. These factors or the combination of these factors must be closely monitored to determine a prudent investment. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

A. CREDIT RISK

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Appendix A of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

B. INTEREST RATE RISK

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

INVESTMENT POLICY

Since the factors of risk and liquidity are specifically addressed by the investments that are permitted in this policy, then the determination of yield or projected interest income will be the major factor in selection of an investment.

In accordance with Sec 3.04.040 of the City of Sun Prairie Code of Ordinances, the Director of Administrative Services and the Finance Director/City Treasurer are authorized to invest any City funds that are not immediately needed. The Director of Administrative Services and the Finance Director/City Treasurer, acting in accordance with these policies and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided these deviations are reported immediately and that appropriate action is taken to control adverse developments.

3. PERMITTED INVESTMENTS

Investments made by the City of Sun Prairie are generally governed by Wisconsin Statutes 66.0603. Please see Appendix A for Wisconsin Statutes 66.0603.

1. Utilizing the state statutes as a guideline, the City of Sun Prairie will invest in the following types of agreements:
 - A. Full faith and credit obligations of the Federal Government. These include Treasury bills, Treasury notes and Treasury Bonds.
 - B. Bonds or securities issued or guaranteed as to principal and interest by the federal government or by a commission, board or other instrumentality of the federal government.
 - C. Time deposits in any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state. Time deposits are defined as Savings Accounts or Certificates of Deposit.
 - D. "Overnight" Repurchase agreement with any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state if Repurchase agreements are defined as a transaction whereby a bank (seller) will agree to repurchase securities (U.S. Government securities) at an agreed upon price and at an agreed upon time. The repurchase agreements are to be considered an investment and not a collateralized loan between the bank and the City of Sun Prairie. This manual strictly prohibits the following types of repurchase agreements: open repos, reverse repurchase agreements or retail purchase agreements.
 - E. Commercial paper with a superior rating as determined by a major rating firm such as Moody's (P-1) or Standard & Poor's (A-1+, A-1).
 - F. Investment of surplus funds in the local government pooled-investment fund.
 - G. The MBIA CLASS Wisconsin Investment Pool

4. COLLATERAL

It is the policy of the City of Sun Prairie to require that all funds in excess of insured or guaranteed limits be secured by some form of collateral. The City will accept for collateral any investment that is allowed by state statute. The amount of collateral required is up to 105% but not less than 100% of the principal investment.

All collateral held by a third party must be verified by a third party safekeeping receipt. The receipt must indicate that the collateral is pledged in the name of the City of Sun Prairie. The pledged collateral can only be released by written authorization of the City Administrator, Director of Administrative Services, Finance Director/City Treasurer. The City will permit collateral to be substituted, provided it meets the City's collateral requirements.

In addition, the City will permit the pledging of a block of collateral in the name of the City of Sun Prairie. This will enable the bank to conduct Repurchase transactions on a regular basis without the need to daily pledge collateral. The City will not, however, permit any institution to under pledge or fail to pledge proper collateral.

INVESTMENT POLICY

5. PORTFOLIO MANAGEMENT

The City shall seek to manage its cash flow to maximize the availability of funds for investing while ensuring that the City's obligations are met in a timely manner. As a general rule, the City shall manage its portfolio by holding investments to maturity rather than trading securities based on interest rate speculation.

The City shall maintain a monthly reporting of the following portfolio information: investment fund, type of investment, principal, purchase date, maturity date, yield or investment rate, projected interest and pledged collateral.

In addition, at the time of the transaction, the collateral shall be "market to market" to insure a proper amount was pledged. On a monthly basis, collateral shall be reevaluated to maintain a proper level of collateral.

The City shall maintain a portfolio that will minimize its risk exposure while attempting to obtain the highest yield. Therefore, the following guidelines shall be adhered to:

- A. The City shall not invest more than 50% of its funds in any one institution. However, the City will be permitted to maintain over 50% of its portfolio in full faith and credit obligations of the federal government or the State of Wisconsin Local Government Investment Pool.
- B. The City will not maintain more than \$500,000 in any institution unless the investments are collateralized by full faith and credit obligations of the federal government or other appropriate surety.
- C. The investment maturity schedule will be guided by the cash flow needs of the City and the current interest rates available.
- D. In order to minimize market risk, and to ensure an adequate cash availability, the City will seek to ladder its investment maturities to reflect future cash flow projections.

6. PORTFOLIO PERFORMANCE

The Finance Office will monitor the performance of the City's investments on a monthly basis. Performance will be measured by calculating the weighted annual yield of the City's investments. Quarterly, the Finance Director will issue a report to the Finance Committee indicating the performance of the City portfolio and providing information on the current interest rate environment such as the current yield at the State of Wisconsin Local Government Investment Pool or the 90-day Treasury Bill.

7. BANK AGREEMENTS

In compliance with state statutes regarding the use of the State Grant Pool, the City will annually name the banking institutions it will be working with on a projected annual basis.

In addition, the City Administrator, Director of Administrative Services or the Finance Director/City Treasurer may authorize the addition of a banking institution to the list of authorized institutions for a period of not more than 45 consecutive days. If the City desires to maintain a relationship with the institution for a period longer than 45 days, then council must take appropriate action.

The City Administrator or Director of Administrative Services is authorized to enter a Master Repurchase Agreement with any institution.

8. INVESTMENT AUTHORITY

The City Administrator, Director of Administrative Services and Finance Director/City Treasurer are authorized to invest available City funds provided that said investments are fully consistent with this policy. In order to provide adequate internal controls, at least two of the approved individuals must approve an investment before funds are transferred.

INVESTMENT POLICY

Cash transfers between the State Local Government Investment Pool and the checking or money market accounts at the City's primary financial institution are excluded from this requirement.

9. INVESTMENT REPORTS

The Finance Office will maintain monthly reports listing the current investments of the City and the performance of the City's investment portfolio. On a quarterly basis, the Finance Office will present a report on the City's investments and financial status to the Finance Committee. Annually, The Finance Office will provide a report to the City Council detailing the institutions that the City has maintained investments with and the performance of the City's investments.

INVESTMENT POLICY

Appendix 1

Wisconsin State Statutes [66.0603 Investments](#)

66.0603 Investments.

(1g) Definition. In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

(1m) Investments.

(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
 - 3m. Bonds issued by a local exposition district under subch. II of ch. 229.
 - 3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
 - 3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
 - 3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
 - 3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.
 - 3u. Bonds issued by the Wisconsin Aerospace Authority.
4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
 - a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
 - b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
 - c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.
2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.
3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
 - b. Other post-employment benefits provided separately from a defined benefit pension plan.
4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.
5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
 - b. Other post-employment benefits provided separately from a defined benefit pension plan.
6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local

INVESTMENT POLICY

government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

(e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 59.87 (3).
2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.
3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
5. Moneys held in an employee retirement system of the county.

(f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 62.622 (3).
2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.
3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
5. Moneys held in an employee retirement system of the city.

(g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. 881.01. Funds held in trust under this paragraph may only be distributed from the trust in a manner consistent with ch. 38 and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

FUND BALANCE POLICY

TITLE:	FUND BALANCE POLICY	CREATION DATE:	JULY 16, 2002
POLICY SOURCE:	FINANCE COMMITTEE	REVISION DATE:	NOVEMBER 13, 2012
APPLICATION:	FINANCIAL MANAGEMENT		APRIL 17, 2018

1. GENERAL POLICY AND PURPOSE

The establishment of a formal fund balance policy is an important component of the City's financial management policy. Maintaining appropriate levels of fund balance is a key element of the City's overall financial health. This policy is intended to set targets for the desired level of fund balance, identify the approach to maintain these levels, and to provide guidelines for the use of fund balance.

2. DEFINITIONS

Non-spendable Fund Balance – Amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. Examples: Inventory, Prepaid Expenditures, Property Held for Resale.

Restricted Fund Balance – Amounts that are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Enabling legislation must be such that the government is legally mandated to use the resources for a specific purpose.

Committed Fund Balance – Amounts that can only be used for specific purposes pursuant to constraints imposed by the government's highest level of decision-making authority. Committed amounts cannot be used for another purpose unless the government removes or changes the specific use by taking the same type of action (legislation, resolution, ordinance) it used to previously commit the amounts.

Assigned Fund Balance – Amounts that are constrained by the government's intent to be used for a specific purpose but are neither restricted nor committed. Intent should be expressed by the governing body itself, a body (e.g. a committee), or an official to which the governing body has delegated authority to assign amounts to be used for specific purposes.

Unassigned Fund Balance – Amounts that are spendable in form and are not restricted, committed, or assigned to a specific purpose.

Contingency Allocation – An annual appropriation set aside to meet unexpected needs within the current budget. Unused contingency can be used to increase fund balance levels.

General Fund – For purposes of this policy, the General Fund is defined as Fund 100 as accounted for in the City's financial system; therefore the Sun Prairie Media Center and Family Aquatic Center shall be excluded from the revenue calculations.

FUND BALANCE POLICY

3. OBJECTIVES

- To insulate the City from large, unanticipated one-time expenditures or revenue reductions resulting from external changes.
- To provide funds to allow the City to respond to unforeseen emergencies.
- To help stabilize the City's tax levy due to a temporary reduction in non-property tax revenue.
- To provide sufficient working capital to eliminate the need for short-term borrowing due to the timing of the receipt of short-term receivables and the remittance of short-term payables.

4. CONTINGENCY ALLOCATION

The City shall establish an annual contingency appropriation to provide for unexpected needs within the current year. This appropriation shall be budgeted at a minimum rate of three quarters of one percent (0.75%) of the general fund revenue budget. Use of the contingency allocation is governed by the Committee of the Whole with final approval by the Mayor and City Council.

5. UNASSIGNED FUND BALANCE

EMERGENCY RESERVE

The City shall establish an emergency reserve to respond to one-time unforeseen emergencies. This reserve shall be maintained at an amount equal to at least six percent (6%) and not more than nine percent (9%) of the prior year's budgeted general fund revenues. This reserve will be part of the City's unassigned fund balance and will be maintained in addition to any restricted, committed, or assigned fund balance.

The Council may withdraw funds from the emergency reserve after the current year contingency has been expended. The emergency reserve will only be used when emergency expenditures or unexpected revenue reduction would result in a net deficit in the fiscal year budget. Restoration of the emergency reserve should begin in the fiscal year following its use.

STABILIZATION RESERVE

The City shall establish a stabilization reserve to aid the City in responding to temporary reductions in revenue. This reserve shall be maintained at an amount equal to at least six percent (6%) and not more than nine percent (9%) of the prior year's budgeted general fund revenues. This reserve will be part of the City's unassigned fund balance and will be maintained in addition to any restricted, committed, or assigned fund balance.

The Council may withdraw funds from the stabilization reserve to maintain current service levels or to help transition to slower expenditure growth in response to a net decrease in general fund non-property tax revenues. Prior to allocation funds from the stabilization reserve the City shall develop a multi-year plan detailing the proposed use of the reserve funds and their replacement. Replacement of the stabilization reserve should begin within year two of the first use of funds.

At year-end, if the City's emergency and/or stabilization reserves are below the policy minimums, any unused contingency will be used to increase the City's undesignated fund balance. Additionally, at least 50% of any remaining general fund surplus will be added to these reserves.

It shall be the responsibility of the Finance Director to monitor these reserve balances on an on-going basis and to make recommendations to Administration and Council on measures to maintain target levels.

PURCHASING POLICY

TITLE: PURCHASING POLICY
POLICY SOURCE: FINANCE COMMITTEE
APPLICATION: FINANCIAL MANAGEMENT
INDEXED AS: PURCHASING POLICY

CREATION DATE: OCTOBER 15, 2002
REVISION DATE: JANUARY 4, 2006

1. GENERAL POLICY AND PURPOSE

The purchase of goods and services is a central function of the City of Sun Prairie. A fair, efficient and accountable purchasing process is vital to providing quality services and maximizing the value obtained for taxpayer dollars. It is the responsibility of all City employees and elected officials to ensure that purchases are made in the best interest of the City. The procedures outlined in this policy are intended to provide an effective and efficient means of meeting this goal.

2. DEFINITIONS

Sole Source – An item shall be considered sole source if there is only one vendor that supplies the item and there is no equivalent substitute. Items that are made by one manufacturer but sold through multiple vendors are not to be considered sole source.

Informal Quote – An informal quote may be obtained verbally or by examining published prices. When soliciting an informal quote, the department should maintain documentation of who provided the quote and when it was obtained.

Formal Quote – A formal quote must be supplied in writing. Formal quotes may be received by letter, fax or email. Documentation of the quote should be maintained throughout the purchasing process.

Formal Bid – A formal bid process requires that vendors provide sealed bids prepared in response to specifications provided by the City. The bids should be opened publicly and the documentation should be maintained throughout the purchasing process.

Surplus Property - City property may be declared surplus when it is no longer necessary, practical, or economical to be retained by the City.

3. OBJECTIVES

- To create a competitive, fair and ethical purchasing process that will ensure that the maximum value is obtained for every dollar expended;
- To allow the City to obtain quality goods and services that will allow for the provision of programs in a timely and effective manner;
- To establish a standardized purchasing process that will promote equity and efficiency;
- To provide adequate budgetary and cost controls;
- To conduct all purchasing in a manner which ensures equal opportunity and non-discrimination;
- To ensure that the entire purchasing process meets the highest ethical standard without conflict of interest or the appearance of impropriety.

4. ROLES

City Council – Approves the City budget, which allocates funds for all purchases. Council approval is required to change budget levels, authorize borrowing, acquire property, or to approve new programs.

Mayor – Annually presents a balanced budget to the Council. The Mayor has the authority to veto Council actions. The Mayor is also authorized to sign contracts on the City's behalf.

PURCHASING POLICY

Finance Committee – Approves purchases of materials, equipment and services in excess of \$15,000. The Finance Committee recommends budget adjustments and amendments to the City Council and may authorize the Mayor or City Administrator to sign contracts in excess of \$5,000.

Public Works Committee – According to state statute 62.15(1), “All public construction, the estimated cost of which exceeds \$15,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the council may direct.” The Public Works Committee oversees the process of approving the award of public construction contracts in accordance with this statute. Public construction includes capital improvements such as street reconstruction, stormwater facilities, and municipal buildings.

City Administrator/Assistant City Administrator – Approves purchases of materials, equipment and services in excess of \$10,000 and less than \$15,000. This authority may be delegated to the Assistant City Administrator or Finance Director. The City Administrator may approve budget adjustments within departments. This position is authorized to sign contracts of up to \$5,000 on the City’s behalf. Notification shall be provided to the Mayor and City Council of contracts that have been signed by the City Administrator.

Finance Director – Oversees all City purchasing and monitors compliance with the City purchasing policy. Approves purchase orders for items in excess of \$2,500 and less than \$10,000 or as delegated by the City Administrator. Monitors expenditures in comparison to budgeted levels.

Department Heads – Department Heads or their designees are responsible for making necessary purchases for their departments within the confines of the City purchasing policy and approved budget. They are also responsible for receiving items and verifying that the terms of the purchase have been completed. Department Heads are also responsible for administering replacement plans within their area of authority.

City Employees – Make purchases and receive items with the approval of their Department Head. All employees who are authorized to make purchases are responsible for following the City’s purchasing policy and ensuring that purchases are made under the highest ethical standard.

5. COMPETITIVE PRICING

In general, the City can obtain the highest quality goods and services at the lowest price by following a competitive purchasing process. It is City policy to obtain at least three price quotations from different suppliers prior to making a purchase. Exceptions to this requirement are allowed for in this policy only when it is in the best interest of the City. Potential exceptions include:

- Purchases for which there is only one (or two) supplier(s) [sole source products]
- Emergency purchases

Purchases under \$500 from a supplier that has offered the best price and quality for a category of items based on periodic bids/proposals solicited by the City at least annually. The Finance Department will take the lead in researching and soliciting proposals for items that are used by multiple departments.

- Purchases made from the state bid list.
- Certain professional services where the City Administrator has waived the competitive bid requirement due to the quality of the firm and the service to be provided. Quotes from Various vendors should be obtained periodically and should be one of the factors in selecting the vendor to perform the service.

PURCHASING POLICY

6. PURCHASING REQUIREMENTS

The process for making purchases varies depending on the total cost of the purchase. The staggering of purchases or dividing purchases to intentionally evade this policy is strictly prohibited.

Purchase Cost	Authority Required	Purchasing Process	Competitive Requirement
Less than \$500.00	Department Head or Designee	Department Approval	Periodic quotes or 2 informal quotes
Over \$500.00 and less than \$2,500.00	Department Head Or Designee	Department Approval	3 Informal Quotes
Over \$2,500.00 and less than \$10,000.00	Finance Director	Purchase order	3 Formal Quotes
Over \$10,000.00 and less than \$15,000.00	City Administrator or Asst. City Administrator	Purchase Order	3 Formal Quotes
Over \$15,000.00	Finance Committee or Public Works Committee	Purchase Order and Committee Presentation	Formal Bid Process

6.1 PURCHASES UNDER \$500

Purchases under \$500 may be made with the approval of City Department Heads or their designees. Whenever possible, at least two informal (verbal) price quotations must be obtained prior to making the purchase. Quotations are not required for items purchased from a vendor that has offered the best price and quality on a category of items based on periodic bids/proposals solicited by the City at least annually.

Department Heads are responsible for monitoring all purchases made using this procedure to ensure that the City is receiving a high value for its expenditures. For items that are purchased regularly or by multiple departments, departments are encouraged to explore the possibility of cooperative purchasing or purchasing in bulk in order to reduce City costs.

6.2 PURCHASES OF AT LEAST \$500 AND UNDER \$2,500

Purchases of at least \$500 and less than \$2,500 may be made with the approval of City Departments Heads or their designees. Whenever possible, at least three informal (verbal) price quotations must be obtained prior to making the purchase. Exceptions to this requirement are listed in section 4. Department Heads are responsible for monitoring all purchases made using this procedure to ensure that the City is receiving a high value for its expenditures. For items that are purchased regularly or by multiple departments, Department Heads or their designees are encouraged to explore the possibility of cooperative purchasing or purchasing in bulk in order to reduce City costs.

6.3 PURCHASES OF AT LEAST \$2,500 AND UNDER \$10,000

Purchases of at least \$2,500 and less than \$10,000 require the prior approval of the Finance Department. Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor is recommended.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

PURCHASING POLICY

Equipment in excess of \$2,500 per unit is considered a major capital item and should be budgeted as part of a budget initiative or replacement plan. When purchased, the department should code the payment to the account number where the item was budgeted.

6.4 PURCHASES OF AT LEAST \$10,000 AND UNDER \$15,000

Purchases of at least \$10,000 and less than \$15,000 require the prior approval of the City Administrator or his or her designee. The City Administrator may also require that the purchase go through a Request for Proposal (RFP) process or a formal bid process. Public construction projects with an estimated cost between \$5,000 and \$15,000 require a class 1 notice prior to execution of the contract.

Department Heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Finance Department along with a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen.

The Finance Director reviews the request to determine compliance with the City's budget and purchasing policy. If approved, the Finance Department will issue a purchase order to the department. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

6.5 PURCHASES OF \$15,000 AND OVER

All other purchases of materials, equipment and services in excess of \$15,000 require the approval of the Finance Committee prior to completing the purchase or signing the contract. In general the City requires an RFP process with at least three proposals for purchases of this size. The City Administrator may waive the bid or RFP requirement for professional services if he or she determines that it is the City's best interest. The justification for waiving the bid or RFP process should be presented to the Finance Committee prior to their action to approve or deny the purchase.

Public construction projects with an estimated cost greater than \$15,000 require approval of the Public Works Committee and must be let by contract to the lowest responsible bidder as required in Wisconsin State Statute 62.15(1). Also per statute 62.15 the City Council may by a three-fourths vote provide by ordinance that any class of public construction project may be done directly by the city without submitting the project for bids.

Department Heads or their designees are responsible for conducting the public bid or RFP process and providing the results to the Finance Department. If a contract is required, the department will work with the City Attorney to draft a contract for signature by the Mayor or City Administrator. When a contract is not required, the department will prepare a Request for Purchase Order. The request should also include a description of the item, the account number where it was budgeted and the vendor selected. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor was chosen. The department making the purchase is also required to prepare a memo to the appropriate committee listing the proposals received, which vendor is recommended and why, the budgeted amount for the item and any additional costs that may be incurred.

The Finance Director will review the information to ensure compliance with the City's budget and purchasing policy and place the item on the appropriate agenda. If approved, the Finance Department will issue a purchase order to the department or sign the contract to verify the availability of funds. This purchase order should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

7. PURCHASING ISSUES

7.1 DISCOUNTS AND MASTER PURCHASE AGREEMENTS

It is the City's policy to take advantage of vendor discounts for prompt payment whenever possible in order to minimize the cost of a purchase. Department Heads are responsible for determining if discounts are available and for working with the Finance Department to obtain the lowest price. Some vendors offer discounts for prompt payment. When possible, Departments can aid the City by approving invoices and submitting them for payment on the same day that the materials or services are provided.

Often, significant discounts are available to the City through master purchasing agreements. Under these agreements, vendors negotiate discounted prices with a municipality or organization and agree to offer the same prices to other municipalities. The Finance Department will seek to identify discount agreements and periodically review them to determine which vendors offer the best overall value for the City. Finance will then work with other departments to obtain the discounted pricing.

7.2 COLLECTIVE PURCHASING

Cooperative purchasing arrangements can result in significant savings by pooling purchasing power. It is the City's policy to utilize collective purchasing between City departments or with other units of government when savings can be obtained without sacrificing the quality or availability of the product or service.

The Finance Department shall have the authority to analyze the desirability of cooperative purchasing arrangements and make recommendations to Administration. The City Council encourages cooperative purchasing, but maintains the right to reject any such arrangements with other units of government.

7.3 SHIPPING AND FREIGHT CHARGES

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Department Heads, when obtaining price quotations should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder. Unless otherwise stated in the "notice of call for bids", all formal bid proposals shall include freight and delivery charges, if any.

7.4 RECEIVING AND INSPECTING ITEMS

Department Heads, or their designees, are responsible for receiving and inspecting all deliveries to their departments to ensure that items received conform to the specifications and quantities set forth in the purchase order. All deliveries should be thoroughly inspected to ensure that materials are received in satisfactory condition. If there are any discrepancies, the Department Head or designee should contact the vendor and resolve the issue before submitting the invoice for payment. When items are sent in multiple shipments, the department should clearly indicate which items have been received and accepted when approving the invoice for payment.

7.5 SUBMITTING ITEMS FOR PAYMENT

Once the purchasing department has verified that the purchased items have been received in a satisfactory condition, the original invoice should be submitted to the Finance Department for payment. It is the City's policy to not pay from statements or photocopies of invoices. If it is not possible to obtain an original invoice, a faxed copy may be used if the Department Head verifies that the vendor has not already been paid for the item.

When submitting an invoice for payment, the Department Head or designee should indicate the amount to be paid, the account number it should be charged to, and initial and date the invoice. If it is not possible to obtain an invoice, a Check Requisition Form should be completed with the same information. In addition, the Department Head or designee should include a description of the item purchased and attach any supporting documentation. This form must be signed by the requesting employee, the Department Head and the Finance Department.

PURCHASING POLICY

The Finance Department processes checks and issues payments to vendors. At each regular City Council meeting, a list will be provided of all payments included in that payment cycle, identifying those that were issued by manual check and/or released for payment prior to Council meeting.

Whenever possible, invoices should be submitted to the Finance Department prior to the cut-off date for these warrants. The schedule of the warrants and cut-off dates will be provided by the Finance Department. Manual checks will be issued in between warrants only when it is not possible to include payment in the next warrant. Contractor payments will not be issued between warrants unless required by the terms on the contract. All final retainage payments will be held until they have been presented to the City Council.

If a Council Member has concerns regarding payments to a particular vendor or class of vendors, he or she may request to review pending payments. Information would then be sent to all Council Members for a specified period to provide comments. If no comments are received during this period, the item may be released for payment. However, if an objection is raised during the comment period, the payment in question shall be held until the next regular City Council meeting.

7.6 CREDIT CARD PURCHASES

The City maintains credit card accounts that may be used when it is impractical or inefficient to follow the normal payment process. The Finance Department maintains City credit cards that may be temporarily issued to City employees with the approval of their Department Head. Additional credit cards may be issued to City employees with the approval of the City Administrator.

Purchases made with credit cards must follow the normal purchasing guidelines and require the same approval process. After making a credit card purchase the Department Head or designee should code and initial the receipt and turn it into the Finance Department as soon as possible and prior to the next statement date. The Finance Department will verify the purchases and issue a check to the credit card company prior to the statement due date. City credit cards should not be used for personal purchases. It is City policy to avoid paying any credit card finance charges.

7.7 INTERNET PURCHASES

City employees may use the Internet to make purchases if they follow normal purchasing guidelines and the same approval process. Internet purchases are not permissible in situations where a sealed bid is required. Employees should only make purchases from vendors that they are familiar with and where there are appropriate safeguards to protect the City's interests. Whenever possible, Internet purchases should be charged to a City account and invoiced for payment. City credit cards may be used for Internet purchases when necessary, if the transaction is conducted through a secure connection. Any concerns regarding the security of the information should be directed to the Information Technology Department. The IT Director will have the final authority to determine if an Internet transaction provides sufficient security.

7.8 PETTY CASH ACCOUNT

The City maintains a petty cash account to expedite miscellaneous purchases and the payments of small bills when it is not practical to follow the City's normal payment procedures. Any City employee, with approval of his or her Department Head, may use the petty cash fund within the guidelines listed below. The petty cash fund should not be used as a means to circumvent the normal purchasing process or to pay for personal services. The Finance Department is responsible for administering the petty cash funds and shall determine what is an appropriate use of the fund.

PURCHASING POLICY

To be eligible for using the petty cash fund, the following requirements must be met:

- The item purchased must not be regularly stocked
- The purchase must not be from a vendor where the City maintains an active account
- The purchase price must not exceed \$25 (The Finance Department may waive this dollar amount in certain situations)

PETTY CASH PROCEDURE

City Clerk or Finance staff may take funds from the petty cash box and issue them to an approved employee. The employee must complete and sign a petty cash voucher indicating the amount withdrawn, the date, and the intended purchase. Once the purchase has been made, the employee must turn in the receipt and any change to the City Clerk or Finance staff. The petty cash voucher will be completed by listing the purchase price, change returned and the account number to code the purchase. The City Clerk or Finance staff initials the completed voucher.

7.9 EMPLOYEE REIMBURSEMENTS

Generally, employees should avoid making City purchases with their own funds. If the need arises to purchase an item for the City with personal funds, the employee must submit the receipt and an Expense Reimbursement Form to the Finance Department. This form should include a detailed listing of the items purchased and must be signed by the employee to be reimbursed, his or her Department Head and the Finance Department. Once approved, a check will be issued for the reimbursement. It is the responsibility of the employee making the purchase to ensure that any available discounts are applied and that sales tax is not included.

7.10 EQUAL OPPORTUNITY/NON-DISCRIMINATION

The City of Sun Prairie endorses and actively supports equal opportunity and a nondiscrimination policy. Therefore, it shall be a City requirement that all potential bidders be provided with equal opportunity to submit bids and to compete on an equal basis for City business.

All purchase orders and contracts to which the City of Sun Prairie is a party, shall contain a nondiscrimination in employment cause which provides:

“The vendor agrees that in performing under this purchase order with the contracting municipality, he/she shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, national origin, handicap or sex. The vendor further agrees that this clause will be incorporated in all contracts entered into with suppliers of materials or services who may perform any such labor or services in connection with this contract.”

8. EXCEPTIONS TO ROUTINE PURCHASING PROCEDURES

8.1 EMERGENCY PURCHASES

Emergency purchasing procedures should be used only when normal purchasing channels are not available. Emergency purchases may be made:

- When there is need for immediate delivery of items.
- To prevent delays in work or construction schedules.
- When there is an immediate threat to public health or safety, or
- To meet emergencies rising from unforeseen causes.

For emergency purchases under \$2,500, the normal purchasing procedures should be followed. However, for emergency purchases over \$2,500, the Department Head should take the following steps:

- If an emergency purchase is needed during regular working hours, notify the City Administrator or Assistant City Administrator (or in their absence, the Finance Director) and obtain approval prior to making the purchase.

PURCHASING POLICY

- If an emergency purchase is needed after regular working hours or on a holiday, Department Heads (or their authorized designees) may authorize the purchase.
- A purchase requisition form together with a written explanation of the emergency must be prepared and forwarded to the Finance Department within two (2) working days after making the purchase.

8.2 BLANKET PURCHASE ORDERS

Blanket purchase orders are used for those vendors from whom many repetitive purchases are made as supplies are required. Rather than issue a purchase order form for each purchase, one order is issued for a specified period (e.g., month) to cover all purchases made during that period. Blanket purchase orders will be limited to term of one year.

Materials and services for which blanket purchase orders are used will be determined by each Department Head and approved by the Finance Department. (NOTE: If it is found that the same small items are frequently purchased under blanket purchase orders, the Department Head shall be responsible for exploring the possibility of purchasing and stocking of these items).

When requesting the issuance of a blanket purchase order, the Department Head should obtain price quotations on representative items from at least three vendors. The Department Head should then prepare a written request for the Finance Department that includes:

- The need for blanket purchase order
- The suggested vendor
- The suggested term of blanket order (e.g., 1 month, 6 months)
- The maximum amount of purchases to be made under the blanket order
- The total amount budgeted for such purchases.

The Finance Department will review the request and check the budget to verify that adequate funds are budgeted and available. Based on this information, the Finance Department shall indicate approval or denial of the request. If the request is approved, the Finance Department will issue a purchase order number that should be used when ordering any items under the blanket purchase order. The Department Head should include this number when the invoices are submitted for payment. Before a new blanket purchase order is issued, the Department Head should obtain competitive price quotations from alternate vendors.

9. SURPLUS PROPERTY POLICY

City property is declared surplus when it is no longer necessary, practical, or economical to be retained by the City. Department Heads are responsible for identifying surplus items in their departments and arranging for their sale or disposal. Items may be sold prior to end of their useful life if it is determined that it is in the City's best interest to take advantage of the current salvage value of the item. If an item is sold or donated, City employees should not receive preferential access compared to the general public. The City Administrator and Assistant City Administrator have the authority to approve or deny the proposed use or sale of surplus property.

Once a Department Head has identified surplus property, he or she should determine if the item is of use to another department. If the surplus property has no further economic use to the City, the Department Head should determine the best disposal method and forward a recommendation to the City Administrator. Upon the City Administrator's approval, the Department Head should proceed with the disposal and provide the Finance Department with a description of the item, the quantity disposed of, and the sale price. This policy does not apply to the disposal of abandoned property acquired through police or statutory action.

BUDGET MANAGEMENT AND AMENDMENT POLICY

TITLE:	BUDGET MANAGEMENT AND AMENDMENT POLICY	CREATION DATE:	AUGUST 7, 2012
POLICY SOURCE:	FINANCE DEPARTMENT	REVISION DATE:	APRIL 4, 2019
APPLICATION:	BUDGET MANAGEMENT		APRIL 2, 2019
INDEXED AS:	BUDGET AMENDMENT POLICY		

1. GENERAL POLICY AND PURPOSE

The establishment of a formal budget amendment policy provides guidance to City staff and Elected Officials on Department Managers responsibility for managing their budget and the process for making changes to the annual budget adopted by the City Council. The City Budget is a living document that evolves over time due to unanticipated revenues, unanticipated expenditures, or the decision by the Elected Officials to alter the services and programs offered by the City. This policy provides guidance to Department Managers on reporting and managing budget variances. It also establishes the authority to approve budget transfers and amendments depending on the nature and dollar value of the proposed change. It is the intent of this policy that budget transfers and amendments only be approved for compelling and essential reasons. This policy should serve as a guide to decision-making and is not intended to restrict the options available to manage budget variances.

2. DEFINITIONS

The City has established a chart of accounts with the following budgetary segments:

- Fund
- Function
- Department
- Organizational Unit
- Object Categories
- Object

The Council shall legally adopt the budget at the Department budgetary level.

Department Managers are responsible for managing their budget at the Department budgetary level, unless otherwise specified in this policy.

3. OBJECTIVES

- To ensure compliance with State Statute 65.90(5) pertaining to alterations to municipal budgets.
- To establish authority to approve budget amendments.
- To ensure departments comply with the budgetary guidelines established in the annual budget adopted by the City Council.
- To provide guidance to Department Managers for reporting and managing projected budget variances.

4. POLICY

A. Department Managers

1. Department Managers are responsible for managing their budgets at the Department level for the General Fund, the Organizational Unit for the Special Revenue Fund and the Project level for the Capital Projects fund and the Fund level for the Debt Service Fund.

Department Managers may exceed the budget at the organizational unit level or the object level as long as the total Department expenditures do not exceed the budget as approved by the City Council, with the exceptions

BUDGET MANAGEMENT AND AMENDMENT POLICY

of the guidelines listed in Section 4.A.2. of this policy. The following examples are provided to help clarify Department Managers' responsibility:

The Finance Department may exceed its budget in office supplies if it is under budget by an equal or greater amount in another expense such as communications or advertising and printing.

Public Works may exceed its Public Works Operations budget if it is under budget by an equal or greater amount in its Public Works Administration budget.

2. Department Managers shall adhere to the following guidelines when managing their budget:
 - i. Items Excluded from Adopted Budget: Departments shall not expend funds for items or projects expressly excluded from the current year's Adopted Budget without approval from the City Council.
 - ii. Salary and Fringe Benefit Objects: Anticipated budget savings due to an employee vacancy may not be used to supplement expenditure authority in another object category or organizational unit without approval as follows:

Less than \$2,500	Finance Director
\$2,500 to less than \$15,000	City Administrator
\$15,000 or more	Committee of the Whole
 - iii. Capital Outlay Objects: Within the General Fund, budgetary funds may not be transferred to or from capital outlay objects without approval as follows:

Less than \$2,500	Finance Director
\$2,500 to less than \$15,000	City Administrator
\$15,000 or more	Committee of the Whole

Requests from Departments for budget transfers will generally not be considered prior to June 30th of the current budget year.

3. Department Managers shall report projected or known budget variances as follows:

If the Department Manager projects that the budget variance cannot be absorbed elsewhere in the Department's budget without significantly compromising mandated or essential services, or eliminating a specific project approved in the budget, the Department Manager shall report the projected variance to the Finance Director. Departmental Managers shall report budget variances more than \$5,000, or more than 1.0% of the total Department budget. For example, if the Police Department's total budget is \$6,200,000, it is only required to report projected budget variances of \$62,000 or more.

The Finance Director shall include projected variances in the subsequent fiscal report presented to the Finance Committee. The Finance Committee shall be presented with options for managing budget variances such as reducing expenses in other areas, eliminating a planned project, approving a budget transfer, or use of the Contingency Fund. The Finance Committee may choose not to take any action with the understanding that the Department will have a deficit balance at year-end.

B. Capital Projects Fund

A capital project, as it relates to this policy, is defined as the total projects that make up a replacement plan for any year or any individual new capital asset.

Department managers are responsible for managing the budget at the capital project level. Currently the City budgets for the following replacement plans:

BUDGET MANAGEMENT AND AMENDMENT POLICY

- Streets (reconstruction and rehabilitation including storm water and wastewater sewers)
- Bike Paths/Sidewalks
- Playground Equipment
- Building Maintenance
- Parking Lots

Anticipated budget savings resulting from lower-than-anticipated expenditures in one capital project (as defined above) may not be used to expand the scope of another project or fund a project not authorized by the City Council without the approval as follows:

Less than \$5,000	City Administrator
\$5,000 to less than \$25,000	Public Works Committee
\$25,000 or more	City Council

If the bid for a capital project that was included in the current year's Adopted Budget exceeds the amount budgeted for that project, a budget amendment in accordance with Section D. or E. of this policy shall be approved.

C. Fleet In-Service Fund

Anticipated budget savings resulting from lower-than-anticipated expenditures from the purchase of one vehicle or piece of equipment may not be used to increase the budget or upgrade of the purchase of another vehicle or piece of equipment not authorized by the City Council without the approval as follows

Less than \$2,500	Finance Director
\$2,500 to less than \$15,000	City Administrator
\$15,000 or more	Committee of the Whole

D. Department Level Expenditures

Budget transfers between Departments shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

E. Fund Level Expenditures

Any increase in the total expenditure budget of a Fund shall be considered an amendment to the Adopted Budget and must be approved by the City Council.

F. Contingency Fund/Fund Balance

- Any transfer to or from the contingency fund or other fund balance designations shall be considered an amendment to the Adopted Budget and must be approved by the City Council. The following exceptions apply:
- No approval is necessary for the annual lapse of the year-end operating surplus or deficit to fund balance.
- Transfers from fund balance designations for the Library shall be approved by the Library Board. They do not require City Council approval.
- Transfer from fund balance designations for the Business Improvement District shall be approved by the Business Improvement District Board. They do not require City Council approval.
- Transfer from fund balance designations for the Tourism Commission shall be approved by the Tourism Commission. They do not require City Council approval.

5. PROCEDURES

Salary and Fringe Benefit Transfers

Department Manager shall submit a signed Budget Transfer Form to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.

BUDGET MANAGEMENT AND AMENDMENT POLICY

Capital Outlay Transfers

Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts of \$2,500 to \$15,000 will be submitted to the City Administrator for approval. Amounts over \$15,000 will be presented to the Committee of the Whole for approval.

Capital Projects Fund Transfers

Department Manager shall submit a signed Budget Transfer Form* to the Finance Director. Amounts less than \$5,000 will be presented to the City Administrator for approval. Amounts of \$5,000 to \$25,000 will be submitted to the Public Works Committee for approval. Amounts of \$25,000 or more will be presented to the City Council for approval. The City Council may approve such a transfer by a majority vote.

Budget Amendments

All budget amendments shall be presented to the City Council for approval. Amendments must be approved by a two-thirds vote of the entire membership of the City Council. Upon approval of a budget amendment, the City Clerk shall publish a Class 1 notice within 15 days of the approval.

*The Budget Transfer Form shall be posted on the Finance Department's intranet site.

APPENDIX D : CAPITAL IMPROVEMENT PLAN



SUN PRAIRIE

revolves around you



June 20, 2023

Honorable Mayor, Members of the City Council, and Citizens of Sun Prairie:

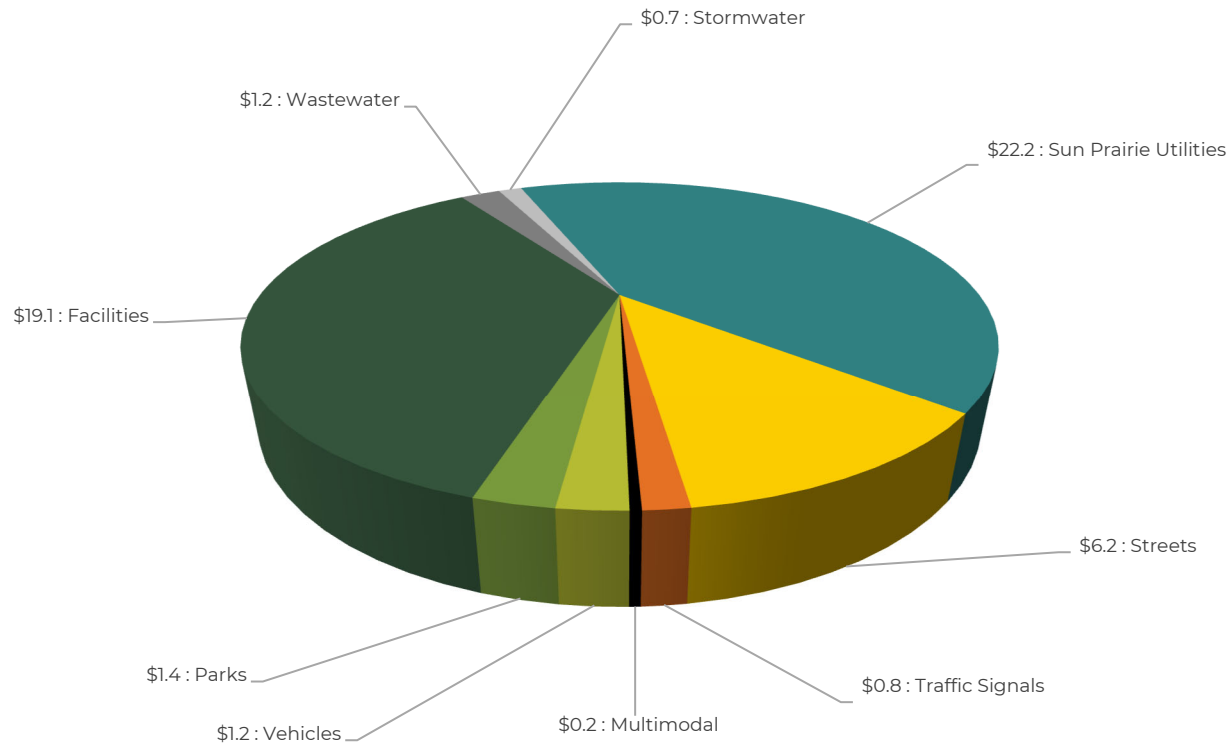
We are pleased to present to you the City of Sun Prairie's Ten-Year Capital Improvement Plan for fiscal years 2024-2033 (CIP). This document identifies the strategic investments necessary to meet the City's goals. It is also intended to stimulate discussion to determine how the City can best allocate its limited resources to fund capital projects that will meet residents' needs and city standards.

Capital investments are critical in preserving our City's physical infrastructure, as well as deliver to our citizens the facilities and services they need. Capital investments provide safe neighborhoods, acceptable transportation corridors, sufficient wastewater treatment capacity, adequate parks, and quality recreation facilities.

Throughout the planning process, a focus on financial integrity was maintained, as well as the preservation, maintenance, and improvements of the community's investment in buildings, vehicles, roads, utilities, parks, and equipment. Project priorities were assigned based upon need and funding sources. For example:

- Roadway initiatives for existing city streets comprise a significant portion of this plan. These initiatives range from total street reconstruction involving stormwater, wastewater, and water main updates, to pavement rehabilitation projects involving new surface overlay to extend the life of the street.
- Parks and recreation initiatives that build, expand, and renovate existing community parks. Proposed initiatives will provide quality park lands and facilities for residents to enjoy their favorite sports and outdoor activities here in Sun Prairie.
- Facility initiatives to renovate and update city facilities and make them more energy efficient. The plan includes initiatives to expand and renovate the Sun Prairie Public Library, build a new Sun Prairie Utilities office building, and Fire Station #1 kitchen remodel. In addition, the City Council has prioritized the Family Aquatic Center Renovation Project and the building of a Public Works Campus. These significant projects have been included within this CIP.

2024 CIP Projects (\$ in millions)



This document reflects an ongoing effort to align the CIP process with best practices and includes refinements in the development of the plan and format of the document. These efforts aim to ensure consistency and fairness in the planning process and reaffirm the City's commitment to long-term sustainability of our current assets as well as new improvements that accommodate growth.

The plan meets the City's Debt Management Policy metrics for all ten years. These metrics include the statutory limit of 5% of the City's equalized value, direct debt burden of 1.75%, and an annual debt levy of no more than 27.5% of the City's total tax levy.



The City coordinates the development of the annual CIP with the development of the operating budget. The inclusion of a project within the first year of the CIP (2024) shows a strong intent to include that project in the annual budget for that year. Inclusion of projects in the remaining nine years also shows intent, but these projects are subject to annual review and modification in subsequent years.

This document was developed by the Finance Department with the assistance of all city departments. We want to thank all those involved in the development of the Capital Improvement Plan for their hard work and dedication.

Sincerely,

Aaron Oppenheimer, ICMA-CM
City Administrator

Kristin Vander Kooi
Finance Director

APPENDIX D - CAPITAL IMPROVEMENT PLAN
City of Sun Prairie
SUMMARY OF 2023-2032 CAPITAL PROJECT PLANS

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FUNDING SOURCES (\$ in '000s)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL
General Obligation Debt											
City	25,823.3	14,366.7	9,025.5	8,318.9	8,379.1	22,426.2	7,665.1	6,951.1	6,665.5	6,798.1	116,419.4
TIF District	510.0	-	-	-	-	-	-	-	-	-	510.0
Fleet Inservice Fund	520.2	183.6	1,032.2	1,166.5	2,340.3	2,783.4	497.4	1,200.7	1,734.4	1,585.1	13,043.7
Water Pollution Control Facility	-	8,900.5	-	922.8	-	1,254.3	-	1,861.2	-	2,218.2	15,157.1
Stormwater	-	1,771.2	-	1,398.2	-	6,727.7	-	899.4	-	760.7	11,557.1
Grants & Donations	4,465.2	2,009.3	2,775.0	20.0	-	-	-	-	-	-	9,269.5
Traffic Impact Fee	-	240.5	1,153.9	762.5	-	-	-	-	-	-	2,156.9
Park Fund Fees	210.0	765.0	272.5	195.0	190.0	25.0	200.0	-	-	-	1,857.5
Retained Earnings	26,123.1	5,025.9	13,363.0	2,932.1	5,214.4	2,586.1	5,840.7	2,486.6	5,819.9	2,790.5	72,182.3
Total Funding Sources	\$ 57,651.8	\$ 33,262.8	\$ 27,622.0	\$ 15,715.9	\$ 16,123.8	\$ 35,802.7	\$ 14,203.2	\$ 13,399.1	\$ 14,219.8	\$ 14,152.5	\$ 242,153.5

PROPOSED CAPITAL PROJECTS (\$ in '000s)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL
Public Works											
Street Reconstruction	5,026.7	7,188.7	7,506.1	4,849.3	4,849.3	4,849.3	4,849.3	4,849.3	4,849.3	4,849.3	53,666.7
Street Pavement Rehabilitation	1,649.7	4,742.3	3,801.0	2,689.9	2,689.9	2,689.9	2,689.9	2,689.9	2,689.9	2,689.9	29,022.6
Westside Traffic Improvement Plan	-	462.0	2,012.5	2,667.5	-	-	-	-	-	-	5,142.0
Traffic Signals	865.2	-	-	-	-	-	-	-	-	-	865.2
Multi-Modal	230.0	200.0	350.0	351.0	695.0	713.0	375.0	200.0	200.0	200.0	3,514.0
Vehicles	1,194.0	438.0	742.9	1,143.6	2,372.4	2,728.9	487.6	1,313.2	1,700.4	1,826.6	13,947.6
Park Improvements	1,365.0	6,400.0	695.0	720.0	495.0	927.7	1,300.0	700.0	420.0	400.0	13,422.7
Facilities	22,671.3	650.0	344.0	50.0	1,300.0	20,000.0	125.0	-	-	-	45,140.3
Equipment	-	-	75.0	30.0	-	306.0	-	-	-	150.0	561.0
Water Pollution Control Facility	1,215.0	8,600.0	8,025.0	730.0	835.0	1,055.0	1,425.0	1,650.0	2,350.0	2,000.0	27,885.0
Stormwater Improvements	725.0	225.0	225.0	225.0	200.0	200.0	200.0	200.0	200.0	200.0	2,600.0
Sun Prairie Utilities	22,183.4	3,862.3	3,648.2	2,028.1	2,477.0	1,682.0	2,591.3	1,582.6	1,645.5	1,613.8	43,314.1
Debt Issuance Costs	526.5	494.5	197.2	231.5	210.2	650.8	160.0	214.0	164.7	222.8	3,072.3
Total Capital Projects	\$ 57,651.8	\$ 33,262.8	\$ 27,622.0	\$ 15,715.9	\$ 16,123.8	\$ 35,802.7	\$ 14,203.2	\$ 13,399.1	\$ 14,219.8	\$ 14,152.5	\$ 242,153.5

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, [visit CityofSunPrairie.com](https://www.cityofsunprairie.com).

APPENDIX E : LONG TERM DEBT



SUN PRAIRIE

revolves around you



Years	General Obligation Debt				Revenue Debt		Capital Leases	
	Governmental Activities		Business-Type Activities		Business-Type Activities		Governmental Activities	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2024	9,457,830	1,909,539	1,775,000	821,421	2,316,914	484,323	1,515,000	36,360
2025	7,936,523	1,538,606	1,650,000	759,375	2,361,495	429,257		
2026	7,707,815	1,278,048	1,610,000	699,688	1,365,396	385,510		
2027	7,284,544	1,018,343	1,625,000	640,688	1,391,688	352,744		
2028	5,816,498	789,097	1,680,000	582,675	1,423,148	318,836		
2029	5,144,369	607,203	1,740,000	524,913	1,444,778	283,875		
2030	3,992,422	460,468	1,795,000	470,963	1,476,580	252,675		
2031	3,389,621	343,731	1,770,000	419,469	1,493,558	225,012		
2032	2,806,382	240,807	1,825,000	366,513	1,515,713	196,098		
2033	1,858,682	154,657	1,880,000	311,919	1,353,050	168,972		
2034	676,219	105,985	1,885,000	256,125	1,380,569	143,643		
2035	699,114	80,313	1,940,000	199,138	1,208,274	120,846		
2036	727,361	53,378	2,000,000	140,106	1,226,168	101,006		
2037	565,000	24,975	1,465,000	88,163	1,244,253	80,874		
2038	245,000	11,175	1,190,000	48,350	1,267,533	60,396		
2039	250,000	3,750	725,000	20,825	1,286,010	39,569		
2040			280,000	8,500	1,309,687	18,390		
2041			285,000	2,850	385,000	3,850		
2042								
Totals	58,557,381	8,620,074	27,120,000	6,361,678	25,449,814	3,665,876	1,515,000	36,360

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2022	Issued 2023	Principal 2023	Balance 12/31/2023	Due in One Year	Interest 2023
GENERAL OBLIGATION DEBT											
3/24/2009	Taxable GO Notes (TIF 9)	4/1/2015	4/1/2011	3.875	4,200,000	-	-	-	-	-	-
7/15/2009	GO Bonds (Gen, TIF 8)	4/1/2024	4/1/2018	2.0-4.25	6,730,000	-	-	-	-	-	-
12/15/2009	Promissory Note WPPI (General)	12/28/2019	n/a	0	99,116	-	-	-	-	-	-
12/23/2009	STFL - (Burke Land)	3/15/2019	n/a	4.5	600,000	-	-	-	-	-	-
11/9/2010	2010 GO Promissory Notes	4/1/2020	4/1/2017	0.6-2.35	4,740,000	-	-	-	-	-	-
5/8/2012	2012A GO Promissory Notes	4/1/2022	4/1/2019	0.4-2.0	7,085,000	-	-	-	-	-	-
6/5/2012	2012B GO Refunding Bonds	2/1/2016	n/a	2.0-3.0	5,225,000	-	-	-	-	-	-
7/2/2013	2013A GO Promissory Notes (Gen, TIF8 & TIF9)	2/1/2023	2/1/2020	1.5-2.0	8,580,000	170,000	-	170,000	-	-	1,700
11/19/2013	2013B GO Refunding Bonds (Gen & TIF 6)	2/1/2018	n/a	2.0-3.0	4,135,000	-	-	-	-	-	-
7/8/2014	2014B Notes (Gen & TIF 9)	2/1/2024	2/1/2021	1.0-3.0	4,255,000	-	-	-	-	-	-
7/8/2014	2014C Taxable Notes (TIF 9)	2/1/2027	2/1/2023	1.2-3.7	4,315,000	2,595,000	-	485,000	2,110,000	-	80,869
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	2,815,000	835,000	-	270,000	565,000	-	15,063
10/26/2016	2016B GO Promissory Notes (Gen, TIF 8, TIF 12)	4/1/2026	4/1/2023	2.0-3.0	9,505,000	3,835,000	-	1,360,000	2,475,000	-	75,300
6/28/2017	2017A GO Promissory Notes	4/1/2027	4/1/2024	2.0-3.0	3,940,000	2,050,000	-	390,000	1,660,000	-	41,100
8/9/2017	2017 State Trust Fund Loan - Land (Gen & TIF 12)	3/15/2027	n/a	3.5	4,931,000	-	-	-	-	-	-
3/29/2018	2018 State Trust Fund Loan - Infrastructure	3/15/2020	n/a	3.0	3,700,000	-	-	-	-	-	-
6/18/2018	2018 State Trust Fund Loan - Land	3/15/2028	n/a	4.25	3,589,000	-	-	-	-	-	-
10/11/2018	2018B GO Promissory Note	4/1/2028	4/1/2025	3.0 - 4.0	7,690,000	4,585,000	-	690,000	3,895,000	720,000	161,200
2/7/2019	2019A Taxable GO Bonds (TIF 9, TIF 11, TIF 12, TIF 13)	4/1/2037	4/1/2027	2.7 - 4.0	9,255,000	6,995,000	-	760,000	6,235,000	790,000	219,070
2/7/2019	2019B GO Refunding Bonds (TIF 13)	4/1/2032	4/1/2028	3.0 - 4.0	2,555,000	2,555,000	-	40,000	2,515,000	240,000	87,000
7/17/2019	2019C GO Bonds	4/1/2039	4/1/2027	3.0 - 5.0	3,895,000	3,320,000	-	140,000	3,180,000	145,000	115,100
7/17/2019	2019D GO Notes	4/1/2029	4/1/2026	2.0 - 4.0	8,800,000	6,555,000	-	850,000	5,705,000	875,000	193,550
12/20/2019	2019 State Trust Fund Loan (TID 8)	3/15/2029	n/a	3.25	650,000	525,129	-	68,024	457,105	70,194	17,067
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0 - 3.0	5,855,000	4,225,000	-	570,000	3,655,000	480,000	90,700
12/22/2020	2020 State Trust Fund Loan (TID 8)	3/15/2030	n/a	3.0	1,150,000	1,043,655	-	117,381	926,275	120,825	31,310
8/12/2021	2021C GO Notes (Gen and Refunding 2014B- Gen & TIF 8)	4/1/2031	4/1/2028	1.5 - 2.0	7,395,000	6,385,000	-	1,070,000	5,315,000	1,090,000	107,625
8/9/2022	2022A GO Notes (Gen)	4/1/2032	4/1/2029	3.0-4.0	5,740,000	5,740,000	-	1,050,000	4,690,000	405,000	221,908
12/27/2022	2022 State Trust Fund Loan (TID12 & TID 13)	3/15/2036	n/a	4.75	1,804,000	1,804,000	-	-	1,804,000	86,810	-
8/10/2023	2023A GO Notes (Gen, TID 8, TID 14)	4/1/2033	4/1/2030	2.88	9,285,000	-	9,285,000	-	9,285,000	180,000	-
TOTAL GENERAL OBLIGATION DEBT					168,353,116	53,217,785	9,285,000	8,030,405	54,472,380	5,202,830	1,458,561
CAPITAL LEASES											
6/24/2014	CDA Refunding Bonds (TIF 8)	8/1/2024	8/1/2021	4-2.4	12,785,000	2,990,000	-	1,475,000	1,515,000	1,515,000	33,801
TOTAL CAPITAL LEASES					36,415,000	2,990,000	-	1,475,000	1,515,000	1,515,000	33,801
TOTAL GOVERNMENTAL ACTIVITIES					204,768,116	56,207,785	9,285,000	9,505,405	55,987,380	6,717,830	1,492,362

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2022	Issued 2023	Principal 2023	Balance 12/31/2023	Due in One Year	Interest 2023
BUSINESS-TYPE ACTIVITIES											
6/8/2005	CWF Loan (WWTP)	5/1/2025		2.365	14,729,283	2,996,371		975,537	2,020,834	998,608	59,328
7/15/2009	GO Bonds (WWTP)	4/1/2024	4/1/2018	2.0-4.25	1,000,000	-		-	-	-	-
11/9/2010	GO Promissory Notes (WWTP)	4/1/2020	4/1/2017	0.6-2.35	40,000	-		-	-	-	-
7/8/2014	2014B GO Promissory Notes	2/1/2027	2/1/2021	1.0-3.0	330,000	-		-	-	-	-
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	265,000	90,000		30,000	60,000	30,000	1,613
10/26/2016	2016B GO Promissory Note	4/1/2026	4/1/2023	2.0-3.0	475,000	165,000		40,000	125,000	40,000	3,500
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	1,580,000	1,230,000		70,000	1,160,000	70,000	34,100
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	1,500,000	1,285,000		55,000	1,230,000	55,000	44,475
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	715,000	575,000		70,000	505,000	65,000	12,450
3/24/2021	CWF Loan (WWTP)	5/1/2040		1.485	15,603,340	14,886,483		727,503	14,158,980	738,306	215,663
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	105,000	70,000		35,000	35,000	35,000	1,050
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	2,870,000	2,700,000		165,000	2,535,000	110,000	62,925
8/10/2023	2023A GO Notes	4/1/2033	4/1/2030	2.88	405,000	-	405,000	-	405,000	45,000	-
TOTAL WWTP					39,617,623	23,997,854	405,000	2,168,039	22,234,814	2,186,914	435,104
7/15/2009	GO Bonds (SWU)	4/1/2024	4/1/2018	2.0-4.25	1,005,000	-		-	-	-	-
7/2/2013	2013A GO Promissory Notes	2/1/2013	2/1/2020	1.5-2.0	365,000	40,000		40,000	-	-	400
7/8/2014	2014B GO Notes	2/1/2027	2/1/2021	1.0-3.0	1,385,000	-		-	-	-	-
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	570,000	180,000		60,000	120,000	60,000	3,225
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	5,820,000	4,260,000		250,000	4,010,000	260,000	118,713
10/26/2016	2016B GO Promissory Note	4/1/2019	4/1/2023	2.0-3.0	120,000	-		-	-	-	-
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	3,320,000	2,580,000		140,000	2,440,000	145,000	71,650
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	5,580,000	4,750,000		200,000	4,550,000	205,000	164,600
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	440,000	295,000		150,000	145,000	145,000	4,400
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	1,990,000	1,870,000	-	115,000	1,755,000	75,000	43,525
TOTAL STORMWATER					20,595,000	13,975,000	-	955,000	13,020,000	890,000	406,513

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2022	Issued 2023	Principal 2023	Balance 12/31/2023	Due in One Year	Interest 2023
BUSINESS-TYPE ACTIVITIES (cont.)											
11/6/2008	2008 Revenue Bonds	4/1/2023				-		-	-	-	-
	2012 Taxable Revenue Refunding Bonds	4/1/2032				1,640,000		145,000	1,495,000	150,000	43,514
6/16/2014	2014 Revenue Bonds	4/1/2034				2,125,000		175,000	1,950,000	175,000	77,146
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	3,435,000	2,520,000		150,000	2,370,000	155,000	70,163
10/11/2018	2018A GO Corporate Purpose Bond	4/1/2038	4/1/2027	3.0-5.0	7,125,000	5,940,000		265,000	5,675,000	280,000	223,063
2/10/2021	2021A Revenue Bonds	4/1/2041	4/1/2029	1.125 - 4.0	6,300,000	6,065,000	-	240,000	5,825,000	255,000	142,756
	TOTAL SPU				10,560,000	18,290,000	-	975,000	17,315,000	1,015,000	556,641
	TOTAL BUSINESS-TYPE ACTIVITIES				70,772,623	56,262,854	405,000	4,098,039	52,569,814	4,091,914	1,398,257
INSERVICE - TYPE ACTIVITIES											
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	155,000	60,000		20,000	40,000	20,000	1,075
10/26/2016	2016B GO Promissory Note	4/1/2026	8/1/2021	2.0-3.0	1,185,000	495,000		120,000	375,000	120,000	10,550
6/28/2017	2017A GO Promissory Note	4/1/2027	4/1/2024	2.0-3.0	980,000	510,000		100,000	410,000	100,000	10,200
10/11/2018	2018B GO Notes	10/11/2018		3.0-4.0	135,000	90,000		15,000	75,000	15,000	3,150
7/17/2019	2019 GO Notes - Series D	4/1/2029	4/1/20026	2.0 - 4.0	805,000	560,000		75,000	485,000	75,000	16,475
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	195,000	155,000		20,000	135,000	15,000	3,350
8/12/2021	2021C GO Notes	4/1/1931	4/1/2028	1.5 - 2.0	415,000	370,000		45,000	325,000	40,000	6,325
8/9/2022	2022A GO Notes	4/1/2032	4/1/2029	3.0-4.0	1,015,000	1,015,000		115,000	900,000	85,000	40,388
8/10/2023	2023A GO Notes	4/1/2033	4/1/2030	2.88	1,340,000	-	1,340,000	-	1,340,000	155,000	-
	TOTAL FLEET INSERVICE				6,225,000	3,255,000	1,340,000	510,000	4,085,000	625,000	91,513
	TOTAL ALL DEBT				281,765,739	115,725,638	11,030,000	14,113,444	112,642,194	11,434,744	2,982,132

AMORITIZATION SCHEDULES

General Fund Debt Service			
Year	Principal	Interest	Total
2024	6,540,000	1,265,626	7,805,626
2025	5,350,000	1,010,456	6,360,456
2026	5,085,000	835,600	5,920,600
2027	4,790,000	663,475	5,453,475
2028	4,515,000	501,900	5,016,900
2029	3,805,000	368,663	4,173,663
2030	2,855,000	267,413	3,122,413
2031	2,375,000	189,888	2,564,888
2032	1,800,000	122,175	1,922,175
2033	1,260,000	66,000	1,326,000
2034	215,000	38,625	253,625
2035	220,000	32,100	252,100
2036	230,000	25,350	255,350
2037	235,000	18,375	253,375
2038	245,000	11,175	256,175
2039	250,000	3,750	253,750
	<u>39,770,000</u>	<u>5,420,570</u>	<u>45,190,570</u>

TIF District 8			
Year	Principal	Interest	Total
2024	2,036,019	88,181	2,124,201
2025	257,042	38,838	295,880
2026	263,135	31,246	294,380
2027	209,416	24,364	233,780
2028	215,843	17,938	233,780
2029	222,567	11,214	233,780
2030	144,359	4,331	148,690
	<u>3,348,381</u>	<u>216,112</u>	<u>3,564,492</u>

TIF District 9			
Year	Principal	Interest	Total
2024	1,150,000	126,720	1,276,720
2025	1,055,000	92,743	1,147,743
2026	1,095,000	57,436	1,152,436
2027	1,135,000	19,560	1,154,560
	<u>4,435,000</u>	<u>296,459</u>	<u>4,731,459</u>

TIF District 11			
Year	Principal	Interest	Total
2024	55,000	10,285	65,285
2025	55,000	8,649	63,649
2026	55,000	6,944	61,944
2027	60,000	5,118	65,118
2028	60,000	3,168	63,168
2029	65,000	1,089	66,089
	<u>350,000</u>	<u>35,251</u>	<u>385,251</u>

TIF District 12			
Year	Principal	Interest	Total
2024	310,651	224,418	535,069
2025	336,712	196,533	533,245
2026	351,544	184,379	535,923
2027	341,604	171,894	513,499
2028	351,740	159,202	510,941
2029	367,451	145,509	512,960
2030	383,267	131,190	514,458
2031	399,360	116,061	515,421
2032	415,641	100,193	515,834
2033	432,423	83,260	515,683
2034	449,425	65,599	515,024
2035	466,760	47,011	513,771
2036	484,422	27,412	511,834
2037	330,000	6,600	336,600
	<u>5,421,000</u>	<u>1,659,262</u>	<u>7,080,262</u>

TIF District 13			
Year	Principal	Interest	Total
2024	246,159	90,196	336,355
2025	257,768	81,237	339,005
2026	263,137	72,018	335,155
2027	278,523	61,132	339,655
2028	288,916	49,740	338,655
2029	299,352	37,904	337,255
2030	309,796	27,159	336,955
2031	320,261	17,544	337,805
2032	330,741	7,614	338,355
2033	11,259	2,296	13,555
2034	11,794	1,762	13,555
2035	12,354	1,201	13,555
2036	12,939	616	13,555
2037	-	-	-
	<u>2,643,000</u>	<u>450,421</u>	<u>3,093,421</u>

AMORTIZATION SCHEDULES (CONT)

TIF District 14			
Year	Principal	Interest	Total
2024	29,000	3,522	32,522
2025	29,000	2,476	31,476
2026	19,000	1,821	20,821
2027	19,000	1,416	20,416
2028	19,000	1,012	20,012
2029	19,000	607	19,607
2030	19,000	202	19,202
	153,000	11,057	164,057

Wastewater Debt Service			
Year	Principal	Interest	Total
2024	2,186,914	408,709	2,595,624
2025	2,196,495	357,284	2,553,779
2026	1,160,396	320,349	1,480,746
2027	1,141,688	295,699	1,437,387
2028	1,163,148	270,954	1,434,102
2029	1,189,778	246,013	1,435,791
2030	1,211,580	222,498	1,434,078
2031	1,163,558	200,681	1,364,239
2032	1,180,713	178,960	1,359,674
2033	1,203,050	156,858	1,359,907
2034	1,175,569	135,270	1,310,839
2035	1,198,274	114,196	1,312,470
2036	1,216,168	92,731	1,308,899
2037	1,239,253	70,874	1,310,127
2038	1,162,533	50,071	1,212,603
2039	1,176,010	30,444	1,206,453
2040	1,099,687	11,990	1,111,677
2041	170,000	1,700	171,700
	22,234,814	3,165,281	25,400,095

Stormwater Debt Service			
Year	Principal	Interest	Total
2024	890,000	378,450	1,268,450
2025	775,000	351,913	1,126,913
2026	740,000	325,663	1,065,663
2027	760,000	299,863	1,059,863
2028	790,000	275,181	1,065,181
2029	815,000	248,900	1,063,900
2030	845,000	222,700	1,067,700
2031	865,000	198,000	1,063,000
2032	895,000	172,575	1,067,575
2033	920,000	146,350	1,066,350
2034	945,000	119,375	1,064,375
2035	970,000	91,675	1,061,675
2036	1,000,000	63,175	1,063,175
2037	655,000	39,425	694,425
2038	455,000	23,875	478,875
2039	470,000	11,100	481,100
2040	115,000	3,450	118,450
2041	115,000	1,150	116,150
	13,020,000	2,972,819	15,992,819

Fleet Debt Service			
Year	Principal	Interest	Total
2024	625,000	139,581	764,581
2025	615,000	109,900	724,900
2026	595,000	90,425	685,425
2027	470,000	72,800	542,800
2028	385,000	57,150	442,150
2029	385,000	42,825	427,825
2030	300,000	30,375	330,375
2031	295,000	20,238	315,238
2032	260,000	10,825	270,825
2033	155,000	3,100	158,100
	4,085,000	577,218	4,662,218

AMORITIZATION SCHEDULES (CONT)

Year	Sun Prairie Utilities Debt Service		
	Principal	Interest	Total
2024	1,015,000	518,585	1,533,585
2025	1,040,000	479,435	1,519,435
2026	1,075,000	439,186	1,514,186
2027	1,115,000	397,870	1,512,870
2028	1,150,000	355,376	1,505,376
2029	1,180,000	313,875	1,493,875
2030	1,215,000	278,440	1,493,440
2031	1,235,000	245,800	1,480,800
2032	1,265,000	211,075	1,476,075
2033	1,110,000	177,683	1,287,683
2034	1,145,000	145,123	1,290,123
2035	980,000	114,113	1,094,113
2036	1,010,000	85,206	1,095,206
2037	815,000	58,738	873,738
2038	840,000	34,800	874,800
2039	365,000	18,850	383,850
2040	375,000	11,450	386,450
2041	385,000	3,850	388,850
	17,315,000	3,889,453	21,204,453



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APPENDIX F : FORECAST OF REVENUES AND EXPENDITURES



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SUN PRAIRIE ECONOMIC FORECAST UPDATE : JULY 2022

The City completed its third financial management plan in 2022. The results of which are presented here. It is the intent of the City to complete this plan every two years. After the completion of the first plan in 2017, the mayor recognized that the City's largest challenge was the addition of staff to accommodate the growth of the City. The City froze the tax levy for five years from 2010 through 2014 and reduced staffing by 8 FTE or 3%. The mayor requested that administration develop a future staffing plan to accommodate the growth of the City, recognizing that the plan can be modified with the changing economic environment. The plan was implemented in the 2019 budget, and has continued through the 2023 budget.

The net new construction increase for 2022 (budget year 2023) was 3.32%. The 2022 increase is higher than expected future increases in new construction. The City does not expect to be able to maintain the 2018 and 2019 levels of construction and is forecasting an average future increase of 1.92%.

	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment	
2022	3,987,044,866	2.33%	0	0%	75,938,766	1.95%	15,000,000	.38%
2023	4,079,172,590	2.31%	0	0%	77,127,724	1.93%	15,000,000	.38%
2024	4,157,504,817	1.92%	0	0%	78,332,227	1.92%		0.00%
2025	4,236,861,182	1.91%	0	0%	79,356,365	1.91%		0.00%
2026	4,429,656,873	4.55%	0	0%	80,393,892	1.90%	112,401,800	2.65%

The City receives monies through the expenditure restraint program based on a formula that restricts the rate of growth of general fund expenditures. This limit is calculated using 60% of net new construction capped at 2% plus the CPI. The City met the expenditure restraint limits in 2019, 2020, and 2021, and qualified for the state aid in 2020, 2021, and 2022. The City's 2022 Approved Budget did not qualify for aid, which means that the payment will not be received in 2023.

GENERAL FUND FORECAST

2023-2027 assumptions include holding the majority of revenues at the 2022 budgeted values throughout the plan and implementing slight increases in building permit revenues through 2027. Wages and fringe include yearly 3% increases, as well as an annual increase of 3% for healthcare. Operating expenses have modest increases for all five years.

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Revenues Non Property Tax	10,964,282	10,874,783	11,177,227	11,313,824	11,374,382
Expenditures					
General Government	6,287,532	6,684,045	6,656,522	6,810,014	7,054,627
Public Safety	16,225,125	17,012,509	18,029,422	19,016,211	20,020,511
Public Works	3,202,264	3,268,259	3,335,056	3,404,289	3,482,500
Health and Human Services	2,184,822	2,355,678	2,289,846	2,344,041	2,400,823
Culture, Recreation, & Education	373,131	383,190	393,292	403,397	413,525
Conservation & Development	1,252,112	1,301,882	1,350,993	1,400,592	1,456,913
Other Financing Uses	3,120,381	3,201,705	3,266,232	3,342,100	3,428,491
	32,645,367	34,207,268	35,321,363	36,720,644	38,257,390
Property Taxes	21,681,085	23,332,485	24,144,136	25,406,820	26,883,008

Property taxes are the largest revenue source for the City making up approximately 70% of total general fund revenues. The forecast includes an average 5.5% increase in property taxes to balance the forecasted revenues less expenditures.

GENERAL FUND REVENUE/SOURCES PROJECTION

	2023	2024	2025	2026	2027
Property Taxes	21,575,143	24,273,096	25,175,362	26,532,762	27,979,526
Other Taxes	80,718	80,718	80,718	80,718	80,718
Special Assessments	695,437	722,490	750,625	779,885	810,315
Intergovernmental Revenues	3,241,953	3,906,609	3,205,305	3,283,042	3,100,819
Licenses and Permits	1,033,918	1,042,889	1,051,950	1,601,102	1,070,345
Fines and Forfeitures	205,000	205,000	205,000	205,000	205,000
Public Charges for Services	3,214,395	3,228,331	3,488,999	3,559,447	3,786,670
Investment Income	35,000	35,000	35,000	35,000	35,000
Miscellaneous Revenue	255,805	255,805	255,805	255,805	255,805
Other Funding Sources	2,202,056	2,177,941	2,103,825	2,053,825	2,029,710
Total Revenues/Resources	32,539,425	35,147,879	36,352,589	37,846,586	39,353,908

GENERAL FUND EXPENDITURE/USES PROJECTION

	2023	2024	2025	2026	2027
General Government	6,287,532	6,684,045	6,656,522	6,810,014	7,054,627
Public Safety	16,225,125	17,012,509	18,029,422	19,016,211	20,020,511
Public Works	3,202,264	3,268,259	3,335,056	3,404,289	3,482,500
Health & Human Services	2,184,822	2,355,678	2,289,846	2,344,041	2,400,823
Culture, Recreation, and Education	373,131	383,190	393,292	403,397	413,525
Conservation and Development	1,252,112	1,301,882	1,350,993	1,400,592	1,456,913
Other Financing Uses	3,120,381	3,201,705	3,266,232	3,342,100	3,428,491
Total Revenues/Resources	32,645,367	34,207,268	35,321,363	36,720,344	38,257,390

DEBT SERVICE FUND

A review of the Ten-Year Capital Improvement Plan (CIP), debt associated with the CIP, and projected city growth indicates the city is likely to maintain its bond rating of Aa2 for the next five years.

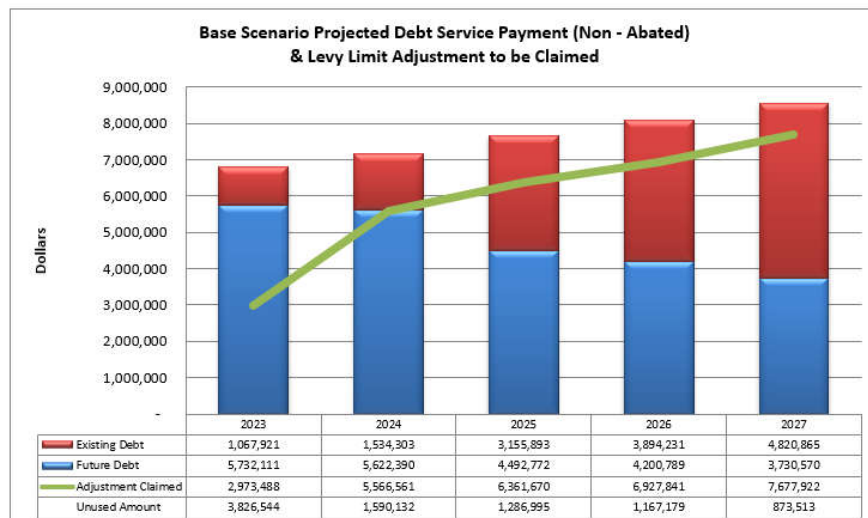
Wisconsin State Statutes require that the city's total general obligation debt may not exceed 5% of the equalized value of taxable property. The 2022 debt limit was \$214,583,247. The city had total general obligation debt outstanding at the end of 2021 of \$84,640,000 or 35.51% of the debt limit. The following is a table of projected debt based on borrowing needs as identified in the ten-year CIP.

DEBT LIMIT PROJECTION

YEAR	COMB EXIST & NEW PRINCIPLE	% OF LIMIT	RESIDUAL CAPACITY
2023	87,163,381	39.54%	133,301,051
2024	97,392,361	43.39%	127,769,630
2025	107,561,599	45.56%	123,472,683
2026	103,994,021	43.98%	132,468,997
2027	101,088,820	41.77%	140,901,125
2028	96,899,325	39.13%	150,717,512
2029	110,549,359	43.64%	142,796,145
2030	105,835,000	40.45%	154,342,785
2031	100,885,000	38.05%	164,230,556
2032	88,725,000	32.87%	181,185,723

It is the city's policy to borrow for general fund capital improvements with ten-year tax-exempt general obligation notes provided that the life of the asset is at least ten years. It is also the policy of the city to fund utility capital projects with 20-year tax exempt general obligation bonds provided the life of the asset is at least 20 years. The city is considered a small issuer and takes advantage of interest cost savings by issuing less than \$10 million tax-exempt debt in any one year. However, the needs of the city have required larger tax-exempt borrowings. The city moved to borrow for utility capital projects every other year (even years) to allow the city to take advantage of bank qualification interest cost savings every other year (even years). The city will continue this policy in the 2023 budget.

Last, the city is subject to limits on property tax levies by Wisconsin State Statutes. However, the limit does allow for an adjustment of the general obligation debt service in any given year. The City currently has unused debt adjustment capacity of approximately \$3.83 million. This debt adjustment capacity decreases over the next five years. The following is a graph of the projected use of general obligation adjustments for the next five years.





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APPENDIX G : THREE YEAR WORK PLAN



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Source Document: [2019-2022 Three Year Work Plan](#)

WORK PLAN BACKGROUND AND PURPOSE

In May of 2019, the Sun Prairie City Council and Mayor outlined eight focus areas to achieve their community vision. These eight areas provide policy direction across a broad array of issues and a pathway to meet the Council's short and long-term objectives through targeted strategies, key projects, and initiatives.

Strategic plans are living documents, ever evolving with stakeholder input, emerging community and organizational needs, and changing policy direction.

MAYOR AND COUNCIL VISION FOR 2035

In 2035, Sun Prairie is a warm, vibrant community with residents who call it a great place to live. We are noted for many strong attributes and a willingness to invest in our community to ensure it remains a desirable place to live, raise a family, work, and do business for many years to come.

Sun Prairie is noted for its high quality public education. A broad array of schools across the City with passionate, committed teachers and staff that develop youth who are confident and ready for the next chapter in their lives, whether that be postsecondary education or joining the workforce.

Everyone has a place to live and prosper in the City of Sun Prairie. Neighborhoods are supported by libraries, schools, parks, public spaces, and retail services. Community groups within our neighborhoods encourage people to participate so they feel they are living in a neighborhood of two thousand, not a city of forty thousand, resulting in a warm and welcome feeling.

Our City promotes inclusion by bringing all residents together. As a result, people know they are welcome here and feel they have a place in our community. All people in our community feel a sense of belonging and know that they are safe wherever they go.

Sun Prairie draws strength from its youth and families. We are known in our region as a leader in the coordination of support for families and youth so that they can grow in our community.

Sun Prairie provides a foundation for healthy, happy lives for its residents by offering a broad array of social, cultural, community, and recreational opportunities. The City has a strong commitment to high-quality amenities, and there will be new and exciting innovation in the years ahead.

The economy in Sun Prairie evolves as technology and the markets change. It is resilient and diversified, responding positively to disruptive technologies and business cycle downturns. Innovative technology creates new products and employment opportunities within the City.

Sun Prairie is known as a "green" community. We put great effort into minimizing our impact on our environment for both the long and short term and take many steps to make this possible. We reduce the use of fossil fuels and have a public utility focused on renewable energy. Our community is committed to recycling and embraces the opportunity to limit disposables. In our planning efforts, we avoid urban sprawl by encouraging density and responsibly managing our finite resources.

People move throughout the City with ease on foot and bikes, and in cars, taxis, and public transportation. Residents move beyond Sun Prairie using an integrated regional bus and train system. Transportation options are available and affordable for individuals of all incomes and abilities.

In Sun Prairie, public streets, sidewalks, buildings, park spaces, utilities, and community centers are supported to maintain high quality services to residents. Existing assets are well maintained and new infrastructure is continually developed to meet the needs of a growing and changing community. Talented, responsive City employees provide high quality services to our community.

We, the City Council lead the planning for the future. We are committed to engaging and inspiring our community to support this vision and working collaboratively to achieve our goals.

FOCUS AREAS

To achieve our vision, we will use these focus areas to guide our day-to-day work and in our long-term planning:

HOUSING AND NEIGHBORHOODS

Sun Prairie is a place of vibrant and robust neighborhoods made up of housing with options at all price ranges for those that desire to rent or own.

DOWNTOWN AND CENTRAL CORRIDOR VIBRANCY

Our Downtown and Central Corridor is a bustling place with entertainment, dining, housing, and cultural opportunities. This area has restaurants, breweries, and music venues that host active entertainment day and night. Downtown is easy to get to by bike, car, foot, bus, ride-sharing, taxi, or train.

DYNAMIC ECONOMY

Sun Prairie is home to many cutting-edge businesses applying innovative practices and technology to bring new and exciting products to the market every day. These businesses employ many highly-skilled, highly-paid Sun Prairie residents.

COMPLETE TRANSPORTATION NETWORK

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. The City has multiple alternatives for travel including pedestrian walkways, biking lanes, and mass transit.

HUMAN SERVICES

The community offers a wide range of human services to assist residents to live to their full potential.

SUSTAINABLE SUN PRAIRIE

Sustainability is a community aspiration. It includes City government, which demonstrates leadership in sustainable practices through promotion, education, and incentives to move our community toward locally produced solar, wind, and geothermal energy.

QUALITY CITY SERVICES

City services are efficient, friendly, and competent. In addition to maintaining roads, water, sanitary sewer, storm sewer, electric infrastructure, sidewalks, and bike paths, we anticipate future needs.

EMPLOYER OF CHOICE

In Sun Prairie, our City employees are essential to our success. We have excellent public services which can only be provided by dedicated and talented staff. City leadership is committed to providing an excellent salary and benefit package.

HOUSING AND NEIGHBORHOODS

Sun Prairie is a place of vibrant and robust neighborhoods made up of housing with options for all. There are options in all price ranges for those that desire to rent or own. If you work in Sun Prairie, there is housing affordable for you. Public resources are invested to produce housing for people of limited resources. We have housing options for all phases of life. Housing is designed to accommodate all abilities. People who come into our City have the opportunity to put down roots and grow with our community. The neighborhood association network is strong, affording new residents opportunities to connect with neighbors and the greater city.

Priority 1: Implement the housing recommendations from the Comprehensive Plan, specifically those related to affordable housing.

Like the Dane County region as a whole, housing prices in Sun Prairie have been rising rapidly in recent years, and they continue to rise faster than household incomes. As noted in the City's Comprehensive Plan, there is a particular shortage of affordable housing units. Employers are concerned that the lack of affordable housing is limiting local workforce availability. The need to understand the nature of the housing market and existing conditions is critical to developing a strategy to address housing needs. A detailed housing needs assessment will provide the framework and baseline data for the development of an effective affordable housing strategy.

Action Items:

- Work toward completing goals, policies, and actions as identified in the Housing Chapter of the Comprehensive Plan. Consider new data as it becomes available.
- Amend City ordinance to designate the Community Development Authority (CDA) as the Sun Prairie Housing Authority. Membership on the CDA may need adjustments to ensure adequate housing expertise. The creation of a housing subcommittee working under the CDA should be considered.
- Hire a consultant to conduct a Housing Needs Assessment [Housing Study] (e.g. collect and review data on: housing stock supply, age, type, lifestyle/special needs, costs and neighborhood desirability, current and projected market conditions, identify underserved populations/socioeconomic groups, etc.).
- Work with WHEDA, Dane County CDBG, and other housing programs to leverage funding resources for qualified projects as determined in the Plan.
- Engage the Chamber's Workforce Housing group as a partner to implement the Strategic Housing Plan and engage the business community in the conversation about housing.
- Solicit and encourage qualified developers to rehab and construct new appropriate housing options consistent with the Strategic Housing goals.
- Update and evaluate market data on a regular basis to ensure housing goals and priorities remain relevant and address the needs of the community.
- Based upon the results of the Housing Needs Assessment, develop a scope of work/priorities for the preparation of a Strategic Housing Plan. Such a plan might include:
 - Establish an Affordable Housing Fund
 - Identify possible sites/districts that would be appropriate for workforce housing (e.g. near employment centers, public transportation corridors, etc.)
 - Implement strategies recommended in the Comprehensive Plan for increased density and diversity of housing types within typical residential neighborhoods, including the allowance of accessory dwelling units.

- Develop and implement a community information strategy to educate and inform residents of housing needs and market conditions in the community, specifically aimed at addressing misconceptions and misinformation within the community about housing issues.

Priority 2: Create a platform on the City's website for neighborhood associations to increase communication between residents, neighborhood associations, and the City.

Several neighborhoods within the City have active neighborhood associations that perform various functions and provide benefits to neighborhood residents. Activities range from enforcing neighborhood covenants to organizing block parties and hosting social media sites. However, there is currently no organized effort in Sun Prairie to recognize or support such associations or to utilize these groups to disseminate information to residents.

Strong and active neighborhood associations provide many benefits to both neighborhood residents and City officials. In addition to encouraging more interaction between neighbors and creating stronger ties within neighborhoods, an organized effort to identify and formalize neighborhood associations within the City can increase communication and engagement with citizens. This effort could begin as a simple process to give an opportunity for neighborhood associations to provide contact information on the City website. Over time, it has the potential to grow into a more robust program that could help increase citizen participation in City activities such as the planning processes and development/infrastructure decisions, or increase awareness of social services that are available to neighborhood residents.

Action Items:

- Develop a page on the City's website that includes a map of the City and boundaries of known neighborhoods where active associations exist, and that can be used to list contact information for such associations. Neighborhoods could also post links to social media pages or websites that they may host on behalf of their neighborhoods.
- Assign a staff member (and designate a back-up staff member) to be the liaison for neighborhood associations. Said staff member would be responsible for updating the web page as new associations are created or updates to contact information are reported by existing associations.
- Reach out to known associations to build the initial web page. Prepare a press release and social media posts when the web page goes live to notify others that either already have such an association and want to participate, or that may be interested in creating one.
- Maintain and update the web page as new information is available. Reach out to neighborhood contacts annually to ensure that information remains up to date and accurate.
- Disseminate information regularly to neighborhood contacts, such as the Clock Tower News, newsflashes, press releases, notices of upcoming meetings or hearings, new POLCO questions, and general information to be distributed to the public or to targeted neighborhoods.
- Create FAQ or links to other City web pages from the neighborhood association page to serve as a portal for neighborhood residents to find information they may be seeking. Examples include links to refuse/recycling collection schedules, yard waste and brush collections, the City meeting calendar, elected official contact information, permit requirements for fences or other common improvements, etc. Links to other agencies that provide key social services could also be provided.
- Over time, consider creating a dedicated staff position to support neighborhood association activities, such as organizing meetings, preparing neighborhood newsletters, organizing volunteer efforts within neighborhoods, assisting with efforts to provide neighborhood identification signage or other neighborhood improvements, etc.

Priority 3: Amend the zoning and subdivision chapters of the Municipal Code to implement the housing chapter and sustainability goals within the Comprehensive Plan

The City's current zoning ordinance is over thirty years old, having last been adopted in 1989. The City is in the process of updating its Comprehensive Plan, with an expected completion date of August 2019.

The updated Comprehensive Plan includes policies related to housing and sustainable practices that are not addressed in the City's current zoning ordinance. In addition, several state legislative changes have been implemented in the last few years, along with significant case law outcomes that require amending several sections of the subdivision and zoning codes for the purpose of compliance with new state laws. In order to implement the policies of the updated Comprehensive Plan and state legislative changes, an ordinance re-write will be required.

Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will most likely need to be retained in order to accomplish the ordinance updated within the three year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan regarding updating the City's zoning and subdivision ordinances.
- Create a scope of services statement in order to get an accurate estimate of cost of services.
- Create a budget initiative to hire a consultant to draft a new zoning and subdivision ordinance.
- Create and issue an RFP.
- Review RFP submissions.
- Accept a contract for service, determine public engagement sessions, and adoption schedule.
- Work with consultant to draft new zoning and subdivision ordinances; review potential outcome of housing study and its impact on the need to further amend the zoning and subdivision code.
- Review at Planning Commission.
- Approval at City Council.

DOWNTOWN AND CENTRAL CORRIDOR VIBRANCY

Our Downtown and Central Corridor is a bustling place with entertainment, dining, housing, and cultural opportunities. This area has restaurants, breweries, and music venues that host entertainment day and night. Downtown is easy to get to by bike, car, foot, bus, ride-sharing, taxi, or train.

There are many people living in downtown and throughout the central corridor. The historic character of downtown remains, while offering modern amenities. The breadth of retail and personal services offer great options for folks visiting and living in Sun Prairie. Residents are young and old and reflect many cultures and ethnicities. Some folks live and work right in the area. It's great to listen to music in outdoor public spaces. Downtown, including Ashley Field, are destinations, hosting a wide variety of community, cultural, sports, and entertainment events.

Priority 1: Complete and implement the redevelopment of Main and Bristol Plan to attract businesses and people Downtown.

The City is currently in the process of developing a vision and implementation strategy for the Main and Bristol area. That strategy will include action steps to guide the redevelopment of the area, including businesses of interest for City residents.

Action Items:

- Issue an RFQ and select a consultant/establish a project steering committee.
- Negotiate the scope of work and organize the process.

- Begin a community engagement plan.
- The consultant prepares a “State of the Area” report as well as concept plans for consideration by the community.
- Evaluation of the concepts in a public forum – receive input.
- The consultant refines concepts to develop a recommended plan and prepares an implementation strategy.
- Conduct public evaluation and comments on plan and strategy.
- Planning Commission and Council consider/adopt the plan.
- Main and Bristol Plan implementation is likely to extend beyond a 3-year implementation and will require the development of an updated action plan.
- Implementation of recommended plan; tasks likely to include:
 - Create or amend TIF district
 - Consideration of property acquisition (if recommended by plan)
 - Explore potential funding sources to assist with redevelopment.
 - Consider SPU relocation – costs, timing, etc. (see Downtown and Central Corridor Vibrancy Priority #3a)
 - Coordinate with SPASD on Ashley Field plaza plans
 - Consider Lane Street-Ashley Field-Commercial Avenue bike connection

Priority 2a: Identify and plan for redevelopment of the Public Works site. Plan for a new campus on the Southside.

The existing Public Works site is undersized, land-locked, and does not provide adequate facilities for staff. The existing lot has the potential for downtown redevelopment. The City owns land on Bailey Road that could be developed for a Public Services campus to house all departments in one cohesive location (e.g. Public Works, Engineering, GIS, Wastewater, and Fleet).

This move would create efficiencies by sharing staff and resources, as well as address the space needs in City Hall and the current Public Works facility. The parcel on Bailey Road also has space for a bus storage facility for Madison Metro. Building a bus facility in Sun Prairie could allow Metro to begin additional bus routes in the City at an earlier date. This would help to achieve Transportation Priority #2 at an earlier date.

Action Items:

- Public Works, Engineering, and GIS have completed a special needs assessment, SPU has initiated a needs assessment, and the Transportation Planner is working on a Metro needs assessment.
- Public Works, Engineering, GIS, SPU, WWTP, and Madison Metro coordination on layout, efficiencies, shared resources to provide guidance for overall conceptual design.
 - Include proposal for master plan cost in 2020 budget
 - If approved, prepare an RFP for the Master Plan
- Staff to review Consultant options and provide a recommendation on option and cost estimates.
- Seek Council action to review and approve bid to create Master Plan including overall site plan options and cost estimates.
- Seek Council action to review and approve:
 - Site Plan Options (SPU? Bus barn? Other City Departments?)
 - Allocation of funding to exceed debt policy
 - Timeline of construction
- Seek Council action to review and approve:
 - Solicit bids for final design consultant
 - Solicit bids for construction contract
 - Inclusion in the 2021 budget at the earliest

Priority 2b: Identify and plan for the redevelopment of the Public Works site. Develop a plan for re-use of the site.

The City's Public Works facility is currently located in aging facilities in the downtown. Land has been purchased on Bailey Road to consolidate all public service uses to one campus.

When the consolidation of these facilities occurs, the downtown site will be available for redevelopment. It is unlikely that a high-end user will be attracted to this site as long as the factory is located on the adjacent parcel. Consider an interim use (e.g. potential business incubator, indoor market, recreation facility) for the site until a high-end user can be attracted.

Action Items:

- Confirm feasibility of relocation of the facility.
- Engage Washington Mills regarding their short-term and long-term plans for their facility/site.
- Consider interim use of Public Works buildings until Washington Mills leaves downtown. Ideas include:
 - Business incubator/makerspace facility
 - Temporary bus garage
 - Sports/community space
 - Public market space
- Ensure that this property is included in the new TIF (see Main-Bristol Plan).
- If a new Downtown Plan or amendments to the existing plan are considered, update future land use plan for this parcel.
- When ready for redevelopment:
 - Issue RFQ and review RFQ Applications
 - Hire Consultant
 - Create a scope of work with the Consultant
 - Complete phase 1 and any necessary environmental investigation
 - Public Works facility implementation is likely to extend beyond the 3-year implementation window, and will require the development of an updated action plan

Priority 3a: Partner with Sun Prairie Utilities for the planning and upgrading of facilities, which may include a change in location.

The existing Sun Prairie Utilities site is undersized and land-locked. The existing lot is attractive for new businesses and the City owns the land south of the existing site for transition to a Public Services campus to house all departments in one cohesive location. This move could create efficiencies by sharing staff and other resources, as well as address the space needs at SPU.

Action Items:

- Public Works, Engineering, and GIS have completed a special needs assessment, SPU has initiated a needs assessment, and the Transportation Planner is working on a Metro needs assessment.
- Public Works, Engineering, GIS, SPU, WWTP, and Madison Metro coordination on layout, efficiencies, shared resources to provide guidance for overall conceptual design.
 - Inclusion of proposal for master plan cost in 2020 budget
 - If approved, prepare an RFP for the Master Plan
- Staff to review Consultant options and provide a recommendation on options and cost estimates.
- Seek Council action to review approval of bid to create Master Plan including overall site plan options and cost estimates.
- Seek Council action to review and approve:
 - Site Plan Options (SPU? Bus barn? Other City Departments?)

- Allocation of funding to exceed debt policy
- Timeline of construction
- Seek Council action to review and approve:
 - Solicit bids for final design consultant
 - Solicit bids for construction contract
 - Inclusion in the 2021 budget at the earliest

Priority 3b: Identify and plan for the redevelopment of Sun Prairie Utilities. Develop a plan for the potential re-use of the site.

The current Sun Prairie Utilities facility is located adjacent to the Main and Bristol planning area. Sun Prairie Utilities is nearing capacity and may need to expand in the near future. Strategies for the redevelopment of this site will likely be included in the Main and Bristol plan. Implement that plan upon adoption.

Action Items:

- Engage Downtown Steering Committee to guide re-use/redevelopment process.
- Review SPU facilities study and the Downtown Redevelopment Plan.
- Engage SPU regarding their short-term and long-term plans for their facility/site.
- Ensure that this property is included in the new TIF (see Main-Bristol plan).
- Determine whether to consolidate and purchase/sell adjacent properties.
- Complete site due diligence.
- Evaluate Main-Bristol Plan when completed for implementation strategies.

Priority 4: Conduct a downtown parking study to determine the nature of the parking problem and strategies for improvement.

We have received feedback that the commercial and residential growth downtown has placed a strain on the availability of parking. This issue needs to be studied to determine whether additional downtown parking is needed, parking management strategies need to be implemented, or other potential solutions need to be explored.

Action Items:

- Update downtown parking utilization study to determine if there is a parking inventory problem or an identification/management problem.
- Analyze results of the study and present results to the Plan Commission and Council.
 - Present results to PC and COW and get direction (staff feels that a combined approach will be needed)
- Conduct analysis of existing conditions:
 - Walkability study
 - Survey business owners and patrons of businesses
 - Land use information
 - Business operation (hours, website)
 - Assess parking regulations
- Identify a Parking Management strategy, which may include:
 - Solutions so customers can better find available parking at peak times and navigate around downtown (wayfinding)
 - Investigation of demand management/TIS solutions, which could involve paid parking and enhanced enforcement
 - Preparation of budget initiative(s) to implement above strategies
 - Communication strategies to educate on parking availability between the City, businesses, and Chamber
- Implement the Parking Inventory strategy.
 - Review outcome of Main-Bristol Visioning and Redevelopment

- Complete purchase of 117 Columbus and implement 2020 CIP Project to expand parking behind 200 block of Main
- Continue to monitor opportunities for land acquisition to expand parking
- Inventory over time
- Update the Downtown Revitalization Plan as recommended in the Comprehensive Plan
- Account for BID initiatives to include sidewalk café/restaurant seating, including bump outs
- Possible ordinance amendments to refine and update parking regulations

Priority 5: Partner with the Sun Prairie School District to convert Ashley Field to a community entertainment and recreation destination.

A spring 2019 approved referendum included renovation of the Ashley Field/Prairie Phoenix Academy area, which could support community events and entertainment for both residents and visitors. Since the area is in close proximity to the Downtown, coordination with the Main-Bristol Redevelopment plan is important. While this is a SPASD project, the City can provide assistance with planning, programming, and funding the plaza portion of the Ashley Field Complex.

Action Items:

- Study the progress of the downtown redevelopment plan begun by Lakota Group.
- Meet with SPASD to determine goals and needs for an entertainment complex and determine rationale for a referendum.
- Based on the outcome of the meeting and Main-Bristol Plan recommendations, determine the next steps and feasibility and liability of partnering on this project.
- Establish the vision and desired function for the plaza space. Discuss connections with downtown and synergies with the Main-Bristol plan.
- Prepare concept plans for consideration by the City and SPASD. Discuss potential funding sources and partnerships. Investigate grant funding sources.
- If TIF is the intended funding source, review the feasibility with Finance and Ehlers.
- Conduct a public review of concepts to gather feedback. Receive direction for the City and SPASD on the desired outcome and funding.
- Develop design and cost estimates (Planning/Engineering collaboration or hire a consultant for the design?).
- Publicly bid the project and award a construction contract.

Priority 6: Update the Downtown Revitalization Plan, with an eye toward identifying properties for future redevelopment.

While there have been ongoing redevelopment opportunities identified in the downtown area, several properties remain under private ownership that may create barriers to redevelopment. Control of the properties by the City or SPASD should be considered to eliminate barriers to redevelopment.

Action Items:

- Clarify the area to be identified as “Downtown” for this effort (to include Ashley Field).
- Establish a joint planning team of City and School District Staff to evaluate potential linkages and connections between Ashley Field and Downtown. Joint planning team will define roles and responsibilities of each entity.
- Consider using this area in the TIF overlay.

DYNAMIC ECONOMY

Sun Prairie is the home of many cutting-edge businesses applying innovative practices and technology to bring new and exciting products to the market every day. These businesses employ many highly skilled, highly paid Sun Prairie residents. In addition, Sun Prairie is home to people who work for companies that are physically located all across the

country and world. These employees work from their homes and are supported by local state of the art communication technology. There are maker and incubator spaces which support entrepreneurs whose businesses grow into employers in our community that provide career opportunities for residents. The robust nature of the Sun Prairie business community allows our local economy to thrive, even as new technologies disrupt markets and the business environment changes.

Priority 1: Revise/Refresh our economic development strategy to ensure that we have a diverse economy.

The City's economic development strategy was formally adopted in 2008, but is being considered again as part of the Comprehensive Plan update. The identification of target sectors allows the City to prioritize and focus economic development efforts. As the City actively markets industrial and commercial areas of the City, identification of target sectors allows the City to pursue compatible projects and relevant supporting infrastructure. Evaluation of target sectors needs to be done in the context of other City and regional priorities, such as housing, transportation, utilities, land use, etc.

Action Items:

- Define and formalize partnerships and roles with other economic development organizations including, but not limited to: Chamber, Higher Education Institutes, MadREP, DWD, and WEDC.
- Upgrade list of target sectors based upon quality of job opportunities, wage rates, consistencies with other uses within the City, ability to serve the property with infrastructure, cost benefit analysis types of businesses, and location of projects.
- Develop business retention and recruitment strategies by sector. Plan to complete business retention surveys for top 25 employers.
- Update the directory of technical and financial resources on the City website.
- Evaluate and inventory the current entrepreneurial support ecosystem and identify gaps in service in the City. Find partnerships to create and support entrepreneurial activities through the City while enacting best practices from other organizations.
- Conduct a feasibility study for a potential business incubator project.
- Define and formalize a joint plan that defines the City and school district's role in economic and workforce development including identifying areas for collaboration.

Priority 2: Improve the marketability on the City's development opportunities with an emphasis on the City's Business Park expansion area.

The City has purchased land to provide an opportunity for business park expansion. City staff should determine to what extent planning, site investigation, and/or public infrastructure needs to occur to attract potential developers. This may include some level of site certification to increase the marketability of this land, gain tax base, and increase jobs within the city.

Action Items:

- Develop a formal marketing strategy for the Business Park expansion area.
- Contract with a qualified industrial Real Estate broker to formally list and market properties.
- Develop a Master Plan for the expansion area to include land division, lot size, major infrastructure capacities and locations, arterial and major collector road location, storm water design and location, current and future sanitary capacity study, and electric utility service (including possible relocation of ATC poles) to accelerate development readiness. To include a possible Phase I Plan with flexible lot size development options. Work with the Community Development Authority to vet options and evaluate feasibility.
- Pursue Gold Shovel certification through MadREP.
- Recommend similar procedures for other City owned properties and in other key development areas.

Priority 3: Develop and maintain a positive and recognizable brand for the City of Sun Prairie, including but not limited to updating signage in the Business Park and elsewhere in the community.

Rather than addressing this as a stand-alone priority, any update of the Business Park signage should be considered as part of a larger branding effort for the City. Both staff and Council have identified several needs that could be directly impacted by or tied to the City's overall vision and economic development strategy. This could include, but is not limited to environmental sustainability, cultural diversity, and economic stability. Up until this point, a clear vision has not been previously defined. A community brand is more about communicating this vision than simply creating a new logo. If done well, the community brand can help unify, coordinate, prioritize the City's objectives, and foster a greater sense of civic pride.

In a time when there are plenty of factors that can be used to divide the City, a branding effort (and the vision it is based on) has the potential to unify the City. The City has the opportunity to make the community brand and messaging more consistent and effective. There are multiple examples of signage and infrastructure that have not evolved with the City's expansion. Staff have noticed inconsistencies of branding within the City itself.

Once defined, the community brand can be used to convey the vision through signage, logos, and other identifiers. This will employ marketing strategies that communicate and increase awareness of what the City of Sun Prairie has to offer residents and visitors, encourage community engagement, and promote visits and overnight stays.

Action Items:

- Staff to establish scope of branding effort based on Council's adopted vision; Council to approve (e.g. evaluate current brand, establish branding scope: business park signage only, City only, Community-wide, etc.).
- Hire a marketing, branding, and design consultant to assist with establishing a work plan with process to include working with:
 - All City department managers
 - A Steering Committee of Community Stakeholders
 - Focus groups as needed
- Community Stakeholders may include but are not limited to the following: BID, Tourism, the Chamber, SPASD, Prairie Lakes, etc. Define various audiences that would make up Focus Groups, which would serve as a public engagement strategy to regularly get feedback and ideas throughout. Focus Group including but not limited to: residents, visitors, neighborhood associations, and business recruitment and retention, etc.
- Coordinate all efforts with the communication priorities of the Strategic Plan; deploy messaging as a coordinated effort with Communications Coordinator activities.
- Establish budgets and schedule for roll out of the new community brand.
- Encourage the consistent use of the City of Sun Prairie's brand throughout the community.
- Work with a consultant to conduct a branding process that will:
 - Further refine and incorporate key City values and targeted message into the future branding effort (e.g. sustainability, diversity, etc.)
 - Identify and incorporate other known brand efforts into a coordinated plan, including the Comprehensive Plan, neighborhood associations, Central Main Street Corridor plan, and Regional efforts. An example of Regional efforts includes the integration of requirements that Dane County imposes for Bicycle Trail signs, which impacts the eligibility of receiving grant funds
 - Identify the most effective means to deploy the brand (examples: logos, signage, colors, vehicles, clothing, other partners, etc.) especially those areas that are older and need to be updated
 - Strategies include, but are not limited to the creation of a style guide including logo creation and usage, and messaging; advertising and promotion, a signage plan standards and recognizable signage campaign, and a social media campaign. Website, targeted print, community events, and media events
 - Signage plan should include: community entry point signs, wayfinding, business park entry point signs, etc.

- Revisit the need for a registered trademark for the City's logo

COMPLETE TRANSPORTATION NETWORK

The community has multiple modes of transportation, ensuring the entire population has options for safe and efficient travel. The City has multiple alternatives for travel including pedestrian walkways, biking lanes, and mass transit. Extensive investment by our community ensures that all residents can access its amenities. Our regional network assures access to everything around us.

Priority 1: Connect all neighborhoods to fixed-route transit service.

The City currently has a demand-responsive shared-ride taxi system that provides high-quality door-through-door service, ideal for elderly and disabled residents. However, this type of service is less desirable for moving large numbers of residents, since it does not operate on fixed routes and, at times of peak demand, can be unreliable.

Further, the service provides only limited regional connectivity and it is more expensive than fixed-route alternatives. In 2019, the City is implementing its first fixed route bus service – an express commuter route to downtown Madison. The initial service does not provide access to all neighborhoods, particularly those most in need of service. Providing city-wide bus service and supporting active transportation connections would ensure that all residents have access the transit system.

Action Items:

- Continue to implement Priority #3: Implement the multimodal transportation recommendations of the Comprehensive Plan, which fills gaps within the active transportation network. Bus stops cannot be located in areas without ADA-accessible boarding pads/load zones, therefore pedestrian connectivity is necessary for a full implementation of bus service within the community
- Continue to implement commuter bus service. This process includes determining the viability of a unified fare program that integrates the shared ride taxi with the Metro system as a short-term stopgap solution for local transit service.
- Work with the Madison Area Transportation Planning Board (MATPB) to develop a scientific survey to determine local fixed-route transit needs within the City of Sun Prairie.
- Apply for WisDOT planning grant to cover 80% of cost of conducting scientific survey.
- Submit budget amendment to council to cover cost of survey.
- Hire a consultant to conduct scientific survey of transit needs within community.
- Collaborate with Metro and MATPB to synthesize results of scientific survey to develop conceptual local bus routes that interface with existing commuter bus service.
- Work with Communications & Diversity Strategist to develop a scope of work for public engagement process.
- Conduct intensive public engagement with Metro Transit and MATPB to ensure that conceptual routes meet the needs of residents, including:
 - Bus tours
 - Multiple engagement meetings within neighborhoods
 - Creation of an online engagement strategy and tool to gather input
- Adjust conceptual routes based on feedback gathered from the public engagement process and work with Metro to determine cost of providing service.
- Work with Metro to determine when buses may become available for service.
- Present and gain approval of conceptual routes by appropriate bodies. Identify and request funding once buses are available.

Priority 2: Explore opportunities for bus storage in Sun Prairie to expedite the provision of local bus service in the community.

Communities that are served by Metro Transit are required to pay a “local share” for transit service. As bus service is expanded in Sun Prairie, our budget will need adjustment to account for this. In addition, there will be miscellaneous operational expenses required to support this service. At the same time, limitations at its existing bus storage and maintenance facility are restricting Metro’s ability to provide buses to support expansion in Sun Prairie.

City staff has been engaging Metro Transit staff in discussions regarding the potential of storing/maintaining vehicles in Sun Prairie as a means of potentially reducing the City’s cost of expanded service. At this time, Metro has made it clear that their preferred option for addressing storage issues is pursuing a Metro-owned facility at the former Oscar Mayer site. As a result, large-scale storage of buses in Sun Prairie unlikely to come to fruition until such a time in which the Oscar Mayer site is eliminated as an alternative. However, Metro has indicated that it may be possible to store buses serving Sun Prairie local routes within the City, regardless of the outcome at the Oscar Mayer site. This would reduce the “dead-head” time of each route by approximately 30 minutes, saving the community time and money on each route.

Action Items:

- Develop an interagency staff team consisting of Metro Transit, City of Madison, and City of Sun Prairie.
- Determine the types of services Sun Prairie can provide to Metro Transit (i.e. bus storage, maintenance facility, fueling station) to determine synergies and efficiencies with other business needs.
- Gain approval from Sun Prairie City Council and Madison City Council to pursue a co-located bus storage/maintenance facility.
- Work with City staff and Metro Transit to ensure bus storage area is well integrated into City facilities and Metro’s needs are met.

Priority 3: Implement key multimodal transportation recommendations outlined in the Comprehensive Plan.

The City’s Comprehensive Plan prioritizes the need to fill gaps in the bike and pedestrian network. Some key multimodal transportation recommendations outlined in the Comprehensive Plan include:

- Adopt sidewalk policy as ordinance
- Adopt on-street bicycle facility policy as ordinance
- Develop an Active Transportation Plan that identifies and prioritizes gaps in the bicycle and pedestrian transportation networks and provides guidance on wayfinding signage and support infrastructure. This plan would address the recommendation for complete streets.

The City does not currently have an active transportation plan to aid in the prioritization and implementation of these needs. The three recommendations above should be undertaken as quickly as possible following the adoption of the Comprehensive Plan to act as a stop-gap until the adoption of an Active Transportation Plan.

Action Items:

- Immediately following adoption of the comprehensive plan:
 - Adopt sidewalk policy as ordinance
 - Adopt on-street bicycle facility policy as ordinance
- Evaluate and restructure transportation-related commission, committees, and subcommittees to better support the inclusion and implementation of multimodal transportation recommendations into decision-making processes regarding capital improvements, new development, and redevelopment.
- Apply for grant for the development of an active transportation plan.
- Prepare budget initiative to fund the local share of the plan.

- Prepare and issue RFP for active transportation plan.
- Select consultant.
- Establish steering committee to guide planning process if transportation-related committees are not restructured.
- Work with consultant to conduct planning process including:
 - Identify gaps in the existing bicycle and pedestrian network
 - Identify the locations and types of infrastructure and equipment necessary to support cycling in the community
 - Identify best practices for facility design and key pedestrian enhancements
 - Identify preferred routes through community
 - Develop wayfinding signage preferences
 - Conduct a public engagement process and develop implementation strategy and prioritize improvements
 - Establish performance measures
 - Create a complete streets policy for the City
- Present and gain approval of the final plan from appropriate Commissions, Committees, and the City Council.
- Implement the active transportation plan, including:
 - Adopting recommended ordinance changes
 - Modifying development review practices as identified
 - Restructuring committees and commissions as recommended
 - Applying for grants to aid in implementation
 - Revising budgeting practices/criteria to aid in plan implementation

Priority 4: Adopt and implement a complete streets program as outlined in the Comprehensive Plan

As the City's focus all modes of transportation, we need to design city infrastructure to include access to all modes of traffic. This design is important to complete now as streets are built to last up to 50 years. During this design, staff should research and try to implement "green" technologies for sustainability. Official mapping and policies of sidewalks, bike paths, bus routes, etc. will be vital in the implementation of the complete streets program.

Action Items:

- Hire consultant, develop criteria and design standards, work towards creating Official Maps.
- Acquire consultant to conduct research:
 - Review what has been done in other municipalities on ordinance/policy language and maps
 - Provide recommendations on how to adopt a comprehensive complete streets program
- Establish a committee of stakeholders within bike/pedestrian, transit, streets, maintenance, planning, engineering to:
 - Evaluate the research and work towards creation of draft ordinance/policy and map needs for all modes of transportation
 - Committee shall review work of the Consultant and provide oversight and guidance to the process
- Consider impacts of Parking, traffic calming, connectivity, on- street bike lanes, and create matrix of issues to consider to include safety, traffic calming and multimodal transportation.
- Provide a mechanism for Citizen input to include:
 - Present official map and draft cross sections for public input and comment
 - Provide for flexibility in the process

Priority 5: Determine and implement a strategy to investigate other options in technology to provide transit services.

The pending Comprehensive Plan instructs staff to monitor upcoming transportation technologies as they become available. It is recommended that the staff manage the Council's Interest in this as part of the plan as opposed to making it a priority that requires a separate action plan.

HUMAN SERVICES

The community offers a wide range of human services to assist residents to live to their full potential. There are programs that assure people not only survive but thrive.

Among our many service providers and organizations are our libraries, Boys and Girls Club, YMCA, Sunshine Place, Community Schools, Colonial Club, as well as medical clinics, hospitals and other services that help people form relationships, address problems, and get their needs met. The city is a center for regional coordination of these services which support youth and families throughout the area.

Priority 1: Implement the Library Strategic Plan.

The Library Board completed a five year strategic plan (2017-2022) with five initiatives: facility and spaces, funding and staffing, access, partnerships and collaborations, and marketing and communications. The architectural analysis was completed in 2018 and an additional evaluation to study branch options was completed in 2019.

Based on the results of the analysis, the Library Board has recommended an expansion of the current library. The expansion would double the size of the current facility and the total cost of the expansion is estimated to cost \$19.5 million.

The Library Board recommends a more in-depth study of location and service models for branch options after the expansion of the current library is complete. The current Library is 20 years old and has significant facility needs that must be addressed. Library services also need to grow to keep pace with population growth. Most notably insufficient space to grow the library's physical collection puts the library at risk of not meeting Dane County standards.

An expansion allows for these concerns to be addressed while simultaneously implementing new and innovative services and spaces, such as maker spaces, museum quality early childhood discovery zones, a local history room, state of the art teen spaces, business and workforce development resource spaces, and an enhanced performance space for special events. The enhanced space would increase potential partnerships and collaborative efforts with other city departments and community organizations. In addition to addressing space concerns, the library board and staff are reviewing ways to increase access to library services and in particular, expanding Sunday services year-round in 2020. Data from the 2019 Dane County Dreambus stops will help determine the need.

Action Items:

- Review architectural analysis, title search and review.
- Address immediate facility needs such as roof repair and ADA compliant public restrooms.
- Work with library foundation on development, specifically for an anticipated capital campaign.
- Library Board recommendation for expansion presented to elected officials for endorsement,
- Conduct fundraising feasibility study in anticipation of capital campaign. Proposals have been requested and will be evaluated.
- Create budget initiative to support year-round Sunday hours.
- Establish public funding for library expansion during budget process.
- Select firm for architectural design service.
- Contract with fundraiser for capital campaign.
- Begin quiet phase of capital campaign.
- Complete design of library expansion.
- Begin public phase of capital campaign.
- Begin and complete construction of library expansion.
- Assessment and planning of future needs including study of branch services.

Priority 2: Create a network of resources to expand communication efforts and strengthen youth, family, and adult services in collaboration with service providers.

Sun Prairie prides itself in being a great place to live, work and play. It is the mission of the City to provide valuable, responsive and cost-effective government services that enable its residents to enjoy a high quality of life. As the city grows, there is greater need for information and access to government and community services that is accessible for all residents.

It is important that the City engage with other service providers to help coordinate a network that assists in connecting residents to government services and community services based on their needs. This network would serve to address the needs of the community by providing information and connecting community members to program offerings and/or services.

This priority would work in tandem with Housing and Neighborhoods Priority #2 to ensure that that information reaches all residents to increase awareness of these services.

Action Items:

- Meet with current leadership of Youth and Families Commission to determine needs and potential for strengthening services and communication of services.
- Explore expanding Commission to include needs of adults.
- Work with existing agencies to create network and establish points of contact.
- In tandem with Housing and Neighborhoods Priority #2, create neighborhood associations to engage and communicate with residents.
- Host second annual Multicultural Fair as a method of expanding and strengthening youth, family and adult connections and services.
- Host a resource fair to create an opportunity to connect residents to government and community services.
- Over time, consider creating a dedicated staff position to support neighborhood association activities, such as organizing meetings, preparing neighborhood newsletters, organizing volunteer efforts within neighborhoods, assisting with efforts to provide neighborhood identification signage or other neighborhood improvements, etc. (see Housing and Neighborhoods Priority #2).

Priority 3: Establish a Community Foundation.

We are in the process of establishing a board to oversee the Community Foundation that will be run through the Madison Community Foundation. As the City grows, the establishment of the foundation enables the community and city resources to grow to meet our goals. It is an opportunity to provide grants to small businesses and entrepreneurs to come to Sun Prairie. We have the opportunity to donate funds to community organizations. The City may want to consider paying for a professional services provider that works directly with the foundation to fiscally manage and oversee it.

Action Items:

- Seek approval of establishment of Community Foundation by City Council.
- Appoint residents to serve on board.
- Create bylaws for board to include purpose and goals of foundation.
- Hire professional services provider to manage and oversee activities of foundation including identifying potential fundraising sources/donors.
- Establish application procedures for grants/monies to be awarded and awarding timeline for funds by foundation.

Priority 4: Develop and implement a strategy to make voting accessible and convenient for all residents.

The City of Sun Prairie is greatly interested in providing the best experience possible to each voter and thereby encouraging and facilitating individuals to exercise this important constitutional right.

During the 2018 mid-term elections, the City experienced difficulty in providing the highest and best voter experience. The City currently has 4 polling locations serving over 4,000 voters each. It is in the best interest of the community to expand to 8 polling locations serving half those voters each to achieve this priority.

Action Items:

- Assess the current state of polling places and need for additional sites.
- Identify possible additional locations for polling places.
- Develop metrics for polling place expansion.
- Get feedback from the Council on potential polling place expansion and develop a list of sites to approach.
- Select sites and contract with sites as needed.
- Assess equipment needs and purchasing.
- Assess personnel needs and incorporate costs in budget.
- Hold February 2020 elections: track wait times and site performance; evaluate complaints.
- Evaluate election performance, make changes as needed (continuing activity).

SUSTAINABLE SUN PRAIRIE

Sustainability is a community aspiration. It includes City government, which demonstrates leadership in sustainable practices through promotion, education, and incentives to move our community toward locally produced solar, wind, and geothermal energy.

We are committed to reducing our carbon footprint through the use of renewable energy city fleet vehicles, buses, and taxis. As our City grows, sustainable land use development, storm water reduction, reduced light pollution, and non-green consumer practices such as the use of poisonous lawn chemicals, remain a top priority. Our residents are part of ensuring a high quality ecosystem for the future.

Priority 1: Initiate a citywide Sustainability Task Force to raise awareness of sustainability and identify proactive sustainable strategies.

Establish a citywide Sustainability Task Force focused on raising awareness of sustainability throughout the community and guiding the public towards sustainability goals in the Comprehensive Plan. Members of the task force will be educated in sustainability and recommend achievable short-term and long-term community-wide strategies to create a sustainable environment. The task force can serve many purposes such as serve as an advisory group to Council, create ways for community outreach, education, and involvement, and relay information on grants and other funding sources.

Action Items:

- Establish a task force with an interest and knowledge in all tiers of sustainability (environment, social, economic). Appoint elected officials to serve on the task force and assign city staff liaison.
- Conduct research on municipalities that have developed a community sustainability task force/plan to navigate methods and criteria for sustainable communities (i.e. possible measurable metrics, how to do it, immediate vs. long term goals, education, pros/cons, pathways, pitfalls, key learning, costs, etc.).
- Define goals and objectives for future of Sun Prairie Sustainability. Establish local measurable metrics, parameters, guidelines, etc. specific to the City. Prepare a vision statement to guide the Council toward a successful initiative.
- Prepare a sustainability study/Master Plan (may include hiring a consultant/facilitator).

- Identify strategies to implement sustainability policies and programs that promote sustainable living. Audit code of ordinances for barriers to implementation (if applicable).
- Gain Planning Commission and/or Council support.
- Work with public and private sector partners and collaborate with the County for public outreach and resources informing residents and businesses of “green” initiatives.

Priority 2: Evaluate cost effective and efficient opportunities to implement sustainable City operations.

Sustainability is a growing concept having a significant role on planning and policy at the local level. A common misconception is that the term “sustainability” can be interchangeable with the phrase “going green” that attempts to only capture the physical aspect of conserving resources. However, it is important to understand and appreciate that sustainability is achieved through a broader perspective. In order for Sun Prairie to become more sustainable, the city needs to focus on decision-making processes focused on the natural environment, social equity, and economic stability. Municipal sustainable decision-making provides an opportunity for Sun Prairie to reflect on what they want for their community and to move proactively towards achieving a sustainable community. Sustainable outcomes include a reasonable tax rate, a diverse economy, a high quality of life for residents, safe neighborhoods, and conservation of natural resources.

To achieve such a vision, sustainable decision-making must be assessed and built upon through several steps, beginning with municipal employee involvement.

Action Items:

- Establish a standing Green Team with individuals from all municipal departments and expand on existing knowledgebase.
- Assess outcome of Energy Innovation grant study for implementation strategies and opportunities.
- Green Team meet and survey each City department to identify all possible options for sustainable practices, both short and long term:
 - Analyze and document sustainable policies, programs, and activities currently being practiced by the City
 - Audit code of ordinances for barriers to implementation
- Develop a strategy to group/classify ideas from survey. Categorize strategies by sustainability type and department and:
 - Evaluate cost and staff time estimates for each item
 - Evaluate the potential benefits for item to be able to prioritize solutions by cost effectiveness and payback schedules
- Green team coordinate and share information/resources with the public sustainability task force regularly/quarterly.
- Create a guiding plan for sustainability actions using feedback and information generated in the study.
- Seek Council action by recommending options for implementation into CIP 2021- 2026 or operating budget, as needed. Other non- monetary initiatives may be presented/approved policy.
- Provide ongoing coordination with facility managers, all department heads and Executive Leadership Team to gain insights on implementation strategies.

Priority 3: Amend the zoning and subdivision chapters of the municipal code to implement the land use chapter of the updated Comprehensive Plan.

The City's current zoning ordinance is over thirty years old, having been adopted in 1989. Today, the City is in the process of updating its Comprehensive Plan, with an expected completion date of August 2019. The updated Comprehensive Plan will include policies that are not addressed in the City's current zoning ordinance.

In order to implement the policies of the updated Comprehensive Plan, a zoning ordinance re-write will be required. Considerations for action on this priority item include sensitivity towards staff allocations and workload demands. An external consultant will need to be retained in order to accomplish this zoning ordinance update within the 3-year timeframe identified by Council.

Action Items:

- Review the Comprehensive Plan recommendations regarding updating the City's zoning and subdivision ordinances specific to sustainability.
- Create a budget initiative for the 2020 budget that includes funds for an RFP to hire a consultant to draft a new zoning and subdivision ordinance.
- Create and issue RFP.
- Review RFP submissions.
- Accept a contract for service, determine public engage sessions, and adoption schedule.
- Work with consultant to draft new zoning and subdivision ordinances.
- Review at Planning Commission.
- Approval at City Council.

Priority 4: Amend TIF policy to include the provision of additional support to developers who include green features in their developments.

Existing TIF guidelines are adhered to inconsistently, and there is a notable lack of accountability to variances. Additionally, the TIF guidelines exclude any mention of sustainability initiatives. Considerations for enacting this priority item include recognitions that incentivizing sustainability initiatives may add additional costs to TIF projects, and that a more concerted effort may be required in order to demonstrate that sustainability is a priority of high value.

Action Items:

- Define 'green features.' Create a list of sustainability policy and action items from the Comprehensive Plan and as identified by the City's Green Team.
- Analyze existing TIF policy and how the defined green features can be incorporated.
- Determine value/ROI of each "green features" and research case studies in order to create report regarding TIF policy.
- Research and evaluate green building standards and certification for LEED and other credible programs (both national and local). Determine if suitable and realistic for new TIF policy.
- Bring report to the Community Development Authority for review and potential recommendation regarding changes to TIF Policy.
- Bring recommendation from the Community Development Authority to Committee the Whole for potential TIF policy amendment.

QUALITY CITY SERVICES

City services are efficient, friendly, and competent. In addition to maintaining roads, water, sanitary sewer, storm sewer, electric infrastructure, sidewalks, bike paths, we anticipate future needs.

An ambitious public building program ensures that we can continue to provide high quality services to residents as we grow. Residents are safe and well-served through appropriate police and fire/EMS stations. City staff ensure effective communication with residents so that they understand our services and can be both informed and participative.

Priority 1a: Complete the expansion of the Westside Community Services Building.

The existing Westside Community Building is not designed to facilitate 24/7 fire operations, due to lack of dormitories and other design implements. Consideration of addressing this priority item include the observation that achievement of national standards for fire response guidelines (15 firefighters on the scene in 8 minutes) is a strategic objective of the Fire Department. Further, optimal safety and operational objectives require 4 personnel to be staffed on each fire engine. Updating the Westside Community Building and providing 10 firefighters to staff the station 24/7 will satisfactorily address Fire and EMS needs for the foreseeable future.

Action Items:

- Two studies were completed regarding the staffing and operations for the Emergency services at the Westside Community Building in the last 15 years. A specific facilities study was completed in 2017. The facilities study recommended a comingling of the two department into one occupational area.
- Four different design options were presented to the Council and one was selected as the appropriate facility design. The design was sent out for bid and a contractor was selected in 2018.
- Construction has started and will be completed by end of 2019.

Priority 1b: Staff the Westside Community Services Building Accordingly.

The existing Westside Community Building is not designed to facilitate 24/7 fire operations, due to lack of dormitories and other design implements. Consideration of addressing this priority item include the observation that achievement of national standards for fire response guidelines (15 firefighters on the scene in 8 minutes) is a strategic objective of the Fire Department. Further, optimal safety and operational objectives require 4 personnel to be staffed on each fire engine. Updating the Westside Community Building and adding additional fire personnel will allow for 24/7 fire protection.

Action Items:

- Create job positions and determine hiring list.
- Make employment offers.
- Staff to initiate employment.

Priority 2: Upgrade the Wastewater Treatment Plant.

Mandated by the City's growth and the DNR's requirements to remove phosphorus from the sanitary sewer system, the city has been designing and planning for a plant upgrade. This upgrade is scheduled to begin the spring of 2020 and is estimated to be completed by 2022. The phosphorus limit mandated by the DNR goes into effect in October 2022. Funding is being provided through the Clean Water Loan Program and the City's replacement fund.

Action Items:

- Adaptive Management Plan has been completed which evaluates the current performance of the treatment plant in regard to phosphorous. The plan identified operational changes to reduce phosphorous.
- Council has approved a contract for Master Design that is currently 60% complete. Final design scheduled for December 2019 with construction bid to immediately follow.
- Coordinate final site plan with Public Services campus design.

Priority 3: Develop a strategy to enhance communication with our residents.

There is a need for all members of the public to receive information from and about the City of Sun Prairie. As the city grows, there is an increasing demand for this information to be distributed on a timely, proactive and consistent basis.

In the past, some city departments did not have vehicles for getting information out to the public. With the city website, social media platforms, a Communications & Diversity Strategist and the Media Center, there are more opportunities than before to engage with the public. These resources are currently underutilized and as a result, information does not reach the public, which results in frustration.

This strategy needs to enhance communications for both internal (departments, employees) and external stakeholders (residents, businesses, media and community organizations). It would also address barriers to communication and create a proactive approach to increase public engagement in a timely manner.

This strategy involves establishing a "brand identity" (see Dynamic Economy Priority #3) and engaging with neighborhoods to share information (see Housing and Neighborhoods Priority #2). It is important that this strategy remain fluid, involve staff leadership and be revisited at least annually as communication efforts change.

Action Items:

- Complete redesign of city website and subsequent trainings with staff members.
- Disseminate information regularly to neighborhood contacts, such as the Clock Tower News, newsflashes, press releases, notices of upcoming meetings or hearings, new POLCO questions, and general information to be distributed to the public or to targeted neighborhoods (see Housing and Neighborhoods Priority #2).
- Create a master schedule of important department and communication dates for all employees.
- Complete an analysis of current department communication/public engagement efforts.
- Implement an internal campaign to share resources with departments on the available communication resources to increase public engagement.
- Create strategies using the available resources to promote communication efforts.
- Hire a marketing, branding, and design consultant to assist with establishing a work plan and subsequent branding process to include a new community brand (see Dynamic Economy Priority #3).

Priority 4: Anticipate and plan for at third Fire and EMS station.

The current state of Fire and EMS demands for service is such that a consistent increase in demand has been documented for more than a decade. All evidence suggests this trend will continue for the foreseeable future. Additionally, geographic location of fire stations is a significant factor in response times, and strategic location of fire stations in areas of current and future development is an industry standard. Considerations for implementation of this priority item include analysis of land availability and pricing, and the need to equip the building with personnel and apparatus. Enactment of this priority item also positions the City well to leverage partnerships with other Fire/EMS partners in pursuit of a regionalized emergency services partnership.

Action Items:

- Create budget initiative to fund needs study.
- Conduct a needs study to determine location, time frame for future use, and staffing and equipment needs (staff recommends developing a separate schedule to acquire capital and personnel that will intersect with building construction/completion date).
- Determine most desired locations.
- Identify alternative funding sources for infrastructure costs to include partnerships and grants.
- Identify site and purchase land (staff recommends to purchase land well in advance of construction in order to leverage cost savings).

Priority 5: Complete a strategic plan for Parks, Recreation, and Forestry to evaluate programs and facilities such as the aquatics center and develop an action plan to accomplish the goals.

With the growth in our City and the development of organizations such as the YMCA, Boys and Girls Club, and Community Schools, we need to seek a better understanding of how Parks, Recreation, and Forestry should serve the City.

The Parks and Open Space Plan (2017-2022) establishes standards for 10 acres per 1,000 residents. With population growth, there needs to be a strategy for providing parkland, programs, and services. Another priority is the possible relocation of the Parks and Recreation Department, which included the operations of the Historical Library and Museum, as there is discussion regarding the use of the Westside Building and its use as a public safety building only.

A possible linkage would be whether to consider a building that would be closer to the Aquatic Center, Library, Sheehan Park, and the Media Center in order to facilitate more collaborative efforts and programming and to create a cultural/civic campus. Incorporated into this linkage would be a dedicated space for museum services. The library expansion plans are being enacted now and could serve as the anchor for a civic and cultural campus.

Action Items:

- Adoption of 2017-2022 Parks and Open Space Plan (completed).
- Initiate Sheehan Park Master Plan to include Family Aquatic Center.
- Initiate conversation with Parks, Recreation and Forestry Commission regarding strategic planning process.
- Develop budget initiative to include professional services for developing a strategic plan for 2020 budget cycle.
- Develop RFP for strategic planning services and initiate strategic plan as approved by PRFC and Council.
- Adoption of strategic plan by Council.

Priority 6: Evaluate and do a needs assessment on a possible second community park.

There is a regional plan established for a park in a neighborhood which has voiced a need for greenspace or a neighborhood park. The original parcel has been delineated as a wetland and there is another parcel which has now become available for purchase. The Parks and Open Space Plan recommends a community park on the west side. This community park could meet that need. Although Sun Prairie is expanding, there is no other large land that could be acquired and designated as parkland for a community park. This community park could address the needs of the nearby community but also may be designated as a “central community park” for some events like a farmers’ market.

Action Items:

- Identify potential land acquisition for a west side community park with consideration of activities and amenities to be supported.
- Secure support from PRFC for capital improvement plan.
- Identify alternative funding sources such as sponsorships and selling portion of property to private interests.
- Develop potential options for the acquisition of the property and its development.
- Determine feasibility of land acquisition considering costs of property and costs to develop.
- Create five-to ten-year plan for park development as outlined by Parks and Open Space Plan needs assessment if acquisition deemed feasible.

EMPLOYER OF CHOICE

In Sun Prairie, our City employees are essential to our success. We have excellent public services which can only be provided by a dedicated and talented staff. City leadership is committed to providing an excellent salary and benefit package.

We routinely solicit input from our employees and implement changes that enhance the work experience. The community benefits from City employees who have an amazing workplace culture where people work together toward common goals. We have a diverse workforce where all are respected and included.

Priority 1: Develop and implement a plan to provide industry –leading employee benefits including the maintenance of the current level of health insurance and the creation of an employee health clinic.

Although the cost of health care and other benefits is increasing, we acknowledge that health insurance is a significant factor in whether the employee chooses to work for the City, therefore we are committed to maintaining the current level of health insurance coverage. We are committed to providing meaningful and competitive benefits to our employees.

Action Items:

- Task employee benefits committee with a review and analysis of current benefit structure, building off of the work of the '18 committee.
- Develop strategies to get input from employees.
- Review industry best practices and gather market data utilizing our existing benefits.
- Decide on a prioritized list of benefits to address.
- Prepare and present report for Council addressing projected costs of healthcare and any benefit modifications or additions.
- Continue to work with the school district on the creation of an employee health clinic (see Employer of Choice Priority #4), including long term financial commitment.
- Establish a schedule for implementation of benefits modifications and changes.
- Build costs of benefits into future budgets.

Priority 2: Research and develop an analytical tool to assist in projecting the growth of City staffing levels over a five-year term.

As a growing community, the City will be adding staff members to provide the services needed by our residents. To be able to accomplish this in a fiscally responsible manner, we need to project these costs and plan accordingly.

Action Items:

- Bring a group together to define and lead the process, consisting of members of finance and HR.
- Determine whether or not a consultant is needed to assist in this process.
- Define the scope of work.
- Assess current staffing levels and identify gaps and weaknesses via a SWOT analysis for each group.
- Create a series of analytical tools to determine appropriate staffing levels.
- Produce recommended staffing levels for each department over the five year window, accounting for City growth and utilizing appropriate technologies.
- Incorporate these analytical tools into future budget processes.
- Align additional analytical models with future budget process.

Priority 3: Evaluate and adopt workplace policies and family supportive policies that make the City more competitive.

The City of Sun Prairie should endeavor to be an employer of choice. To that end, the City should offer benefits and develop policies that are attractive to employees and ensure an environment that includes progressive health options and flexibility in the workplace.

Action Items:

- Form a committee that will be tasked with the job of reviewing and revamping policy.
- Determine the scope of work interfacing with the personnel committee and outline and clear a charter for this work.
- Consider whether or not we need to hire a consultant and proceed with the steps required to do so.
- Conduct an assessment of existing policies to see what needs to be addressed.
- Develop structure to get input from employees.
- Perform a market/best practices study of other employers.
- Decide on prioritized list of policies to address.
- Establish schedule to review/revise the policies.
- Develop a schedule and implement policy changes.

Priority 4: Address limited office space in City Hall and provide a modern office environment.

Employees spend a large part of their lives at work. The area where they spend their time should be professional and conducive to work, whether individually or collaboratively. The workspace should inspire creativity. Currently, the space is inadequate to address our growing workforce and is outdated. Different fixtures would allow for a flexible workspace such as standing desks and other modern amenities.

Action Items:

- Assess existing building and relocation plans.
- Form a committee to determine space needs and available office amenities.
- Hire architect/consultant in accordance with standard engagement procedures.
- Architect/consultant will be charged with assessment of current space, redesign of space, assist in determining appropriate standardizations, and develop plan to address future staffing needs.
- Strategize how to get input from employees.
- Research current best practices for space utilization.
- Design spaces for lactation room, universal rest rooms, and other family-friendly and diversity initiatives..
- Address customer needs by evaluating spaces for reception and other public-facing environments, implementing technology for efficient and modern customer service.
- Decide on a prioritized list of projects.
- Present report and cost analysis to City Council including phased approach.
- Establish a schedule for implementation and implement.

Priority 5: Enhance the diversity of the City's workforce at all levels of the organization and include training to create and maintain a welcoming and inclusive environment.

The City of Sun Prairie is committed to being an employer of choice with a diverse workforce that is representative of the community it serves. We strive to create an inclusive environment where individual differences and diverse experiences are celebrated and valued.

We recognize that individuals bring their own background, experience and abilities to the table. Together, these differences allow for diverse perspectives which challenge us to see new perspectives. We must build strong relationships and engage with civic groups, schools and outside organizations to raise awareness about the different career opportunities available within local government.

Our diversity and inclusion efforts should go beyond the hiring/recruiting process and include training and programs to create networks of support and a culture of inclusivity.

Action Items:

- Assess current diversity status and practices within the organization.
- Determine the scope of work and interface with HR and the personnel committee and outline a clear charter for this initiative.
- Survey the market for best practices for diversity and inclusion in the workplace.
- Decide on a list of priorities to promote diversity and inclusion internally and externally. This includes creating internships and providing training opportunities for employees and prospective employees.
- Establish a schedule and metrics to evaluate success.
- Revise process as needed

Priority 6: Develop and implement a compensation plan that attracts and retains talented and high performing employees and ensures we are at market rate.

The City understands that it operates in a competitive marketplace. It is necessary for the City to attract and retain the most talented employees to efficiently accomplish the City Council's goals. The compensation offered must reflect the performance level and expertise of the employee. Higher retention rates of high performing employees ensures efficient and effective service delivery to our residents.

Action Items:

- Bring a group together to define our goals in relation to this priority and develop a scope of services.
- Develop an RFP to hire a compensation consultant.
- Proceed with selection process/hire consultant.
- Consultant generates report and recommendation including employee input, determining market status, and discussing phased approach.
- Generate recommendation and budgetary impact for Council.
- Present recommendation to City Council.
- Implement plan and budget for it for next 3-5 years.

Due to operational delays caused by the COVID-19 pandemic, the City of Sun Prairie has opted to extend the 2019-2022 Three Year Work Plan. The City anticipates releasing the updated Three Year Work Plan in May 2024.



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APPENDIX H : GLOSSARY



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Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Adopted Budget – The financial plan of revenue and expenditures for a fiscal year as approved by the governing entity.

Agency Fund – An assemblage of funds that one government agency holds on behalf of another government agency.

Appropriation – An authorization made by the City Council, which permits the City to incur obligations to make expenditures for specific purposes.

Assessed Valuation – A value that is established for real and personal property for use as a basis for levying property taxes.

Assets – Resources owned or held by a government, which have monetary value.

Audit – An official inspection of an individual or organization's accounts, typically by an independent body.

Available (Undesignated) Fund Balance – Refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balanced Budget – A balanced budget arises when the government entity estimates the same amount of money from revenue sources as it is appropriating for expenditures. Revenue from collection includes cash reserves carried over from prior fiscal years.

Bond – A written promise to pay a sum of money on a specific date at a specified interest rate. The most common type of bonds are general obligation and revenue bonds. These are most frequently used to finance capital projects.

Bond Rating – Is the measure of the quality and safety of a bond. It indicates the likelihood that a debt issuer will be able to meet scheduled repayments, and dictates the interest rate paid.

Budget – A plan of financial operation for a specified period of time (fiscal year). The annual budget authorizes, and provides the basis for control of, financial operations during the fiscal year.

Budget Amendment – A procedure to revise a budget appropriation either by City Council approval through the adoption of a resolution for any interdepartmental or interfund adjustments or by City Administrator authorization to adjust appropriations within a departmental budget.

Capital Improvements Plan (CIP) – A projection of all planned capital replacements and acquisitions of additional City facilities, streets, sidewalks, trails, equipment, and vehicle purchases.

Cash Basis – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Component Unit – Entities for which the elected officials of a government are financially accountable and organizations whose exclusion would cause a government's financial statements to be misleading.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service – The amount of interest and principal that a City must pay each year on net direct long-term debt plus the interest it must pay on direct short-term debt.

Department – A major organizational division of the City, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

Depreciation – An accounting method used to allocate the cost of a tangible or physical asset over its useful life.

Encumbrance – The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund – A self-supporting government fund that sells goods and services to the public for a fee.

Escrow – The use of a third party, which holds an asset or funds before they are transferred from one party to another.

Expenditure/Expense – This term refers to the outflow of funds paid for an asset obtained or goods and services obtained.

Equalized Value – The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts, and municipalities among tax districts.

Expenditures Restraint Program (ERP) – An optional State of Wisconsin program that provides unrestricted aid to qualifying municipalities. To qualify for the program, the City must have a minimum property tax rate of five mills and must limit the increase in its general fund expenditures to an inflation factor plus a valuation factor. The inflation factor equals the average annual percentage change in the US consumer price index for all urban customers. The valuation factor equals 60% of the percentage change in net new construction value capped at 2%. Municipalities may qualify for the program annually receiving an aid payment in the following year.

Fiscal Year – The annual 12-month accounting period that begins on January 1 and ends on December 31.

Fixed Assets – Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Franchise Fees – Annual fees paid by utilities (electricity, telephone, cable TV, natural gas) for the use of the City's public rights-of-way, or that are granted a service monopoly that is regulated by the City. The franchise fee is typically a set percentage of gross revenue within the City.

Full Faith and Credit – A pledge of a government's taxing power to repay debt obligations.

Full-Time Equivalent (FTE) – One FTE equals 2,080 hours or 40 hours/week (full-time) and is benefitted. One FTE for Police Officer positions is equal to 1,950 hours or 37.5 hours/week.

Fund – A set of inter-related accounts to record revenue and expenditures associated with a specific purpose. Fund structure consists of Governmental Funds (e.g., General Fund, Special Revenue Fund, Debt Service Fund), Proprietary Funds, and Fiduciary Funds (See previous section on "Financial Structure and Operations" for a complete description of funds).

Fund Balance – The difference between revenue and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

General Fund – The primary fund used by a government entity.

General Obligation Bonds – Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from property taxes, and these bonds are backed by the “full faith and credit” of the issuing government.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

Governmental Accounting Standards Board (GASB) – An accounting standards board that develops accounting standards for state and local governmental entities.

Governmental Fund – A grouping used in accounting that is primarily supported by taxes, grants, and similar revenue sources.

Grant – A contribution by the State or Federal government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed by the grantee.

Infrastructure – The basic facilities, services, and installations needed for the functioning of a community or society, such as transportation and communications systems, water and power lines, and public institutions including schools, post offices, and prisons.

Interfund Transfer – The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue – Funds received from federal, state, and other local government sources in the form of grants, shared revenue, and payments in lieu of taxes.

Internal Service Charges – The charges to user departments for internal services provided by another government agency, such as fleet services.

Levy – To impose taxes for the support of government agencies.

Levy Limits – Wisconsin law places a limit on the amount of property taxes that may be levied by municipalities. A municipality is allowed to increase its levy over the amount levied in the prior year by the percentage increase in equalized value from net new construction. Several potential modifications are allowed including for increases in debt service, transfers in services, or increased approved by referendum.

Liability – Amounts owed for items received, services rendered, expenses incurred, assets acquired, and construction performed, and amounts received but not as yet earned.

Line-Item Budget – A budget prepared along departmental lines that focuses on what is to be bought.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

Major Fund – A government’s main operating fund; other individual governmental and enterprise funds are reported in separate columns as major funds are based on:

- Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise funds are at least 10 percent of the corresponding total (assets, liabilities, and so forth) for all funds of that category or type (that is, total governmental or total enterprise funds), and
- Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

Modified Accrual Basis – Refers to the accrual basis of accounting, which recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Thus, under modified accrual basis of accounting, then, amounts are recognized as revenue when earned, only so long as they are collectable within the period or soon enough afterwards to be used to pay liabilities of the current period.

Operating Expenses – The cost for personnel, materials, and equipment required for a department to function.

Operating Revenue – Funds that the government receives as income to pay for ongoing operations, including such items as taxes, user fees, interest earnings, and grant revenue. Operating revenue is used to pay for day-to-day services.

Permanent Fund – Funds required to be used to report resources that are legally restricted to the extent that only earnings may be used for purposes that support the reporting government's programs.

Personnel Costs – Expenditures for salaries, wages, and fringe benefits of a government's employees.

Policy – A plan, course of action, or guiding principle, designed to set parameters for decisions and actions.

Proprietary Fund – A business-like fund of a state or local government.

Reserve – An account used to indicate that a portion of a fund's assets are restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution – A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation including estimated revenue, fund transfers, and beginning balances.

Revenue – Funds that the government receives as income. It includes tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, shared revenue, and interest income.

Revised Budget – A revision of the adopted budget previously submitted and authorized by a governing board.

Significant Nonrecurring Capital Expenditures – Expenditures for major projects that are typically "one time" in nature and involve the construction or expansion of new City facilities or City infrastructure, extensive renovation of existing facilities, the purchase of important capital assets, or the acquisition of new technology which will enhance service delivery.

Source of Revenue – Revenues are classified according to their source or point of origin.

Special Revenue Funds – Non-major funds that are designated for a specific purpose.

Tax Increment District (TID) – A geographical area designed for development. The City financially contributes to the cost of the development by flowing tax increment dollars to a developer. The legal test for creating the district is referred to as the BUT FOR test; the development would not have occurred but for the generation of new property taxes and the related development.

Tax Increment Financing (TIF) – A public financing method used as an incentive for development in a tax increment district. Tax increment is defined as the amount of property taxes generated from a development less the amount of taxes generated prior to the development or referred to as the base tax amount.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unrestricted Fund Balance – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges – The payment of a fee for direct receipt of a public service by the party who benefits from the service.



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APPENDIX I : ACRONYMS

ACFR – Annual Comprehensive Financial Report

AG – Agriculture

AM – Adaptive Management

BID – Business Improvement District

CAAS – Commission on Accreditation of Ambulance Services

CAIDI – Customer Average Interruption Duration Index

CDA – Community Development Authority

CIP – Capital Improvement Plan

COVID-19 – The Novel Coronavirus

CP – Capital Project

CPI – Consumer Price Index

DOR – Department of Revenue

EAB – Emerald Ash Borer

ECD – Electronic Control Device

EMR – Emergency Medical Responder

EMS – Emergency Medical Services

EMT – Emergency Medical Technician

EOC – Emergency Operations Center

EPA – US Environmental Protection Agency

ERU – Equivalent Run-Off Units

ETF – Exchange-Traded Fund

EV – Equalized Value

Exp. – Expenditure

FAC – Family Aquatic Center

FMLA – Family and Medical Leave Act of 1993

FMP – Financial Management Plan

FT – Full-Time Employee

FTE – Full-Time Equivalent

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

GIS – Geographical Information System

GMA – Greater Madison Area

GMCVB – Greater Madison Convention Visitors Bureau

HVAC – Heating, Ventilation, and Air Conditioning

ICMA – International City Managers; Association

IT – Information Technology

JGTRRA – Jobs and Growth Tax Relief Reconciliation Act

LED – Light-Emitting Diode

LEED – Leadership in Energy and Environmental Design

LTE – Limited Term Employment

mgd – million gallons per day

mg/l – milligrams per liter

MMSD – Madison Metropolitan Sewerage District

MPSISC – Multijurisdictional Public Safety Information System

MS4s – Municipal Separate Storm Sewer Systems

MSA – Metropolitan Statistical Area

N/A – Not Applicable

OWI – Operating While Intoxicated

PSC – Public Service Commission

PSCW – Public Service Commission of Wisconsin

PT – Part-Time Employee

Rec – Recreation

RFB – Request for Proposal

RJ – Restorative Justice Program

RLF – Revolving Loan Fund

RMS – Records Management System

SAIDI – System Average Interruption Duration Index

SAIFI – System Average Interruption Frequency Index

SPFD – Sun Prairie Fire Department

SCLS – South Central Library
System

SPASD – Sun Prairie Area School
District

SPMC – Sun Prairie Media Center

SPU – Sun Prairie Utilities

SRO – School Resource Officer

SWU – Stormwater Utility

THC – Tetrahydrocannabinol, the
main psychoactive compound in
marijuana

TID – Tax Increment District

TIF – Tax Increment Financing
District

TMDL – Total Maximum Daily
Load

TP – Total Phosphorus

TPP – Trans-Pacific Partnership

TSS – Total Suspended Solids

UV – Ultraviolet Light

VSPA – Video Service Provider Aid

WISLR – Wisconsin Information
System for Local Roads

WPDES – Wisconsin Pollutant
Discharge Elimination System

WWTP – Wastewater Treatment
Plant

YoY – Year-over-Year

YS – Youth Services

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