

Approved Annual Operating & Capital Budget



2025



SUN PRAIRIE

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INSTRUCTIONS FOR NAVIGATING THE ANNUAL BUDGET PDF DOCUMENT

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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").

TABLE OF CONTENTS

INTRODUCTION	7
Distinguished Budget Presentation Award	7
Message from the Mayor	9
Mayor & City Council	17
Directory of Staff	19
Mission & Vision	19
Organizational Chart	20
Personnel Summary	21
About Sun Prairie	22
Community Profile & Comparisons	26
BUDGET OVERVIEW	29
Budget Process	29
Financial Structure & Organization	33
Funds & Functional Areas	37
Funds by Type	38
BUDGET INITIATIVES	39
Budget Initiatives Overview	39
Budget Initiatives Summary	40
Summary of Budget Amendments	42
FINANCIAL SUMMARIES	43
2025 Comprehensive Financial Plan	43
2025 Fund Balance Summary	45
Budget Comparison by Fund	46
2025 Approved Budget Summary	47
Transfer Schedule	48
Revenue Summary & Details	49
Function Summary	50
Expenditure Summary & Details	53
Division Summary	54
Property Values & Tax Rate	55
DEPARTMENT BUDGET SUMMARY	57
General Government	57
Mayor	57
City Council	58
Municipal Court	61
City Attorney	63
City Administrator	67
Administrative Services	69
City Clerk's Office	71
Human Resources	75
Finance	79
Assessing	83
Information Technology	87
Building Maintenance	89
Healthcare In-Service	93

TABLE OF CONTENTS

Public Safety	95
Police Department	95
Fire Department	99
Emergency Medical Services	101
Emergency Management	105
Building Inspection	107
Public Works	111
Public Services	111
Public Works	113
Engineering	117
GIS	121
Transportation	125
Transportation Improvement Fund	127
Refuse and Recycling	129
Wastewater Treatment Plant	131
Stormwater Utility	135
Fleet In-Service	139
Sun Prairie Utilities	143
Health & Human Services	149
Senior Citizen Center	149
Youth & Family Commission	151
Community Schools	153
Sunshine Place	157
Cemetery	161
Culture & Recreation	163
Library	163
Museum	169
Recreation	173
Family Aquatic Center	177
Parks Maintenance	181
Sun Prairie Media Center	185
Park Fund	189
Tourism Commission	191
Conservation & Development	193
Community Development	193
Planning	195
Economic Development	197
Forestry	201
Westside Traffic Impact Fee	205
Street Tree Fund	207
Affordable Housing Fund	209

TABLE OF CONTENTS

Other Financing Uses	211
Transfers	211
Debt Service Fund	213
General Debt Service Fund	213
Capital Projects Fund	217
Capital Improvement Plan	217
TID 8	221
TID 9	223
TID 11	225
TID 12	227
TID 13	229
TID 14	231
TID 15	233
TID 16	235
Component Units	237
Business Improvement District	237
Agency Fund	241
MPSIS	241
APPENDIX	243
Appendix A: Resolutions	243
Appendix B: Budget Initiatives	249
Appendix C: Financial Policies	295
Appendix C: Financial Policies Table of Contents	296
Appendix D: Capital Improvement Plan	321
Appendix E: Long Term Debt	325
Appendix F: Forecast of Revenues and Expenditures	333
Appendix G: Five Year Work Plan	337
Appendix H: Glossary	343
Appendix I: Acronyms	349



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sun Prairie
Wisconsin**

For the Fiscal Year Beginning

January 01, 2024

Christopher P. Morill

Executive Director



SUN PRAIRIE

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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 2025 Approved Budget. I am recommending a tax increase of 7.7% on the average home. This equals an \$183 increase on the average home in the City Sun Prairie.

The approved annual budget of \$203.8 million (excluding transfers and internal service funds) represents a 22.9 percent increase in expenditures over 2024. This is primarily due to the increased enterprise capital project expenses planned for 2025 including the wastewater biosolids drying system expansion project as well as the continuation of the construction of the new Sun Prairie Utilities building.

	2024 Revised Budget	2025 Approved Budget
General Fund	41,610,425	42,678,066
Special Revenue Funds	6,816,491	6,816,033
Debt Service Funds	7,903,189	9,597,410
Capital Projects	51,013,267	25,560,854
Enterprise Funds	57,567,038	118,202,699
Agency Fund	732,179	768,053
Component Units	276,271	222,741
	165,918,860	203,845,856

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.

During the summer and fall of 2024, City Council underwent a new strategic plan process. This process was focused on the fiscal roadmap of the City for 2025 to 2029 due to reaching levy limits. The direction that came out of this planning process is to engage the community in 2025 to learn their service priorities as well as ensure that the city government is providing services as efficiently as possible as an operating referendum will be needed to fund the 2027-2029 budget years.

The eight themes or focus areas from the 2019 strategic plan process are still significant as we navigate the future of the City while under the constraints of levy limits.

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 2025 Approved Budget include the Sun Prairie Public Library, Sunshine Place, Community Schools, and the Colonial Club. The 2025 Approved Budget also includes funds from 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 2025 Approved Budget includes investments in all modes of transportation through our continued funding of street reconstruction and rehabilitation,

MESSAGE FROM THE MAYOR

funding for the Madison Metro local and bus rapid transit routes, multi-use path replacement, and painting of on-street bike lanes.

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 2025 budget includes funding for 100% renewable electricity as well as funding for the outcomes of the Climate Action Plan.

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. Inclusion of funding in the 2025 Approved Budget for wayfinding signs and banners within the City as part of the community's comprehensive signage plan will be used to identify high traffic areas as well as connections between key destination points while offering an opportunity for building brand recognition for both residents and visitors.

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 2025 Approved Budget includes funding for an additional police officer as well as a custodian and a building maintenance technician for the newly expanded library. Additionally, the 2025 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.

Quality City Services

City services are efficient, friendly, and accessible. The Common Council has displayed their commitment to this in the past 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 2025 budget includes funding for dictation software for the police department, retaining wall repairs, as well as to hire a communications consultant to assist the City as they navigate the need to engage the community regarding a referendum in the near future. The City has also invested in software resources which provides our community members with 24-hour access to many applications such as applying and paying for building permits and licenses online. The 2025 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.

MESSAGE FROM THE MAYOR

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 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 that the City Council has endorsed funding to bring the Tenant Resource Center into Sun Prairie and funding for retaliation mediation. 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

PROPOSED PROPERTY TAX LEVY

	2024	2025
General Fund	\$ 24,490,744	\$ 26,252,968
Grant Fund	7,000	7,000
Media Center Fund	50,000	53,500
Transportation Fund	400,000	566,334
Housing Fund	10,000	20,000
Recreation Fund	-	25,685
Debt Service Fund	<u>7,275,747</u>	<u>7,823,245</u>
	\$ 32,233,491	\$ 34,748,732

Valuation

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's 2025 Approved Budget is at the levy limit restrictions imposed by the state. Future budgets will need to reduce expenditures through service reductions and efficiencies while also exploring alternative revenue sources.

The City of Sun Prairie realized net new construction totaling \$182.6 million. The City's equalized value (market value) increased by

\$595.5 million in 2024 for a total value of \$6.08 billion.

The 2025 Approved budget includes a tax levy increase of 7.7% which is a 7.7% tax increase on the average home. This equals a \$183 increase on the average home in the City Sun Prairie, compared to 2024's tax increase of \$108 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 since the city received the grant funds in 2024. Beginning in again 2024, the City has to certify general

MESSAGE FROM THE MAYOR

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.

Wisconsin Act 12 that passed in 2023 made several changes to state law, including shared revenue and personal property tax. The shared revenue program includes a new supplemental aid for public safety as well as allows for an increase in the payments by a percentage change in the state sales and use tax revenues from the previous year. Act 12 repealed the personal property tax effective January 1, 2024 and now provides municipalities and counties with an aid payment to cover the loss in tax revenue.

Transportation Aids

The Wisconsin Department of Revenue provided estimates for transportation aids in time to build the 2025 Approved Budget. While the values provided are estimates, the amount the City will receive in aid does not usually change from the estimate provided.

Sanitation Fund

The sanitation fund charges annual fees for recycling and refuse collection to residential properties. The 2025 Approved Budget includes a refuse fee increase of \$5 per residential property and a recycle fee increase of \$5 per residential property to support all services provided by the Recycle Center.

Transportation Improvement Fund

The transportation improvement fund is a new fund in the 2025 budget to house the revenues collected from the municipal vehicle registration fee. City Council approved the adoption of a vehicle registration fee of \$30 per vehicle registered in the City of Sun Prairie in September of 2024 to help offset the growing operational costs of maintaining our transportation system. This fee will go into effect on February 1, 2025.

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. In 2024 the plant started another expansion to address biosolids. A rate increase of 3.0% is included in the 2025 Approved Budget to cover the operational needs of the current facility as well as future operating and capital needs. This equates to approximately \$10.07 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 included a 3.0% increase in user rates. The 2025 Approved Budget has included a 17% rate increase to fund additional pond maintenance and management.

Sun Prairie Utilities

Sun Prairie Utilities manages the City's Electric and Water System. Sun Prairie Utilities has begun construction of its new 88,000 square foot LEED certified electric and water operations facility at 510 Linnerud Drive in 2024, with an expected completion in the 4th quarter of 2025. On the water operations side, the 2025 budget highlights include the drilling and development of Well #10 at Sun Prairie East High School, water main replacement on Thompson Road, and the completion of the advanced metering infrastructure implementation. Electric Operations will purchase regulators for the Business Park substation, complete an overhead to underground conversion of a reliability compromised area south of Main Street, and purchase grant funded LED streetlights.

COMPENSATION, BENEFITS, AND STAFFING

Compensation and Benefits

The City has three bargaining units which represents police officers, paramedics, and firefighters. All other employees are non-represented. The two largest monetary challenges the City has are salaries and healthcare. The 2025 Approved Budget includes a cost-of-living increase of 3% as well as a performance-based step increase on July 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 paramedics and firefighters are currently in negotiations with the City on a contract for 2025-2027. The 2025 Approved Budget includes funds for an anticipated wage increase. The union represented police officers have a negotiated contract in place through 2026.

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 2025 Approved Budget includes the costs for the continuation of the new health plan design, at a rate increase of 5.74%.

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 6.90% in 2024 to 6.95% for 2025. The city contribution for public safety employees (police, firefighters, and paramedics) will increase to 15.01% in 2025 from 14.30% in 2024. For all other employees, the city is required to pay 6.95% in 2025.

Staffing

The 2025 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
Police Officer	143,224	1.00	General Fund	01/01/25	Custodian	40,007	1.00	General Fund	07/01/25
Building Maintenance Technician	48,801	1.00	General Fund	07/01/25	Stormwater Utility Coordinator	95,167	1.00	Stormwater	01/01/25
PT Sustainability Program Coordinator	53,455	.50	General Fund/Stormwater/Wastewater	01/01/25	Recycle Center Technician	91,145	1.00	Recycle/Stormwater/Waste water	01/01/25
Assistant City Attorney	14,994	.125	General Fund/Stormwater/Wastewater	01/01/25	Customer Service Representative	63,082	1.00	Sun Prairie Utilities	01/01/25

CAPITAL IMPROVEMENT PLAN

The City Council approved a Ten-Year Capital Improvement Plan (CIP) for the years 2025-2034. The 2025 CIP projects have been included in the 2025 Approved Budget. Please see appendix D for a list of these projects. The CIP includes projects for infrastructure, equipment, and vehicles.

MESSAGE FROM THE MAYOR

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 (17%), general obligation debt abated by enterprise funds (3%), Clean Water Fund Loan (55%), grants and donations (14%), park impact fees (1%), fund balance or prior borrowed funds (10%).

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 2025 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 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) – TID 8 does not receive an advance from the general fund. The project period for TID8 closes in 2024, and the TID is anticipated to close in 2026 after being held open for an additional year to provide funding to the Affordable Housing Fund.

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 2026.

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 seven 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 \$545,000. 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 \$411,000 which the City expects will be repaid by the end of 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.

MESSAGE FROM THE MAYOR

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 \$133,000. This advance is expected to grow through the 2033 and then the district will start to repay the general fund. The City expects to be repaid by 2040.

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 2025 Approved Budget has met the state levy limit for Sun Prairie. Future budgets will be constrained to increases level with net new construction, which averages 3%-3.5% annually. As a result of the restrictions caused by levy limits and challenging economic conditions, the City does not have the capacity to provide departments with resources to pursue new priorities. City Council has directed staff to engage the community to determine their priorities and to look internally to evaluate services to determine if efficiencies and cost savings can be achieved. As we look ahead to the 2026-2029 budget seasons, staff has been directed to propose net-neutral initiatives and engage the community as we look towards a need for referendum.

CONCLUSION

I am pleased to present a budget that reinforces the priorities of our Common Council as well as the desired services that our community expects of us. I believe the 2025 Approved Budget maintains investment in our existing infrastructure as well as builds and maintains operational service levels.



Paul T. Esser
Mayor



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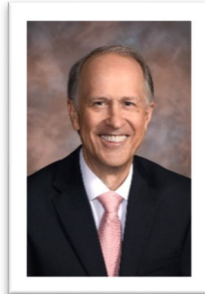
MAYOR & CITY COUNCIL



Paul T. Esser
Mayor



Theresa McIlroy
Aldermanic District 1



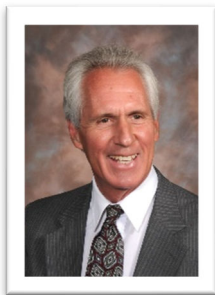
Bob Jokisch
Aldermanic District 2



Maureen Crombie
Aldermanic District 3



David Virgell
Aldermanic District 4



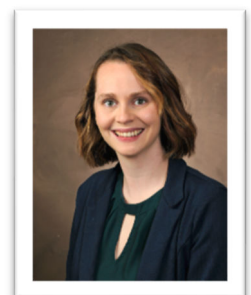
Steve Stocker
Aldermanic District 1



Santiago Rosas
Aldermanic District 2



Michael Jacobs
Aldermanic District 3



Cassi Benedict
Aldermanic District 4



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DIRECTORY OF STAFF

Aaron Oppenheimer
City Administrator

Caitlin Stene
Director of Administrative
Services

Kristin Vander Kooi
Interim Finance Director

Suelena Lee
Controller

Peter Krystowiak
City Assessor

Elena Hilby
City Clerk

Adam Schleicher
Director of Public Services

Kathleen McDaniel
City Attorney

Brenda Sukenik
Human Resources Director

Scott Kugler
Director of Community Development

Rachel Packard
Sun Prairie Media Center Director

Doug Zomer
Interim Building Inspection Director

Benjamin John
Public Works Operations Manager

Taylor Brown
Economic Development Director

Joshua Clements
Planning Director

Christopher Garrison
Fire/EMS Chief

Donald McDermott
Information Technology Director

Tom Veith
Engineering Director

Kristin Grissom
Director of Parks, Recreation,
and Forestry

Cindy Burtley
Parks and Forestry Director

Chad Shelton
Recreation Director

Svetha Hetzler
Director of Library Services

Jeff Hook
Interim Chief of Police

Andy Hirvela
Interim Sun Prairie Utilities
Manager

Jeremy Cramer
Wastewater Conveyance and
Treatment Director

MISSION STATEMENT

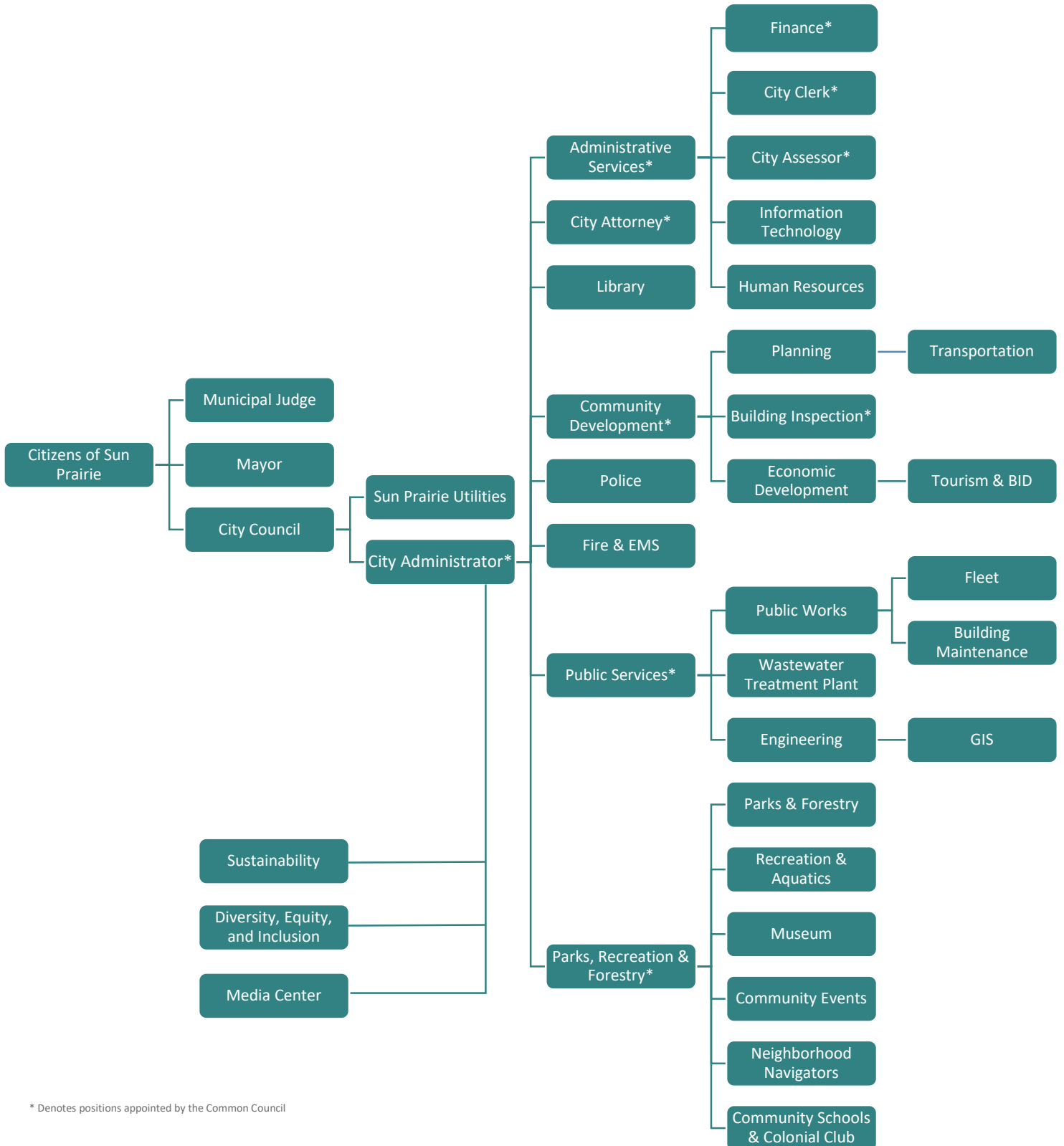
To provide valuable, responsive, and cost-effective services that enable residents to enjoy a high quality of life.

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						2024 to 2025
	2021 FTE	2022 FTE	2023 FTE	2024 FTE	2025 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	2.75	2.88	0.13
City Clerk & Elections	4.56	3.00	3.00	4.00	4.00	0.00
Administration	3.00	4.00	4.00	5.00	5.50	0.50
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	5.63	6.60	7.60	7.60	7.60	0.00
Assessing	4.00	4.00	4.00	4.00	4.00	0.00
Information Technology	5.00	6.00	6.00	6.00	6.00	0.00
Building Maintenance	3.00	3.00	4.50	4.60	6.60	2.00
PUBLIC SAFETY						
Police Department ²	80.00	83.00	84.00	84.00	85.00	1.00
Fire Department ³				23.50	23.50	0.00
Emergency Medical Services ⁴	14.00	15.00	31.00	29.50	29.50	0.00
Building Inspection	6.00	7.00	8.00	8.00	8.00	0.00
PUBLIC WORKS						
Public Services	3.00	3.00	4.00	3.00	3.00	0.00
Public Works	10.00	10.00	11.00	11.20	11.20	0.00
Engineering	6.00	6.00	6.00	6.00	6.00	0.00
GIS	2.00	2.00	3.00	3.00	3.00	0.00
Transportation	1.00	1.00	1.00	1.00	1.00	0.00
Sanitation ²	seasonal	seasonal	seasonal	seasonal	1.00	1.00
Wastewater Utility	12.00	14.00	14.00	14.40	14.40	0.00
Stormwater Utility	5.00	5.00	5.00	5.40	6.40	1.00
Fleet In-Service Fund	4.00	4.00	4.00	4.00	4.00	0.00
CULTURE & RECREATION						
Museum	1.00	1.00	2.00	2.00	2.00	0.00
Recreation Programs	3.70	4.00	4.81	5.09	5.09	0.00
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	4.00	4.00	4.00	4.00	0.00
Sun Prairie Public Library	24.10	23.40	23.40	24.20	24.20	0.00
COMMUNITY DEVELOPMENT						
Community Development	1.00	1.00	1.00	1.00	1.00	0.00
Planning	4.00	5.00	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	2.00	2.00	2.00	2.00	0.00
SUN PRAIRIE UTILITIES						
Sun Prairie Utilities	32.00	35.00	35.00	34.00	35.00	1.00
Total All Funds	257.87	271.00	296.31	321.24	327.87	6.62

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 included 54 Paid-on-Premesis Staff

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

SUN PRAIRIE, WI

POPULATION

38,495

2.8% GROWTH

MEDIAN AGE

37

MEDIAN HOUSEHOLD INCOME

\$90,384

UNEMPLOYMENT RATE

2.1%

NUMBER OF BUSINESSES

*1050

MEDIAN HOME VALUE

\$356,600

13.3% INCREASE

* This number may include vacant businesses.

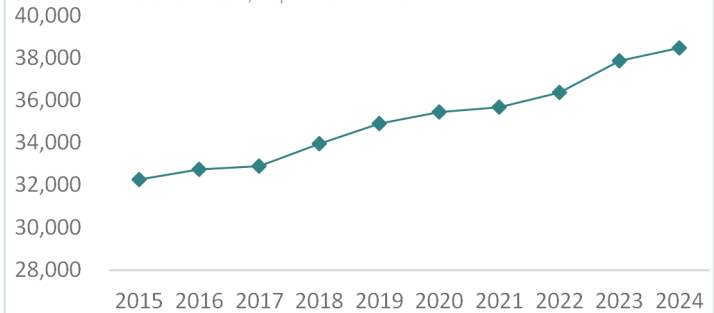
GROWING COMMUNITY

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

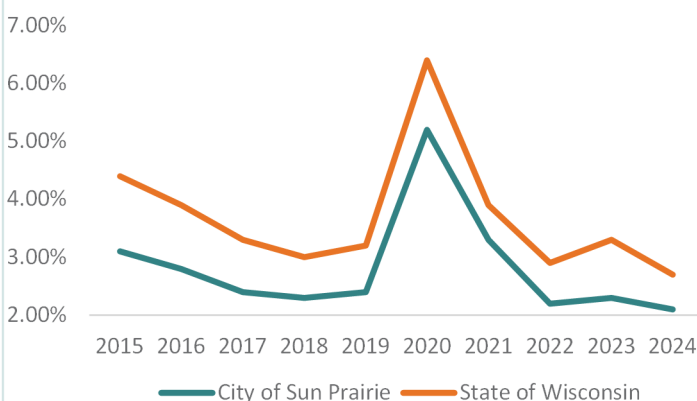
Source: U.S. Census Bureau, Population Division



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.

Unemployment Rate

Source: Wisconsin Department of Workforce Development



ECONOMY

Sun Prairie also benefits from a strong and diverse local economy. The City's 2024 unemployment rate of 2.1 percent was lower than the State of Wisconsin as a whole (2.7 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, agricultural technology, retail, customized product design, printing, publishing and graphics, warehousing and distribution, and others.

ABOUT SUN PRAIRIE

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

Top Ten Employers

Source: City Economic Development Division (2023)

Rank	Employer	Employees	Rank	Employer	Employees
1	Sun Prairie School District	1,501	6	Wisconsin Distributors	377
2	City of Sun Prairie	758	7	Axim Geospatial	350
3	Colony Brands	505	8	Target	274
4	Costco	419	9	Trachte Building Systems, Inc.	270
5-T	QBE Insurance	400	10	Royle Printing	244
5-T	Prairie Athletic Club	400			

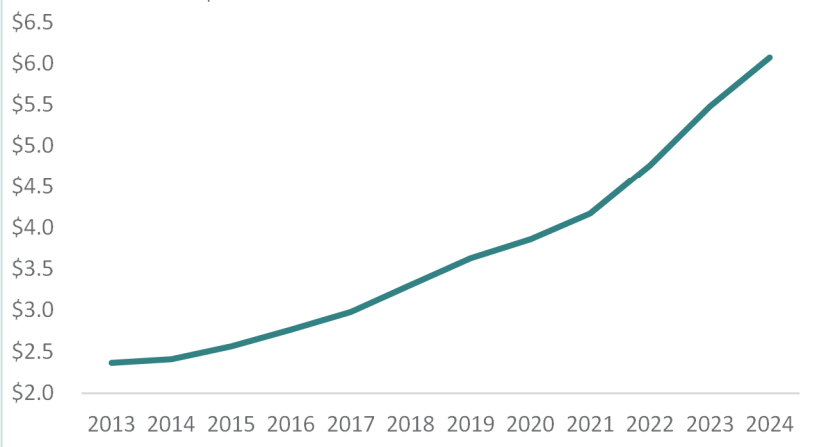
Over the last ten years, the City has seen significant increases in its equalized value. Equalized value increased by 14.98 percent in 2023, surpassing a total of \$5 Billion for the first time. This continues the trend since 2013 in which the City's tax base has increased over the previous year. Over 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.

In 2023, the City had net new construction growth of 3.32 percent or \$138.6 million. Through August, the City had net new construction of \$182.7 million for 2024.

City of Sun Prairie's Equalized Value

(\$ in billions)

Source: Wisconsin Department of Revenue



Additionally, personal income within the City of Sun Prairie continues to grow. Per capita personal income has risen over \$14,800 since 2009 to \$44,260. 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.

Madison Metropolitan Statistical Area

Source: Wisconsin Department of Workforce Development



EDUCATION

According to the Wisconsin Department of Public Instruction, school districts in Dane County had a slight increase in their school district tax levies, with an overall average increase of 5.46% from the 2022-23 school district tax levy to the 2023-24 levy. Four districts: Deerfield (11.32%), Deforest (11.15%), Monona Grove (16.66%), and Oregon (12.79%) showed an increase of more than 10%. Madison, by far the largest district in the county, increased its levy by 8.04%.

Dane County School District Levies

Source: Wisconsin Department of Public Instruction

District Name	22-23 Total Levy	23-24 Total Levy	Change	% Change
Belleville	8,041,214	7,124,978	-916,236	-11.39%
Cambridge	8,311,736	8,970,695	658,959	7.93%
Deerfield Community	5,504,813	6,128,068	623,255	11.32%
Deforest Area	34,422,527	38,262,023	3,839,496	11.15%
Elk Mound Area	3,098,650	3,090,949	-7,701	-0.25%
Madison Metropolitan	362,536,199	391,672,009	29,135,810	8.04%
Marshall	6,206,325	5,914,014	-292,311	-4.71%
McFarland	17,499,016	18,275,722	776,706	4.44%
Middleton-Cross Plains	81,517,333	84,080,923	2,563,590	3.14%
Monona Grove	28,745,212	33,533,605	4,788,393	16.66%
Oregon	35,513,824	40,056,783	4,542,959	12.79%
Stoughton Area	23,485,094	24,047,946	562,852	2.40%
Sun Prairie Area	72,323,485	76,889,885	4,566,400	6.31%
Verona Area	69,150,669	75,097,627	5,946,958	8.60%
Waunakee Community	38,555,555	41,692,918	3,137,363	8.14%
Wisconsin Heights	10,491,811	10,791,053	299,242	2.85%
Average	50,337,716	54,101,825	3,764,108	5.46%

COMMUNITY PROFILE

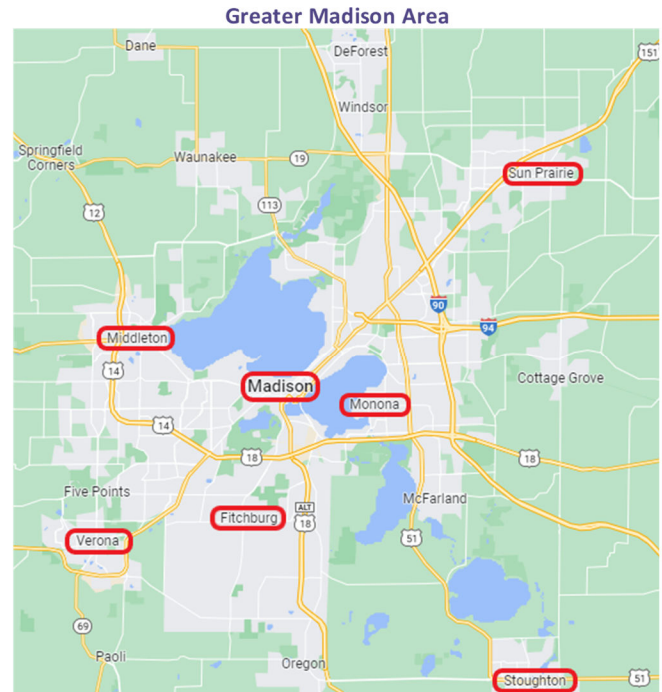
POLITICS

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. Dane County's county council is the primary legislative and policy-making body, with 37 members elected to two-year terms. This board of supervisors enacts county ordinances, levies taxes, and appropriates money for services.

COMMUNITY COMPARISONS

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

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



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



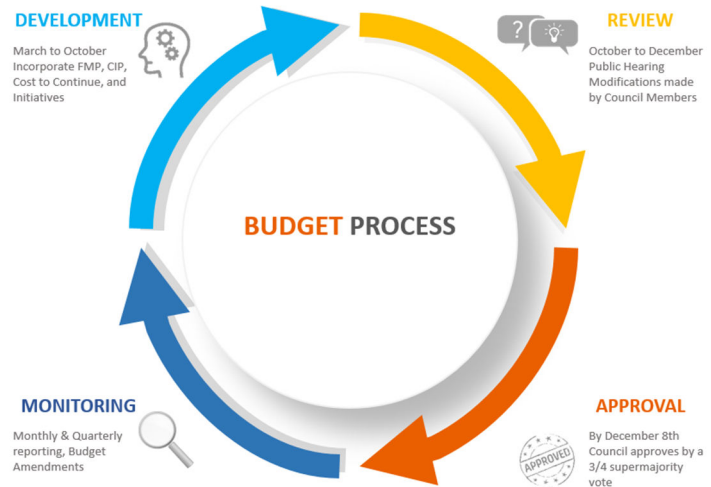
BUDGET PROCESS

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

JANUARY

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 12, 2024

Public hearing regarding the budget document.

NOVEMBER 19, 2024

City Council approves the budget.

TEN-YEAR CAPITAL IMPROVEMENT PLAN

The budget cycle begins in January 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 or 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 eight 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 Metro Paratransit Service and metro bus services are recorded here.

Transportation Improvement Fund

This fund accounts for revenues received from a municipal vehicle registration fee imposed on the residents who own registered vehicles within the City of Sun Prairie limits. The revenues generated from the registration fee will be used to help offset the operational costs of maintaining the City's roadways, multi-use paths, and sidewalks.

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.

FINANCIAL STRUCTURE & ORGANIZATION

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

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FUNDS BY TYPE

GENERAL FUND

GENERAL GOVERNMENT

DEPT #	DEPARTMENT
110	Mayor
115	City Council
120	Municipal Court
130	City Attorney
140	City Clerk
145	Elections
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	Park 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
276	Transportation Improv. 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

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	Tax Levy
Revenue Initiatives				
Transport & Mileage Fee Increase	-	(542,631)	122,536	(420,095)
Park Shelter Rental Fee Increase	-	(14,430)	-	(14,430)
Street Tree Fee Increase	-	(15,300)	15,300	-
KIDS 4 Crew Fee	-	(1,200)	1,200	-
Refuse and Recycle Fee Increase	-	(107,395)	107,395	-
Refuse Tipping Fee Increase	-	(42,240)	42,240	-
Stormwater Fee Increase	-	(500,000)	500,000	(26,500)
Subtotal	-	\$ (1,223,196)	\$ 788,671	\$ (461,025)
Dynamic Economy				
Wayfinding & Banners	-	100,000	(100,000)	-
Subtotal	-	\$ 100,000	\$ (100,000)	\$ -
Employer of Choice				
Maydm Internship	-	26,132	-	26,132
Subtotal	-	\$ 26,132	\$ -	\$ 26,132
Human Services				
Colonial Club Financial Support	-	10,000	-	10,000
Sunshine Place Financial Support	-	30,000	-	30,000
Prairie Music and Arts Financial Support	-	25,000	(20,000)	5,000
Library Marketing & Communication	-	10,000	(10,000)	-
Library Capital Campaign	-	20,000	(20,000)	-
Community Outreach	-	18,261	(18,261)	-
Customer Outreach	-	25,000	(25,000)	-
Subtotal	-	\$ 138,261	\$ (93,261)	\$ 45,000

BUDGET INITIATIVES SUMMARY

Quality City Services				
Communications Consultant	-	100,000	(100,000)	-
.125 Assistant City Attorney	0.13	14,994	(3,298)	11,696
Emergency Notification and Paging Upgrades	-	97,000	(80,000)	17,000
Police Officer	1.00	143,224	-	143,224
Dragon Dictation Software	-	21,845	-	21,845
Retaining Wall Repairs	-	50,000	(50,000)	-
Wastewater Utility Network	-	20,000	(20,000)	-
Custodian for the Library (July start)	1.00	40,007	-	40,007
Building Maintenance Technician for the Library (July start)	1.00	48,801	-	48,801
Library IT Replacement	-	44,772	(44,772)	-
Wetmore Building Attendant	-	7,745	(7,745)	-
Parks Cleaning Contract	-	14,430	-	14,430
Burke Attachment Impact Study	-	80,000	(80,000)	-
Tricaster 410	-	10,495	(10,495)	-
iMac Computers	-	3,500	-	3,500
TV Mobile Studio	-	3,000	(3,000)	-
DJI Mini 4k Fly More Drone	-	1,800	(1,800)	-
Wastewater Lab Specialist	-	6,128	(6,128)	-
Stormwater Utility Coordinator	1.00	95,167	(95,167)	-
Stormwater Pole Camera	-	25,000	(25,000)	-
Server Upgrades	-	9,297	(9,297)	-
Customer Service Rep Addition	1.00	63,082	(63,082)	-
Document Scanning Service	-	37,500	(37,500)	-
Well 6 Pump and Well Maintenance	-	76,000	(76,000)	-
Reservoir Inspection Repairs	-	49,000	(49,000)	-
Cross Connection Control Program	-	84,000	(84,000)	-
New Facility Television Monitors	-	18,600	(18,600)	-
Vegetation Management	-	75,000	(75,000)	-
Subtotal	5.13	\$ 1,240,387	\$ (939,884)	\$ 300,503
Sustainable Sun Prairie				
Sustainability Program Coordinator	0.50	53,455	(12,040)	41,415
100% Renewable Energy	-	9,607	-	9,607
Climate Action Plan	-	9,900	(9,900)	-
Recycle Center Technician & Upgrades	1.00	155,505	(155,505)	-
Stormwater Facility Management	-	500,000	(500,000)	-
Subtotal	1.50	\$ 728,467	\$ (677,445)	\$ 51,022
GRAND TOTAL - ALL INITIATIVES	7.63	\$ 1,010,051	\$ (1,021,919)	\$ (38,368)

SUMMARY OF BUDGET AMENDMENTS

	Increase / (Decrease)			
	Expenditures	Revenues	Tax Levy	Notes
Amendment 1	53,455	12,041	41,414	PT Sustainability Coordinator
Amendment 2	9,607		9,607	100% Renewable Energy
Amendment 3	9,900	9,900	-	Climate Action Plan
Amendment 4	97,000	80,000	17,000	Emergency Notification & Paging Upgrade
Amendment 5	10,495	10,495	-	Tricaster 410
Amendment 6	100,000	100,000	-	Communications Consultant
Amendment 7	6,128	6,128	-	Wastewater Lab Specialist
Amendment 8	20,000	20,000	-	Wastewater Utility Network
Amendment 9	455,740	455,740	-	All Sun Prairie Utilities Initiatives
Amendment 10	(107,395)	(107,395)	-	Refuse & Recycle Fee Increase
Amendment 11	500,000	500,000	-	Stormwater Facility Maintenance
Amendment 12	100,000	100,000	-	Wayfinding & Banners
Amendment 13	10,000		10,000	Colonial Club Financial Support
Amendment 14	30,000		30,000	Sunshine Place Financial Support
Amendment 15	50,000	50,000	-	Retaining Wall Repair
Amendment 16	212,712	212,712	-	Wetmore Building Attendant, Burke Attachment Study, TV Mobile Studio, DJI Fly More Drone, Stormwater Utility Coordinator, Stormwater Pole Camera
Amendment 17	14,430		14,430	Parks Cleaning Contract
Amendment 18	3,500		3,500	iMac Computers
Amendment 19	21,845		21,845	Dragon Dictation Software
Amendment 20	143,224		143,224	Police Officer- January 1st start
Amendment 21	48,801		48,801	Library Building Maintenance Technician- July 1st start
Amendment 22	74,772	74,772	-	Library Marketing & Communication, Library Capital Campaign, Library IT Replacement
Amendment 23	155,505	155,505	-	Recycle Center Technician & Upgrades, Refuse & Recycle Fee Increase
Amendment 24	42,240	42,240	-	Refuse Tipping Charge and Fee Increase
Amendment 25	14,994	3,298	11,696	.125 City Attorney
Amendment 26	17,421		17,421	Maydm Internship Program (2 Interns)
Amendment 27	8,711		8,711	Maydm Internship Program (additional Intern)
Amendment 28	25,000	20,000	5,000	Prairie Music & Arts Funding
Amendment 29	40,007	-	40,007	Full Time Library Custodian- July 1st start
Amendment 30	-	-	-	Agreement with Prairie Music & Arts
Total Amendments	\$ 2,168,092	\$ 1,745,436	\$ 422,656	

2025 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 2025 is \$219.6 million of which \$143.4 million will be used to fund operations. Funding sources include fees, utility rates, and intergovernmental funds. The City's largest operating revenue source is property taxes; 2025 property taxes will provide \$26.9 million in revenue. The state of Wisconsin restricts property tax levies through levy limits. Currently the city is 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 2024 (budget year 2025) was 3.33%. 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, 1.8% in 2024, 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%
2024	182.6	5,481.7	3.33%

*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 \$910,672 in increased aid for public safety and certifies on maintenance of effort annually to continue to receive this additional aid in the future.

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 in the amount of \$220,221.

2025 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	2025	2024	2023	2022	2021
State Shared Revenue	1,610.7	1,578.7	685.8	655.8	691.0
State Aid – Exempt Computers	291.6	291.6	291.6	291.4	291.4
State Aid – Personal Property	326.9	106.7	106.7	106.7	88.4
Total State Shared Revenue	2,229.2	1,977.0	1,084.1	1,053.9	1,070.4
Percent Change	12.8%	82.4%	2.9%	-1.5%	-1.5%
State Expenditure Restraint	457.3	457.3	0	494.8	514.3
Percent Change	0%	100.0%	-100.0%	-3.8%	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 did not receive the payment in 2023. The City's 2023, 2024, and 2025 budgets met the limit for the expenditure restraint program.

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, 2024, and 2025 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 and 2025. 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.

2025 FUND BALANCE SUMMARY

Fund Type	Projected 2025 Beginning		Projected 2025 Approved Budget		Projected 2025 Ending		Property
	Fund Balance	Revenues	Expenditures	Fund Balance	Contribution	Tax Levy	
GENERAL FUND	\$ 12,570,960	\$ 43,586,875	\$ 43,586,875	\$ 12,570,960	\$ 26,894,618		
SPECIAL REVENUE FUNDS							
Park Improvement Fund	1,323,296	323,000	810,000	836,296	-		
Street Tree Fund	266,414	89,600	74,300	281,714	-		
Grants and Donations Fund	2,271,714	255,125	261,875	2,264,964	-		
Sun Prairie Media Fund	142,675	511,558	484,493	169,740	-		
Westside Traffic Impact Fee	2,707,589	180,000	-	2,887,589	-		
Sanitation Fund	328,768	2,063,700	1,983,711	408,757	-		
Recreation Fund	-	625,885	500,383	125,502	-		
Community Development Block Grant Fund	-	-	-	-	-		
Tourism Fund	257,933	339,199	425,317	171,815	-		
Transportation Fund	1,081,398	2,232,579	2,232,579	1,081,398	-		
Transportation Improvement Fund	-	955,000	-	955,000	-		
Housing Fund	116,386	25,500	90,125	51,761	-		
Total Special Revenue Funds	8,496,173	7,601,146	6,862,783	9,234,536	-		
CAPITAL PROJECTS FUNDS							
Capital Projects	11,089,556	21,361,526	21,361,526	11,089,556	-		
TIF No. 8	(41,912)	2,344,791	596,602	1,706,277	-		
TIF No. 9	1,753,935	3,416,892	1,158,707	4,012,120	-		
TIF No. 11	1,762,318	1,801,336	1,038,517	2,525,137	-		
TIF No. 12	(457,918)	596,796	595,214	(456,336)	-		
TIF No. 13	20,410	1,370,400	454,734	936,076	-		
TIF No. 14	(743,706)	241,863	223,611	(725,454)	-		
TIF No. 15	(75,109)	574,428	305,704	193,615	-		
TIF No. 16	(5,550)	27,917	8,000	14,367	-		
Development Projects	7,157	600,000	600,000	7,157	-		
Total Capital Projects Funds	13,309,182	32,335,949	26,342,615	19,302,516	-		
DEBT SERVICE FUNDS							
Debt Service Fund	2,091,125	8,090,477	9,597,410	584,192	7,823,245		
Total Debt Service Funds	2,091,125	8,090,477	9,597,410	584,192	7,823,245		
PERMANENT FUNDS							
Ashley Trust Fund	1,000	2	2	1,000	-		
Total Permanent Funds	1,000	2	2	1,000	-		
ENTERPRISE FUNDS							
Fleet Inservice	2,450,727	3,373,758	3,655,912	2,168,573	-		
Healthcare Inservice Fund	306,034	4,918,606	5,037,009	187,631	-		
Water Pollution Control	35,669,151	69,496,251	75,627,715	29,537,687	-		
Stormwater Utility	21,694,198	5,611,465	5,178,426	22,127,237	-		
Water & Light	106,165,140	43,642,630	39,945,502	109,862,268	-		
Total Enterprise Funds	166,285,251	127,042,710	129,444,564	163,883,397	-		
AGENCY FUNDS							
MPSISC	361,855	768,053	768,053	361,855	-		
Total Agency Funds	361,855	768,053	768,053	361,855	-		
COMPONENT UNITS							
Business Improvement District	66,040	223,600	222,741	66,899	-		
Community Development Authority	22,704	-	-	22,704	-		
Total Component Units	88,744	223,600	222,741	89,603	-		
Grand Total	\$ 203,204,290	\$ 219,648,812	\$ 216,825,043	\$ 206,028,059	\$ 34,717,863		
Note: Includes Transfers. General Fund includes Fund Balance Applied, all other funds exclude Fund Balance Applied.							
TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION					\$ 34,717,863		

BUDGET COMPARISON

	2023	2024	% vs. '23	2024	% vs. '24	2025	% vs. '24
REVENUE	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	31,576,681	36,864,340	16.7%	36,883,766	0.1%	39,832,027	8.0%
Special Revenue Funds	5,440,761	5,668,767	4.2%	5,812,098	2.5%	6,751,093	16.2%
Debt Service Funds	6,875,495	7,349,424	6.9%	7,349,424	0.0%	7,943,352	8.1%
Capital Projects Funds	17,956,428	40,638,142	126.3%	43,456,905	6.9%	32,226,784	-25.8%
Permanent Funds	-	2		2	0.0%	2	0.0%
Enterprise Funds	58,099,712	62,528,110	7.6%	62,600,510	0.1%	126,887,844	102.7%
Component Units	255,782	257,735	0.8%	257,735	0.0%	222,700	-13.6%
Agency Funds	701,108	732,179	4.4%	732,179	0.0%	768,053	4.9%
Total Revenues/Resources	\$ 120,905,966	\$ 154,038,699	27.4%	\$ 157,092,619	2.0%	\$ 214,631,855	36.6%

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

	2023	2024	% vs. '23	2024	% vs. '24	2025	% vs. '24
EXPENDITURES	Actual	Org. Budget	Actual	Rev. Budget	Org. Budget	Org. Budget	Rev. Budget
General Fund	34,822,205	40,046,299	15.0%	41,157,261	2.8%	42,678,066	3.7%
Special Revenue Funds	5,650,521	6,085,650	7.7%	7,376,325	21.2%	6,821,033	-7.5%
Debt Service Funds	7,325,579	7,903,189	7.9%	7,903,189	0.0%	9,597,410	21.4%
Capital Projects Funds	15,678,484	40,072,424	155.6%	50,980,145	27.2%	25,560,854	-49.9%
Permanent Funds	-	2		2	0.0%	2	0.0%
Enterprise Funds	50,000,786	61,726,024	23.5%	69,666,639	12.9%	129,439,564	85.8%
Component Units	218,724	276,271	26.3%	276,271	0.0%	222,741	-19.4%
Agency Funds	715,131	732,179	2.4%	732,179	0.0%	768,053	4.9%
Total Expenditures/Uses	\$ 114,411,430	\$ 156,842,038	37.1%	\$ 178,092,012	13.5%	\$ 215,087,723	20.8%

Excludes 572000 - Transfer Out

2025 APPROVED BUDGET SUMMARY

2025 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	26,899,618	-	7,823,245	9,861,705	-	-	-	-	44,584.6
Special Assessments	50	3,800	-	-	-	-	-	-	3.9
Intergovernmental Revenues	5,554,063	1,541,402	-	4,508,941	-	9,757,500	-	-	21,361.9
Licenses and Permits	1,053,156	307,734	-	-	-	810,000	-	-	2,170.9
Fines and Forfeitures	209,500	-	-	-	-	-	-	-	209.5
Charges for Services	4,324,565	3,269,744	-	600,000	-	54,348,381	-	768,053	63,310.7
Investment Income	1,131,245	164,500	67,000	278,000	-	7,930,966	4,918,606	-	14,490.3
Interdepartmental Charges	-	-	-	-	-	-	-	-	-
Misc. Revenues	482,230	138,014	53,107	1,147,500	-	155,985	-	-	1,976.8
Other Financing Sources	-	31,700	-	18,478,938	-	53,754,012	-	-	72,264.7
Other	177,600	1,294,199	-	-	2	-	-	-	1,471.8
General Obligation Debt	-	-	-	-	-	-	-	-	-
Sub-Total Revenues	39,832,027	6,751,093	7,943,352	34,875,084	2	126,756,844	4,918,606	768,053	221,845,061
Transfers In	3,060,840	714,551	147,125	109,165	-	154,866	-	-	4,186.5
Fund Balance Applied/Cash Reserves	694,008	947,493	1,506,933	-	-	8,092,823	-	-	11,241.3
Less: Transfers Out	(908,809)	(46,750)	-	(542,261)	-	(5,000)	-	-	(1,502,820)
Sub-Total Transfers and Applied Balance	2,846,039	1,615,294	1,654,058	(433,096)	-	8,242,689	-	-	13,924,984
Total Funding Sources	\$ 42,678,066	\$ 8,366,387	\$ 9,597,410	\$ 34,441,988	\$ 2	\$ 134,999,533	\$ 4,918,606	\$ 768,053	\$ 235,770,045
EXPENDITURES									
General Government	7,551,397	38,500	-	-	-	-	-	-	7,589.9
Public Safety	22,013,571	19,000	-	-	-	-	-	768,053	22,800.6
Public Works	4,527,581	1,983,711	-	-	-	-	-	-	6,511.3
Health & Human Services	481,136	-	-	-	-	-	-	-	481.1
Culture, Recreation, and Education	5,876,134	1,930,326	-	-	2	-	-	-	7,806.5
Conservation and Development	1,643,385	2,844,496	-	-	-	-	-	-	4,487.9
Water Pollution Control Facility	-	-	-	-	-	75,638,690	-	-	75,638.7
Stormwater Facility	-	-	-	-	-	5,294,426	-	-	5,294.4
Sun Prairie Utilities	-	-	-	-	-	39,945,502	-	-	39,945.5
Fleet In-Service Fund	-	-	-	-	-	3,655,912	-	-	3,655.9
Health In-Service Fund	-	-	-	-	-	5,037,009	-	-	5,037.0
Business Improvement District (BID)	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	36,336,895	-	-	1,924,090	-	38,261.0
Debt Service	-	-	9,597,410	2,950,989	-	-	-	-	12,548.4
Contingency	584,862	-	-	-	-	-	-	-	584.9
Total Expenditures	\$ 42,678,066	\$ 6,816,033	\$ 9,597,410	\$ 39,287,884	\$ 2	\$ 129,571,539	\$ 1,924,090	\$ 768,053	\$ 230,643,077

TRANSFER SCHEDULE

Transfer In

General Fund	6,750
General Fund	311,900
General Fund	35,000
General Fund	20,000
General Fund	10,000
General Fund	10,000
General Fund	2,446,109
Special Revenue Fund	19,300
Special Revenue Fund	25,000
Special Revenue Fund	5,000
Media Center Fund	53,500
Media Center Fund	10,495
Transportation Fund	566,334
Affordable Housing Fund	10,000
Recreation Fund	13,385
Recreation Fund	11,537
Debt Service Fund	147,125
Capital Projects Fund	5,000
Capital Projects Fund	99,165
Fleet Fund	154,866
Total Transfer In	\$ 3,960,466

Transfer Out

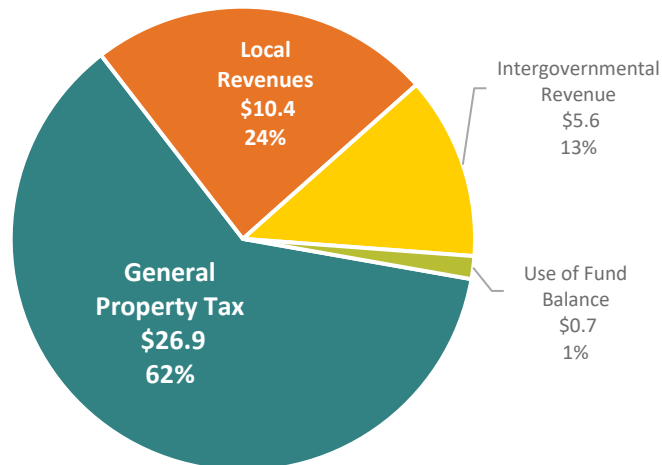
Special Revenue Fund	6,750
Capital Projects Fund	311,900
Affordable Housing Fund	35,000
TID 11	20,000
TID 14	10,000
TID 15	10,000
Sun Prairie Utilities	2,446,109
General Fund	19,300
TID 14	25,000
Stormwater Utility Fund	5,000
General Fund	53,500
Capital Projects Fund	10,495
General Fund	566,334
General Fund	10,000
General Fund	13,385
Tourism Fund	11,537
General Fund	147,125
Park Fund	5,000
General Fund	99,165
Capital Projects Fund	154,866
Total Transfer Out	\$ 3,960,466

REVENUE SUMMARY

General Fund Revenue Summary	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Taxes (excluding Levy)	139,149	159,594	83,937	158,501	148,530	177,600	29,070
Special Assessments	48,458	(28,381)	(23,134)	(23,134)	5,770	5,050	(720)
Licenses and Permits	1,031,624	1,039,563	727,680	1,033,906	1,246,268	1,053,156	(193,112)
Fines, Foreits & Penalties	162,194	158,030	127,897	159,500	209,500	209,500	-
Public Charges for Services	2,741,246	3,404,683	3,204,618	4,261,115	4,209,089	4,324,565	115,476
Investment Income	103,078	1,023,598	1,073,365	1,201,000	1,061,000	1,131,245	70,245
Miscellaneous Revenue	342,720	530,497	162,774	284,034	396,326	224,230	(172,096)
Other Financing Sources	2,781,906	2,892,613	476,569	3,662,507	3,639,474	3,318,840	(320,634)
Sub-Total Local Revenues	7,350,375	9,180,197	5,833,706	10,737,429	10,915,957	10,444,186	(471,771)
Intergovernmental Revenue	3,797,867	3,381,832	2,928,315	4,193,975	4,178,632	5,554,063	1,375,431
Total Revenues	11,148,242	12,562,028	8,762,021	14,931,404	15,094,589	15,998,249	903,660
Use of Fund Balance	-	-	-	-	907,874	694,008	(213,866)
Total Revenue & Fund Balance	11,148,242	12,562,028	8,762,021	14,931,404	16,002,463	16,692,257	689,794
General Property Tax Levy	20,106,530	21,405,139	24,958,013	24,957,744	24,957,744	26,894,618	1,936,874
Total Sources	\$ 31,254,773	\$ 33,967,168	\$ 33,720,034	\$ 39,889,148	\$ 40,960,207	\$ 43,586,875	\$ 2,626,668

2022 Budget integrates the Library and Recreation Funds back into the General Fund, 2025 Budget removes Recreation Fund

2025 General Fund Revenues
(in millions)



FUNCTION SUMMARY

Function Summary	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
PROPERTY TAXES							
General Property Taxes	20,106,530	21,405,139	24,958,013	24,957,744	24,957,744	26,894,618	1,936,874
Illegal Taxes	(305)	(9,297)	(28,707)	(28,707)	-	-	-
Omitted Property Taxes	30.3	(19.6)	-	-	-	-	-
Property Tax Chargebacks	18,433	462	5,518	5,518	5,770	5,000	(770)
Sub-Total Property Taxes	20,154,988	21,376,730	24,934,824	24,934,555	24,963,514	26,899,618	1,936,104
OTHER TAXES							
Public Accomodation Tax	125,588	142,215	70,790	145,301	134,830	160,000	25,170
Payments In Lieu Of Taxes	9,582	12,188	11,968	12,000	12,200	16,500	4,300
Interest And Penalty On Taxes	3,980	5,191	1,179	1,200	1,500	1,100	(400)
Sub-Total Other Taxes	139,149	159,594	83,937	158,501	148,530	177,600	29,070
SPECIAL ASSESSMENTS							
Interest Special Assessments	-	29	55	55	-	50	50
Delq Sa Revenue	-	-	-	-	-	-	-
Sub-Total Special Assessments	-	29	55	55	-	50	50
INTERGOVERNMENTAL REVENUE							
Federal Grants	78.1	-	-	76.2	76.2	-	(76,190)
State Shared Revenue	655,840	722,860	236,803	922,562	922,562	1,610,740	688,178
State Expenditure Restraint	494,833	-	457,261	457,261	457,261	-	(457,261)
State Aid - Exempt Computers	291,690	291,690	291,690	291,690	291,690	291,690	-
State Fire Insurance Tax	167,414	190,638	220,443	220,443	200,000	225,000	25,000
State Aid- Personal Property	106,709	106,709	106,709	106,709	106,709	326,930	220,221
State Grants - General	69,947	-	25,000	25,000	25,000	-	(25,000)
State Grants - Police	12,960	7,840	1,340	8,000	13,000	24,240	11,240
State Grants - Ems	19,260	-	-	-	-	-	-
State Grants - Library	-	1,025	925	2,525	2,625	2,000	(625)
State Aid - Road Allotment	1,745,222	1,816,228	1,418,882	1,891,562	1,891,562	1,905,251	13,689
State Aid - Connecting Streets	62,588	62,667	66,878	76,159	76,159	89,301	13,142
School District - Pd Liasion	171,404	182,174	102,384	192,064	192,064	208,861	16,797
Misc.Grants	-	-	4,426	4,425	4,426	-	(4,426)
County Aid - Library	648,949	645,809	755,027	755,027	755,027	870,050	115,023
Sub-Total Intergovernmental Revenue	3,797,867	3,381,832	2,928,315	4,193,975	4,178,632	5,554,063	505,381
LICENSES AND PERMITS							
Liquor & Malt Bev. Licenses	74,259	42,093	43,709	75,000	75,000	75,000	-
Bartender Licenses	13,875	14,625	14,960	25,000	25,000	25,000	-
Cigarette Licenses	3,600	3,225	3,950	3,950	3,500	4,000	500
Other Business Licenses	10,435	9,710	12,343	12,343	10,000	12,000	2,000
Dog Licenses	9,412	9,659	4,304	18,288	9,000	9,000	-
Chicken Keeping License	75	70	95	70	45	70	25
Building Permits	247,069	263,350	179,357	247,527	332,690	264,448	(68,242)
Occupancy Permits	29,050	23,100	11,500	22,150	27,000	23,201	(3,799)
Plumbing Permits	212,429	225,990	152,463	235,962	223,837	219,090	(4,747)
Electrical Permits	143,465	147,389	82,284	118,037	199,323	133,986	(65,337)
Hvac Permits	165,050	186,210	118,899	173,487	214,123	181,269	(32,854)
Street Opening Permits	33,028	19,129	21,470	21,000	21,000	21,000	-
Stormwater Erosion Cont Fee	23,146	30,495	46,142	21,592	25,000	21,592	(3,408)
Zoning And Plat Approval Fees	33,250	38,555	21,740	32,000	36,000	32,000	(4,000)
Other Permits And Fees	24,829	21,361	14,131	20,000	37,250	24,000	(13,250)
Weights & Measures	8,653	4,602	333	7,500	7,500	7,500	-
Sub-Total Licenses And Permits	1,031,624	1,039,563	727,680	1,033,906	1,246,268	1,053,156	(193,112)
FINES, FORFEITS AND PENALTIES							
Court Penalties And Costs	126,324	115,099	92,314	115,000	140,000	140,000	-
Parking Violations	35,870	35,637	31,531	40,000	65,000	65,000	-
Library Fines	-	7,294	4,052	4,500	4,500	4,500	-
Sub-Total Fines, Forfeits And Penalties	162,194	158,030	127,897	159,500	209,500	209,500	-

FUNCTION SUMMARY

Function Summary, continued	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
PUBLIC CHARGES FOR SERVICES							
Clerk Fees	37,890	27,790	23,990	25,000	50,000	25,000	(25,000)
Finance Fees	-	18	150	200	450	200	(250)
Information Technology Fees	-	19	-	-	-	-	-
Police Department Fees	28,276	34,520	16,753	18,000	18,000	18,000	-
Fire Township Fees	-	-	507,257	640,986	664,543	566,824	(97,719)
Ambulance Fees	1,716,977	2,069,390	1,590,104	2,200,000	2,102,545	2,593,648	491,103
Ems Townships Charges	104,251	423,545	396,782	529,043	529,043	608,228	79,185
Building Inspection Charges	-	14,200	11,300	11,500	10,000	12,000	2,000
Sewer Inspection Charges	4,470	4,160	2,160	3,150	7,000	3,600	(3,400)
Hvac Plan Review	37,110	26,300	10,955	12,300	12,403	10,060	(2,343)
Building Plan Review	88,225	60,400	40,584	51,080	20,968	39,039	18,071
Fire Alarm Plan Review	17,180	12,240	3,240	2,485	7,650	7,910	260
Fire Supp Plan Review	14,820	11,710	4,450	4,375	11,500	7,940	(3,560)
Plumbing Plan Reivew	40,250	44,988	10,400	11,795	28,612	8,295	(20,317)
Public Works Misc Charges	25,690	29,514	64,941	68,000	35,000	55,000	20,000
Engineering Review Fees	40,074	37,161	30,284	30,000	30,000	35,000	5,000
Museum Fees	-	-	969	1,600	4,000	3,000	(1,000)
Parks Miscellaneous Charges	45,343	50,089	44,628	45,400	49,400	75,705	26,305
Library Misc Charges	-	10,505	8,578	9,000	9,000	9,000	-
Dog Park Use Fees	21,359	23,268	16,920	30,000	30,000	30,000	-
Adult Program Fees	25,561	33,483	32,282	34,788	39,400	-	(39,400)
Preschool Program Fees	41,656	59,595	47,379	58,340	59,200	-	(59,200)
Youth Program Fees	195,390	168,048	87,828	189,076	173,474	-	(173,474)
Teen Program Fees	9,839	13,975	22,845	24,700	24,791	-	(24,791)
Family & Misc Program Fees	33,410	6,300	9,823	16,400	10,350	-	(10,350)
Special Event Program Fees	32,636	45,539	28,417	36,847	67,260	-	(67,260)
Planning Misc Charges	-	-	0.1	0.1	-	-	-
Street Tree Charges	-	-	-	-	-	-	-
Family Aquatic Center Fees	180,840	197,927	191,549	207,000	214,500	216,116	1,616
Sub-Total Public Charges For Services	2,741,246	3,404,683	3,204,618	4,261,115	4,209,089	4,324,565	115,476
INVESTMENT INCOME							
General Fund	103,078	1,023,598	1,073,365	1,201,000	1,061,000	1,131,245	70,245
Sub-Total Investment Income	103,078	1,023,598	1,073,365	1,201,000	1,061,000	1,131,245	70,245
MISCELLANEOUS REVENUE							
Miscellaneous Rents	8,517	8,127	9,973	7,500	11,842	12,800	958
Police Auction	7,684	3,000	-	2,000	4,000	2,000	(2,000)
Sale Of Material And Equipment	28,299	28,711	23,109	30,020	37,000	35,000	(2,000)
Insurance Dividend & Recovery	56,103	330,396	46,697	46,697	57,179	48,803	(8,376)
Miscellaneous Revenues	168,977	119,263	52,177	115,182	218,652	65,000	(153,652)
Ag Use Penalties	28,075	(2,188)	14,786	14,786	10,000	10,000	-
City Attorney Chargebacks	3,041	6,800	-	10,549	10,549	9,672	(877)
Human Resources Chargebakcs	31,675	32,330	-	38,904	38,904	37,563	(1,341)
Finance Chargebacks	2,400	2,800	3,200	3,200	3,200	3,200	-
Miscellaneous Revenues	671	226	144	196	-	192	192
Donations -Parks & Recreation	7,278	1,032	12,688	15,000	5,000	-	(5,000)
Sub-Total Miscellaneous Revenue	342,720	530,497	162,774	284,034	396,326	224,230	(172,096)
OTHER FINANCING SOURCES							
Transfer In	571,145	520,712	419,009	740,892	750,892	393,650	(357,242)
Transfer In - W&L Pilot	1,939,685	1,934,405	-	2,446,109	2,413,076	2,446,109	33,033
Econ Dev Chargebacks	111,362	205,996	57,560	217,506	217,506	221,081	3,575
Engineering Chargebacks	159,714	231,500	-	258,000	258,000	258,000	-
Fund Balance Applied	-	-	-	-	907,874	694,008	(213,866)
Sub-Total Other Financing Sources	2,781,906	2,892,613	476,569	3,662,507	4,547,348	4,012,848	(534,500)
Total Revenues	\$31,254,773	\$33,967,168	\$33,720,034	\$39,889,148	\$40,960,207	\$43,586,875	\$ 1,756,618

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 260 - Library, and 280 - Recreation (prior 2025)



SUN PRAIRIE

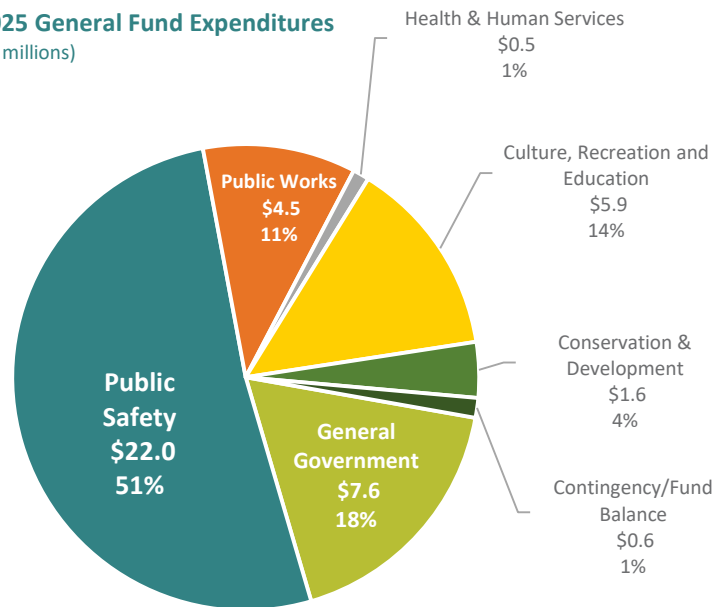
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EXPENDITURE SUMMARY

General Fund Exp. Summary	2022	2023	8/31/2024	2024	2024	2025	Increase
	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Government	6,043,645	6,354,186	5,855,406	7,447,966	7,880,300	7,551,397	(328,903)
Public Safety	15,465,492	17,973,179	16,456,366	20,761,006	21,362,267	22,013,571	651,304
Public Works	3,533,550	4,084,173	3,453,984	4,293,836	4,316,581	4,527,581	211,000
Health & Human Services	359,455	453,777	265,295	444,326	440,809	481,136	40,327
Culture, Recreation and Education	5,100,544	5,950,995	4,862,030	5,565,335	6,766,977	5,876,134	(890,843)
Conservation & Development	1,238,540	1,421,180	1,175,367	1,695,535	1,808,404	1,643,385	(165,019)
Sub-Total	31,741,226	36,237,489	32,068,448	40,208,004	42,575,338	42,093,204	(482,134)
Contingency/Fund Balance	-	-	-	-	78,500	584,862	506,362
Transfers	948,081	819,920	742,417	984,902	984,902	908,809	(76,093)
Sub-Total	948,081	819,920	742,417	984,902	1,063,402	1,493,671	430,269
Total General Expenditures	\$ 32,689,307	\$ 37,057,408	\$ 32,810,865	\$ 41,192,906	\$ 43,638,740	\$ 43,586,875	\$ (51,865)

2025 General Fund Expenditures
(in millions)



DIVISION SUMMARY

Division Summary	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
GENERAL GOVERNMENT							
Mayor	43,478	45,299	39,463	46,047	46,169	46,710	541
Council	70,131	82,137	80,651	101,634	99,137	84,014	(15,123)
Municipal Court	123,007	161,547	142,825	177,903	179,467	160,698	(18,769)
City Attorney	374,899	341,235	331,628	420,386	432,604	425,535	(7,069)
City Clerk	334,253	412,438	423,607	550,302	595,651	517,482	(78,169)
Elections	187,784	129,727	179,074	289,726	268,667	174,139	(94,528)
Administration	627,168	612,313	539,600	723,276	830,168	758,054	(72,114)
Administrative Services	246,158	233,748	254,368	479,723	478,704	329,834	(148,870)
Human Resources	477,443	537,986	431,334	559,210	603,789	651,633	47,844
Finance	618,231	783,895	682,107	805,791	873,479	911,852	38,373
Risk Management	161,078	175,778	187,728	189,314	216,934	223,304	6,370
Assessing	463,237	555,277	443,639	555,487	564,519	576,808	12,289
Information Technology	1,486,015	1,506,807	1,440,243	1,663,870	1,788,655	1,805,760	17,105
Building Maintenance	830,765	775,999	679,139	885,297	902,357	885,574	(16,783)
Sub-Total General Government	6,043,645	6,354,186	5,855,406	7,447,966	7,880,300	7,551,397	(328,903)
PUBLIC SAFETY							
Police Department	10,083,479	10,878,213	9,404,379	11,632,532	12,362,497	12,323,394	(39,103)
Fire Protection	1,923,219	2,295,034	2,581,570	3,535,917	3,452,088	3,701,364	249,276
Emergency Medical Service	2,633,150	3,766,230	3,607,913	4,533,258	4,485,198	4,870,523	385,325
Building Inspection	825,644	1,029,240	862,302	1,050,799	1,052,484	1,100,790	48,306
Emergency Management	-	4,461	202	8,500	10,000	17,500	7,500
Sub-Total Public Safety	15,465,492	17,973,179	16,456,366	20,761,006	21,362,267	22,013,571	651,304
PUBLIC WORKS							
Public Services	214,452	290,885	223,961	276,323	273,167	290,796	17,629
Public Works	2,553,125	2,874,671	2,518,106	3,137,497	3,096,244	3,249,668	153,424
Engineering	496,066	573,157	476,397	580,881	607,061	632,603	25,542
GIS	127,461	154,395	141,096	166,099	180,954	180,088	(866)
Transportation	142,448	191,066	94,424	133,036	159,155	174,426	15,271
Sub-Total Public Works	3,533,550	4,084,173	3,453,984	4,293,836	4,316,581	4,527,581	211,000
HEALTH & HUMAN SERVICES							
Colonial Club	230,000	240,000	208,333	250,000	250,000	260,000	10,000
Youth & Families	4,455	13,146	16,084	23,448	19,931	15,505	(4,426)
YMCA & Community Schools	115,000	130,000	-	130,000	130,000	130,000	-
Human Services	-	60,631	30,878	30,878	30,878	65,631	34,753
Cemetery	10,000	10,000	10,000	10,000	10,000	10,000	-
Sub-Total Health & Human Services	359,455	453,777	265,295	444,326	440,809	481,136	40,327
CULTURE, RECREATION, AND EDUCATION							
Library	2,437,166	2,812,841	1,914,628	1,935,987	3,008,914	3,062,622	53,708
Historical Museum	108,894	204,624	144,863	195,819	210,381	216,623	6,242
Parks Maintenance	1,129,733	1,322,967	1,230,011	1,517,482	1,559,201	1,516,972	(42,229)
Recreation	1,049,605	1,250,058	1,214,694	1,532,828	1,601,118	686,293	(914,825)
Family Aquatic Center	375,145	360,505	357,834	383,219	387,363	393,624	6,261
Sub-Total Culture, Recreation, and Education	5,100,544	5,950,995	4,862,030	5,565,335	6,766,977	5,876,134	(890,843)
CONSERVATION AND DEVELOPMENT							
Community Development	175,737	180,253	154,744	198,357	202,642	240,353	37,711
Planning	446,718	568,407	521,255	794,129	840,714	639,034	(201,680)
Economic Development	382,368	369,852	281,876	389,868	448,396	420,473	(27,923)
Forestry	233,717	302,669	217,492	313,181	316,652	343,525	26,873
Sub-Total Conservation and Development	1,238,540	1,421,180	1,175,367	1,695,535	1,808,404	1,643,385	(165,019)
Transfers	948,081	819,920	742,417	984,902	984,902	908,809	(76,093)
General Contingency	-	-	-	-	78,500	584,862	-
Sub-Total Transfers & Contingency	948,081	819,920	742,417	984,902	1,063,402	1,493,671	(76,093)
Total	\$ 32,689,307	\$ 37,057,408	\$ 32,810,865	\$ 41,192,906	\$ 43,638,740	\$ 43,586,875	\$ (51,865)

Includes: Fund 100 - General Fund, 255 - Family Aquatic Center, 260 - Library, and 280 - Recreation (prior 2025)

2024 PROPERTY VALUES AND TAX RATE

ASSESSED VALUE BY CLASS	2020	2021	2022	2023	2024	Increase (Decrease)	Percent Change
Residential	\$ 2,643,212,500	\$ 2,708,137,200	\$ 2,786,552,200	\$ 3,694,900,600	\$ 3,749,190,300	\$ 54,289,700	1.5%
Commercial	1,028,578,200	1,064,893,600	1,108,575,900	1,633,062,400	1,749,816,900	116,754,500	7.1%
Agricultural	131,800	126,300	118,100	138,400	149,200	10,800	7.8%
Other	441,600	441,600	501,400	506,300	507,300	1,000	0.2%
Personal Property	46,500,600	44,657,300	44,799,400	59,056,600	-	(59,056,600)	-100.0%
Manufacturing	74,066,700	71,790,600	69,275,300	92,456,900	82,021,000	(10,435,900)	-11.3%
Total Assessed Value	\$ 3,792,931,400	\$ 3,890,046,600	\$ 4,009,822,300	\$ 5,480,121,200	\$ 5,581,684,700	\$ 101,563,500	1.9%

EQUALIZED VALUE	2020	2021	2022	2023	2024	Increase (Decrease)	Percent Change
Equalized Value - TID Out	3,610,664,700	3,896,135,200	4,464,398,400	5,084,169,000	5,574,558,400	490,389,400	9.6%
Equalized Value - TID In	3,864,128,900	4,176,130,900	4,767,506,600	5,481,682,200	6,077,193,700	595,511,500	10.9%
Difference - Total Increment	\$ 253,464,200	\$ 279,995,700	\$ 303,108,200	\$ 397,513,200	\$ 502,635,300	\$ 105,122,100	26.4%

TAX INCREMENT BY DISTRICT	2020 Increment	2021 Increment	2022 Increment	2023 Increment	2024 Increment	(Decrease)	Net % Change
TIF District No. 6	\$ 6,953,700	\$ -	\$ -	\$ -	\$ -	\$ -	-
TIF District No. 8	88,497,300	112,401,800	107,202,900	124,204,600	115,379,600	(8,825,000)	-7.1%
TIF District No. 9	85,205,100	90,687,300	92,167,300	116,854,000	162,469,100	45,615,100	39.0%
TIF District No. 11	37,114,800	53,661,700	56,185,600	70,485,100	88,860,700	18,375,600	26.1%
TIF District No. 12	9,935,300	12,671,000	14,350,500	16,490,100	28,364,300	11,874,200	72.0%
TIF District No. 13	25,758,000	10,573,900	31,824,900	57,720,300	67,397,200	9,676,900	16.8%
TIF District No. 14	-	-	1,377,000	4,534,200	12,008,100	7,473,900	164.8%
TIF District No. 15	-	-	-	7,224,900	26,733,400	19,508,500	270.0%
TIF District No. 16	-	-	-	-	1,422,900	1,422,900	-
Total Increment	\$ 253,464,200	\$ 279,995,700	\$ 303,108,200	\$ 397,513,200	\$ 502,635,300	\$ 105,122,100	26.4%

CITY TAX RATE	2020	2021	2022	2023	2024	Increase (Decrease)	Percent Change
Operating Levy	18,640,045	20,106,531	21,403,208	24,957,744	26,894,618	1,936,874	7.8%
Debt Service Levy	6,618,831	6,469,805	6,796,436	7,275,747	7,823,245	547,498	7.5%
Total Levy	25,258,876	26,576,336	28,199,644	32,233,491	34,717,863	2,484,372	7.7%
Mill Rate	7.1248	7.3229	7.5101	6.3418	6.7808	0.4390	6.9%
Average Home Value	299,400	301,200	304,100	377,200	379,800	2,600	0.7%
City Tax on Average Home	2,134	2,206	2,284	2,392	2,575	183	7.7%
Median Home Value	275,000	286,400	288,900	356,600	360,200	3,600	1.0%
City Tax on Median Home	1,960	2,097	2,170	2,261	2,442	181	8.0%



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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.

2025 BUDGET HIGHLIGHTS

- Increased the City's annual support of the Colonial Club Senior Center by \$10,000

2024 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.
- ✓ Increased the City's annual support of the Colonial Club Senior Center by \$10,000.
- ✓ Increased the City's partner payment to the Community Schools program by \$30,000 annually.

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.

2025 BUDGET HIGHLIGHTS

- Increased the City's annual support of the Colonial Club Senior Center by \$10,000.

2024 BUDGET OVERVIEW

- ✓ Increased compensation to both the Mayor and City council members by 3.5%
- ✓ Increased the City's annual support of the Colonial Club Senior Center by \$10,000.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Mayor	43.1	43.5	37.5	46.0	46.2	46.7	0.5
Council	68.1	70.1	69.3	101.6	99.1	84.0	(15.1)
Total Expenditures	\$ 111.1	\$ 113.6	\$ 106.8	\$ 147.7	\$ 145.3	\$ 130.7	\$ (14.6)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	87.0	87.0	60.2	90.8	89.8	92.0	2.2
Materials & Supplies	1.0	0.9	1.6	2.1	2.5	2.1	(0.4)
Contractual Services	3.9	5.5	24.1	33.8	30.8	10.9	(19.9)
Professional Development	19.2	20.2	20.9	21.0	22.3	25.8	3.5
Total Expenditures	\$ 111.1	\$ 113.6	\$ 106.8	\$ 147.7	\$ 145.3	\$ 130.7	\$ (14.6)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	111.1	113.6	106.8	147.7	145.3	130.7	(14.6)
Net Operating Result	\$ (111.1)	\$ (113.6)	\$ (106.8)	\$ (147.7)	\$ (145.3)	\$ (130.7)	\$ 14.6



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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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

Adjudicate city ordinance violations.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)
Traffic Citations Processed	1,145	865	857	1,116	1,243	701	1,300
Ordinance Citations	485	424	376	328	434	224	425
Court Trials	10	13	6	6	2	2	5

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Municipal Court	122.3	123.0	117.5	177.9	179.5	160.7	(18.8)
Total Expenditures	\$ 122.3	\$ 123.0	\$ 117.5	\$ 177.9	\$ 179.5	\$ 160.7	\$ (18.8)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	114.3	113.7	114.2	166.7	169.3	149.7	(19.6)
Materials & Supplies	-	-	0.3	0.4	0.1	0.2	0.1
Contractual Services	6.9	7.1	1.4	8.3	7.7	8.2	0.5
Professional Development	1.2	2.2	1.6	2.6	2.4	2.6	0.2
Total Expenditures	\$ 122.3	\$ 123.0	\$ 117.5	\$ 177.9	\$ 179.5	\$ 160.7	\$ (18.8)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	162.2	150.7	166.1	155.0	205.0	205.0	-
Total Expenditures	122.3	123.0	117.5	177.9	179.5	160.7	(18.8)
Net Operating Result	\$ 39.9	\$ 27.7	\$ 48.7	\$ (22.9)	\$ 25.5	\$ 44.3	\$ 18.8

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, a .875 FTE Assistant City Attorney, and a full-time Paralegal.

2025 BUDGET HIGHLIGHTS

- Increased the Assistant City Attorney by .125 FTE.

2024 BUDGET OVERVIEW

- ✓ Maintained outside counsel budget reduction from 2023 at lowest levels in five years
- ✓ Offset training expenses by presenting at conferences in exchange for waived registration fees
- ✓ Added .75 FTE Assistant City Attorney and transitioned municipal court function in-house

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

Provide legal analysis and advice to City Departments and Council.

Measure	2020	2021	2022	2023	2024*	2024 Year-End
Development	9	6	18	1		6
Agreements						
Ordinance	25	6	7	11		6
Amendments						
Collective				2	2 in progress	2
Bargaining						
Agreements Settled						

The department began negotiating contracts in-house in 2023.

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
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	7		0		0
2024*	2		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. This metric was first tracked in 2022.

Location	2022	2023	2024*	2024 Year-End
Internal	2	3	4	4
External	1	1	1	1

*2024 data reflects information through July 31, 2024.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
City Attorney	2.00	2.00	2.75	2.75	2.75	2.88	0.13
Allocated FTE	(0.16)	(0.28)	(0.28)	(0.28)	(0.28)	(0.28)	-
Total Personnel	1.84	1.72	2.47	2.47	2.47	2.60	0.13

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
City Attorney	414.1	374.9	286.8	420.4	417.6	425.5	7.9
Total Expenditures	\$ 414.1	\$ 374.9	\$ 286.8	\$ 420.4	\$ 417.6	\$ 425.5	\$ 7.9

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	203.0	181.1	237.0	356.7	366.3	368.3	2.0
Materials & Supplies	0.2	0.9	0.6	2.0	1.5	1.5	-
Contractual Services	204.0	179.4	41.7	51.2	34.7	44.9	10.1
Professional Development	6.9	6.7	7.5	9.6	8.9	10.9	2.0
Total Expenditures	\$ 414.1	\$ 374.9	\$ 286.8	\$ 420.4	\$ 417.6	\$ 425.5	\$ 7.9

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	414.1	374.9	286.8	420.4	417.6	425.5	7.9
Net Operating Result	\$ (414.1)	\$ (374.9)	\$ (286.8)	\$ (420.4)	\$ (417.6)	\$ (425.5)	\$ (7.9)



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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's Office houses the following services: Sun Prairie Media Center, Diversity, Equity, and Inclusion, and Sustainability. 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.

2025 BUDGET HIGHLIGHTS

- Addition of a PT Sustainability Program Coordinator.
- Investing in the City's Climate Action Plan.
- Added ongoing funding for three Maydm interns annually.

2024 BUDGET OVERVIEW

- ✓ 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 one-time funding to Sunshine Place to increase service capacity of their housing navigation services to assist families and individuals with securing and/or maintaining stable housing in Sun Prairie.
- ✓ Invested in community programs and initiatives that support the city's values of diversity, equity, and inclusion.
- ✓ Began work on conduct three interconnected projects aimed at reducing emissions: Greenhouse Gas Inventories, 2030 and 2050 Emissions Reduction Goals, and development of a Climate Action Plan.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Administration	3.00	4.00	5.00	5.00	5.00	5.50	0.50
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	4.73	0.50

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Administration	351.7	633.3	477.6	734.8	844.7	782.6	(62.1)
Total Expenditures	\$ 351.7	\$ 633.3	\$ 477.6	\$ 734.8	\$ 844.7	\$ 782.6	\$ (62.1)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	305.6	396.5	412.2	578.0	586.6	681.2	94.6
Materials & Supplies	7.8	8.3	1.1	9.2	13.2	22.6	9.4
Contractual Services	22.6	198.2	45.8	118.5	217.5	49.9	(167.6)
Professional Development	10.0	22.5	18.5	22.5	21.0	19.1	(1.9)
Capital Items	5.7	7.9	-	6.5	6.5	9.9	3.4
Total Expenditures	\$ 351.7	\$ 633.3	\$ 477.6	\$ 734.8	\$ 844.7	\$ 782.6	\$ (62.1)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	24.5	24.5
Total Expenditures	351.7	633.3	477.6	734.8	844.7	782.6	(62.1)
Net Operating Result	\$ (351.7)	\$ (633.3)	\$ (477.6)	\$ (734.8)	\$ (844.7)	\$ (758.1)	\$ 86.6

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.

2025 BUDGET HIGHLIGHTS

- Funding for a communications consultant to assist the City prepare for a possible referendum.

2024 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Administrative Services	113.3	246.2	219.6	479.7	478.7	329.8	(148.9)
Total Expenditures	\$ 113.3	\$ 246.2	\$ 219.6	\$ 479.7	\$ 478.7	\$ 329.8	\$ (148.9)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	109.5	148.0	125.6	183.1	183.5	191.3	7.8
Materials & Supplies	0.1	0.5	0.4	0.4	0.2	0.5	0.3
Contractual Services	2.3	94.6	87.2	289.7	289.7	131.0	(158.7)
Professional Development	1.5	3.1	6.5	6.6	5.3	7.0	1.8
Total Expenditures	\$ 113.3	\$ 246.2	\$ 219.6	\$ 479.7	\$ 478.7	\$ 329.8	\$ (148.9)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	113.3	246.2	219.6	479.7	478.7	329.8	(148.9)
Net Operating Result	\$ (113.3)	\$ (246.2)	\$ (219.6)	\$ (479.7)	\$ (478.7)	\$ (329.8)	\$ 148.9

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.

2025 BUDGET HIGHLIGHTS

- Continue to implement the new Agenda and Minutes Meetings Management solution(OneMeeting).
- Continue efforts to expand and further implement our plan to digitize and catalogue all records kept by the City into OnBase.
- Complete the implementation of the ECM system (OnBase) with IT and process for continuation.
- Complete development and expansion of OpenGov, the cloud-based software for citizen services.

2024 BUDGET OVERVIEW

- ✓ 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.
- ✓ Started to develop the new Agenda Management System (OneMeeting) with IT.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through June 30, 2024

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

Measure	2018	2019	2020	2021	2022	2023	2024*
Council & Special Meetings	23	25	25	28	23	11	25
Committee of the Whole	26	25	28	27	26	10	27
Municipal Board of Canvassers	2	1	5	3	4	2	3
Board of Review	4	3	5	6	3	1	3
Alcohol License Review Board	3	6	4	1	2	2	3
TOTAL		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	2024*
Special Event Permit	4	2	0	2	2	3	3
Tobacco Retail License	24	25	23	25	27	29	29
Liquor Establishment License	56	58	57	56	61	62	61
Operator License	471	337	268	311	494	412	340
Temporary Nightclub License	0	0	0	0	0	0	0
Nightclub License	8	10	9	9	10	10	9
Secondhand Dealer License	4	3	3	3	4	4	4
Solicitor's Permit	41	45	15	28	33	56	32
Temporary Beer/Wine License	16	10	1	11	6	4	6
Street Use Permit	23	21	5	13	20	21	11
Taxi Cab Driver License	26	22	19	17	12	12	11
Amusement Device License	143	131	131	116	125	143	132
Blasting Permit	1	0	0	0	3	0	0
Chicken License	4	6	3	4	5	9	5
Mobile Food Cart	1	0	0	0	0	3	2
Mobile Food Vendor	4	0	0	0	0	7	2
Temporary Change of Premises	0	0	0	0	0	1	0
Fireworks Permit	0	0	0	0	0	2	3
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	2024*
Number of Elections	4	1	4	5	3	2	2
Average Election Officials	68	64	97	46	150	122	98
Average Voted at the Polls	5,369	6,064	2,351	1,255	5,147	6,100	2,161
Average Voted In-Person Absentee	1,623	2,148	1,903	121	1,800	1,323	359
Average Voted Absentee by Mail/SVD	452	391	7,087	1,443	4,222	3,505	1,414

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
City Clerk	4.56	4.00	4.00	4.00	4.00	4.00	-
Total Personnel	4.56	4.00	4.00	4.00	4.00	4.00	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
City Clerk	402.9	334.3	357.9	550.3	574.3	517.5	(56.8)
Elections	98.8	187.8	172.0	289.7	290.0	174.1	(115.9)
Total Expenditures	\$ 501.7	\$ 522.0	\$ 529.9	\$ 840.0	\$ 864.3	\$ 691.6	\$ (172.7)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	422.0	416.0	393.3	618.7	654.1	537.4	(116.7)
Materials & Supplies	19.2	19.6	26.9	43.6	43.6	39.4	(4.2)
Contractual Services	53.8	77.9	102.6	160.9	148.9	97.2	(51.7)
Professional Development	6.7	8.6	7.1	13.5	14.4	17.6	3.3
Capital Items	-	-	-	3.4	3.4	-	(3.4)
Total Expenditures	\$ 501.7	\$ 522.0	\$ 529.9	\$ 840.0	\$ 864.3	\$ 691.6	\$ (172.7)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	102.2	69.7	77.3	116.4	113.5	116.1	2.5
Total Expenditures	501.7	522.0	529.9	840.0	864.3	691.6	(172.7)
Net Operating Result	\$ (399.5)	\$ (452.3)	\$ (452.6)	\$ (723.7)	\$ (750.8)	\$ (575.6)	\$ 175.2



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MISSION

Employ and retain well-qualified, diverse, and engaged staff within a positive employee climate which provides for individual growth.

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, benefit administration, labor/employee relations, and improving employee safety and wellness.

2025 BUDGET HIGHLIGHTS

- The Human Resources Department anticipates two staff retirements in 2025. Therefore, there may be periods of staff vacancies in 2025 to offset retirement benefit payouts.

2024 BUDGET OVERVIEW

- ✓ Developed a new language assistance pay policy to compensate talented staff engaged in translation services. Steps were taken to ensure meaningful access to our programs and activities for limited-English proficient (LEP) persons.
- ✓ A vendor was selected to administer the city's flexible spending accounts which provides the convenience of a debit card and online account access to participants.
- ✓ Participated in the rollout of the city's Values developed with humanworks8. Updated the employee recognition program, and continue to ensure all 64 supervisors participate in the Guide & Grow 5-session training series.
- ✓ Provided an orientation for 75 Fire Department staff members, and updated several policies to incorporate the Fire service staffing needs.
- ✓ Negotiations with IAFF Local #311 EMS and Fire bargaining teams will commence in August in anticipation of the current contracts expiring 12/31/2024.

PERFORMANCE METRICS

Council Strategic Priority: **Employer of Choice**

*2024 data reflects information through June 30, 2024

Improve recruitment efforts and fill vacancies in a timely manner.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Positions filled (PT/FT)	39	30	52	62	52	50	70	60
Average number of days to fill positions	48	32	63	94	62	62	70	65
Applications received	2,049	1,221	1,656	1,445	1351	619	1200	1200
% minority new hires (FT)	12%	17%	18%	22%	23%	3%	11%	15%

Promote safety and wellness in the workplace.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Number of workers' compensation claims	39	29	21	22	23	9	20	15
Cost of worker's compensation claims	\$281,305	\$129,665	\$244,054	\$77,442	\$183,247	\$94,733	\$120,000	\$100,000
Lost days due to worker's compensation injuries/illnesses	85	46	85	14	50	60	70	60
% of eligible members visiting wellness clinic	n/a	n/a	34%	37%	39%	40%	45%	60%
Rating of Good/Very Good experience @ wellness clinic	n/a	n/a	100%	100%	98%	98%	98%	95%

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Annual Turnover rate non-seasonal (FT Turnover rate)	11% (9.6%)	11% (9.4%)	16% (12.5%)	13% (13.8%)	10% (8.2%)	6% (6%)	10% (10%)	8% (8%)
FMLA Requests (hours used)	48 (6,205)	47 (6,227)	24 (7,332)	38 (7,284)	52 (7,735)	36 (3,254)	50 (7,000)	40 (6,000)
Paid Parent/Caregiver Requests	5	21	15	27	31	19	30	25
Increase in Health Plan Cost	7.9%	6.9%	7.7%	5%	7.9%	5.6%	5.6%	8%
Health Plan Medical Loss Ratio (MLR)	147%	106%	122%	133%	142%	82%	106%	90%
Authorized FT positions	196	202	209	217	231	266	266	266
Authorized PT positions	38	33	34	42	43	41	41	41

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Human Resources	389.3	477.4	374.3	559.2	603.8	651.6	47.8
Total Expenditures	\$ 389.3	\$ 477.4	\$ 374.3	\$ 559.2	\$ 603.8	\$ 651.6	\$ 47.8

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	320.2	368.8	327.9	479.2	520.8	568.5	47.7
Materials & Supplies	1.4	1.1	1.3	1.3	1.3	1.3	-
Contractual Services	43.6	84.9	28.6	55.5	58.4	58.5	0.1
Professional Development	24.0	22.7	16.6	23.2	23.3	23.3	0.0
Total Expenditures	\$ 389.3	\$ 477.4	\$ 374.3	\$ 559.2	\$ 603.8	\$ 651.6	\$ 47.8

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	31.7	32.3	38.9	38.9	38.9	37.6	(1.3)
Total Expenditures	389.3	477.4	374.3	559.2	603.8	651.6	47.8
Net Operating Result	\$ (357.6)	\$ (445.1)	\$ (335.4)	\$ (520.3)	\$ (564.9)	\$ (614.1)	\$ (49.2)



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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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 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**

*2024 data reflects information through June 30, 2024

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)
Payments by ETF	18,156,564	18,396,271	30,692,496	15,564,289	15,974,283	8,598,382	20,000,000
Payments by procurement card	4,599,448	3,977,362	3,855,138	4,776,214	4,578,489	2,291,521	5,100,000
Payments by physical checks	15,687,675	12,737,534	14,538,618	17,082,067	16,428,686	7,507,441	19,000,000
Total Payments made	38,236,179	35,170,848	49,088,273	37,424,592	36,981,457	18,397,344	44,100,000
Percent of Electronic Payments	58.97%	63.78%	70.38%	54.36%	55.58%	59.19%	56.92%
Compound Annual Growth Rate (CAGR)	3.19%	5.65%	7.19%	-1.24%	-0.56%	0.59%	-0.07%
CAGR Goal							

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)
Cash Collections Received	128,481	63,018	77,530	134,358	143,073	74,236	150,000
Check Collections Received	20,521,920	18,362,607	21,001,818	21,254,399	19,896,447	12,001,333	20,000,000
Collections by credit card/e-Check	419,602	770,848	1,038,497	1,247,270	1,602,585	806,829	2,500,000
Total Collections received	21,070,003	19,196,772	22,117,846	22,636,027	21,642,105	12,882,398	22,650,000
Percent of Electronic Collections	1.99%	4.02%	4.70%	5.51%	7.40%	6.26%	11.04%
Compound Annual Growth Rate (CAGR)	35.81%	65.48%	47.39%	39.23%	38.25%	27.38%	49.74%
Goal							

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Finance	559.2	618.2	515.9	805.8	1,388.5	1,496.7	108.2
Risk Management	173.2	161.1	87.5	189.3	216.9	223.3	6.4
Total Expenditures	\$ 732.4	\$ 779.3	\$ 603.4	\$ 995.1	\$ 1,605.4	\$ 1,720.0	\$ 114.6

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	388.3	460.6	415.2	589.8	698.4	731.0	32.6
Materials & Supplies	89.8	77.8	2.9	90.4	94.9	3.3	(91.6)
Contractual Services	76.2	70.7	89.1	121.9	86.8	178.5	91.7
Insurance	129.2	126.7	87.5	145.9	167.6	178.9	11.4
Professional Development	2.1	2.5	5.4	7.4	7.3	8.6	1.2
Transfers/Bad Debt	43.3	41.0	3.3	37.7	34.4	34.4	-
Contingency	-	-	-	-	515.0	584.9	69.9
Capital Items	1.0	-	-	2.1	1.0	0.5	(0.5)
Total Expenditures	\$ 730.0	\$ 779.3	\$ 603.4	\$ 995.1	\$ 1,605.4	\$ 1,720.0	\$ 114.6

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	49.7	40.3	45.4	46.7	62.7	37.4	(25.3)
Total Expenditures	730.0	779.3	603.4	995.1	1,605.4	1,720.0	114.6
Net Operating Result	\$ (680.3)	\$ (739.0)	\$ (558.1)	\$ (948.4)	\$ (1,542.8)	\$ (1,682.6)	\$ (139.9)



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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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ The 2024 assessment year was a maintenance year.
- ✓ 655 Notices of Changes Assessment were sent out in mid-May.
- ✓ Reviewed all 2023 sale and maintenance properties either in office or with an exterior or interior inspection.
- ✓ Started preparation for multi-year project of reviewing all properties in Sun Prairie

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through August 1, 2024

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	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-Reval	2023 Reval	2024* Non-Reval	2024 (year-end) Non-Reval	GOAL
Level of Assessment	89.33%	96.06%	93.82%	84.09%	99.99%	93.9%	92%	100%

Annually maintain Real Estate parcels for accuracy.

Measure	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-Reval	2023 Reval	2024* Non-Reval	2024 (year-end) Non-Reval	GOAL
Total Real Estate Parcels	11,797	12,137	12,272	12,353	12414	12419	12419	12419

Update real estate parcels to reflect physical and valuation changes

Measure	2019 Non-Reval	2020 Reval	2021 Non- Reval	2022 Non-Reval	2023 Reval	2024* Non-Reval	2024 (year-end) Non- Reval	GOAL
Interior Inspections	437	221	82	598	414	129	350	350
Exterior Inspections	283	97	103	181	190	88	200	200
Other On-site Visits	0	1	0	0	0	0	0	0
Drive-by Reviews	1,322	679	320	132	116	68	150	150
Ag Reviews	448	392	381	301	301	0	300	300
Office Reviews	165	492	619	1317	1254	966	2300	2300
Real Estate Transfers Reviewed	1,436	1,211	1,399	1161	890	548	970	970
Permits Reviewed	1,929	1,945	2,564	2359	2228	921	2100	2100

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	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-Reval	2023 Reval	2024* Non- Reval	2024 (year-end) Non-Reval	GOAL
Parcels Reviewed	65	626	25	10	350	35	35	35
Number of Adjustments	64	510	10	10	247	16	16	10
Net \$ Adjustments (-) or (+)	-\$14,438,700	-\$22,904,300	\$-160,900	-1,879,3030	-21,802,200	-12,007,200	-12,007,200	-2,000,000

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

Measure	2019 Non-Reval	2020 Reval	2021 Non-Reval	2022 Non-Reval	2023 Reval	2024* Non-Reval	202 (year-end) Non-Reval	GOAL
Parcels Reviewed	2	13	5	1	25	2	2	0
Number of Adjustments	1	9	5	0	25	2	2	0
Net \$ Adjustments (-) or (+)	-\$591,900	-\$1,653,850	-\$8,941,200	0	-\$12,776,700	-977,400	-977,400	0

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Assessing	319.4	463.2	383.2	555.5	564.5	576.8	12.3
Total Expenditures	\$ 319.4	\$ 463.2	\$ 383.2	\$ 555.5	\$ 564.5	\$ 576.8	\$ 12.3

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	220.9	416.6	355.0	519.0	522.4	535.2	12.8
Materials & Supplies	12.5	12.4	0.2	17.8	19.0	20.2	1.2
Contractual Services	85.0	19.2	23.7	9.5	12.5	10.5	(1.9)
Professional Development	1.0	8.1	4.3	9.1	10.7	10.9	0.2
Capital Items	-	6.9	-	-	-	-	-
Total Expenditures	\$ 319.4	\$ 463.2	\$ 383.2	\$ 555.5	\$ 564.5	\$ 576.8	\$ 12.3

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	319.4	463.2	383.2	555.5	564.5	576.8	12.3
Net Operating Result	\$ (319.4)	\$ (463.2)	\$ (383.2)	\$ (555.5)	\$ (564.5)	\$ (576.8)	\$ (12.3)



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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.

2025 BUDGET HIGHLIGHTS

- Investment in upgrades to the emergency notification and paging system at City Hall.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through June 30, 2024

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 2020 – 2560 2021 – 2375 2022 – 2285 2023 – 2157 2024 YTD – 1144 2024 (year-end) – 2300

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Issues Resolved On-time	80%	86%	80%	82%	69%	68%	75%	80%
Issues Resolved On First Contact	64%	71%	68%	65%	79%	50%	70%	60%
Issues Resolved to Satisfaction*	99%	100%	100%	100%	100%	100%	100%	99%

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Average Time to First Response	5:46	4:58	3:20	3:00	2:56	2:23	2:30	2:30

The time format above is hours:minutes.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Information Technology	1,272.8	1,486.0	1,308.3	1,663.9	1,636.7	1,805.8	169.1
Total Expenditures	\$ 1,272.8	\$ 1,486.0	\$ 1,308.3	\$ 1,663.9	\$ 1,636.7	\$ 1,805.8	\$ 169.1

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	559.0	660.4	521.2	760.0	759.7	778.2	18.5
Materials & Supplies	470.4	642.1	13.2	742.0	736.0	851.6	115.5
Contractual Services	75.5	83.6	728.3	84.6	75.5	76.9	1.4
Professional Development	2.6	6.3	8.6	8.8	7.8	10.1	2.3
Capital Items	165.3	93.6	37.1	68.4	57.6	89.0	31.4
Total Expenditures	\$ 1,272.8	\$ 1,486.0	\$ 1,308.3	\$ 1,663.9	\$ 1,636.7	\$ 1,805.8	\$ 169.1

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	0.0	-	-	-	-	-
Total Expenditures	1,272.8	1,486.0	1,308.3	1,663.9	1,636.7	1,805.8	169.1
Net Operating Result	\$ (1,272.8)	\$ (1,486.0)	\$ (1,308.3)	\$ (1,663.9)	\$ (1,636.7)	\$ (1,805.8)	\$ (169.1)

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.

2025 BUDGET HIGHLIGHTS

- Addition of a FT Building Maintenance Technician for the expanded Sun Prairie Public Library.
- Addition of a FT Custodian for the expanded Sun Prairie Public Library.

2024 BUDGET OVERVIEW

- ✓ Completed renovations of bathrooms and locker rooms at the Eastside Police Department.
- ✓ Added a single user restroom to the second floor of City Hall.
- ✓ Completed renovations of Fire & EMS kitchens at Station 1.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through July 30, 2024

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year –end)	GOAL
Number of tickets received	357	407	410	797	803	402	860	-
Average response time (hours)	11:30	17:12	17:44	23:59	25:15	24:38	24:15	24:00
Average resolution time (hours)	30:46	29:16	64:04	36:39	42:38	44:16	44:00	48:00

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year –end)	GOAL
No. of urgent and high priority tickets	4	3	21	21	25	16	30	-
Average response time (hours)	1:33	5:15	11:49	3:30	4:15	3:50	4:00	4
Average resolution time (hours)	5:19	11:19	50:35	15:02	20:00	21:00	23:00	24

Maintenance tickets submitted.

Department	2020	2021	2022	2023	2024*	2024 (year –end)	GOAL
Finance	34	23	33	38	28	60	-
Library	86	86	133	140	77	154	-
Fire	94	65	52	55	32	64	-
EMS	45	44	49	52	41	82	-
Building Maintenance	3	25	66	75	34	68	-
Police	73	72	87	90	47	94	-
City Clerk	16	20	27	33	16	32	-
Others	54	78	335	299	113	230	-
Recreation	2	10	15	21	14	30	-

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Building Maintenance	3.00	4.00	4.60	4.60	4.60	6.60	2.00
Total Personnel	3.00	4.00	4.60	4.60	4.60	6.60	2.00

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Building Maintenance	662.7	844.8	575.4	795.0	916.4	899.6	(16.8)
Total Expenditures	\$ 662.7	\$ 844.8	\$ 575.4	\$ 795.0	\$ 916.4	\$ 899.6	\$ (16.8)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	195.0	281.9	289.4	348.6	438.5	483.1	44.6
Materials & Supplies	271.7	290.1	87.3	160.1	191.6	216.7	25.0
Contractual Services	139.4	164.5	180.5	207.7	207.7	137.8	(69.9)
Professional Development	-	2.1	-	2.0	2.0	2.0	-
Capital Items	56.6	106.1	18.2	76.5	76.5	60.0	(16.5)
Total Expenditures	\$ 662.7	\$ 844.8	\$ 575.4	\$ 795.0	\$ 916.4	\$ 899.6	\$ (16.8)

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	662.7	844.8	575.4	795.0	916.4	899.6	(16.8)
Net Operating Result	\$ (662.7)	\$ (844.8)	\$ (575.4)	\$ (795.0)	\$ (916.4)	\$ (899.6)	\$ 16.8



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 the Group Health Cooperative health plan. 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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
HealthCare InService	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Health Ins Internal Svc Fund	3,171.8	3,737.5	3,725.0	5,862.3	5,862.3	5,037.0	(825.3)
Total Expenditures	\$ 3,171.8	\$ 3,737.5	\$ 3,725.0	\$ 5,862.3	\$ 5,862.3	\$ 5,037.0	\$ (825.3)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Health Insurance	2,958.8	3,567.3	3,137.8	4,616.0	4,616.0	4,754.0	138.0
Dental Insurance	213.0	170.2	188.4	282.6	282.6	283.1	0.5
Transfers	-	-	398.8	963.8	963.8	-	(963.8)
Total Expenditures	\$ 3,171.8	\$ 3,737.5	\$ 3,725.0	\$ 5,862.3	\$ 5,862.3	\$ 5,037.0	\$ (825.3)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	3,511.2	4,016.3	3,209.5	4,788.3	4,788.3	4,918.6	130.3
Total Expenditures	3,171.8	3,737.5	3,725.0	5,862.3	5,862.3	5,037.0	(825.3)
Net Operating Result	\$ 339.4	\$ 278.8	\$ (515.4)	\$ (1,074.1)	\$ (1,074.1)	\$ (118.4)	\$ 955.6

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Increase/(Decrease)	339.4	278.8	(515.4)	(1,074.1)	(1,074.1)	(118.4)
Fund Balance Applied	-	-	-	-	-	118.4
Beginning Fund Balance	761.8	1,101.3	1,380.1	1,380.1	1,380.1	306.0
Ending Fund Balance	\$ 1,101.3	\$ 1,380.1	\$ 864.7	\$ 306.0	\$ 306.0	\$ 187.6

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 to ensure 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.

2025 BUDGET HIGHLIGHTS

- Addition of one police officer.
- Funding for Dragon Dictation software.

2024 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 the 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.
- ✓ Assessed the Police Department's facility needs for future growth.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

Reduce the violent crime rate to below 5.00 per 1,000 residents.

Type of Crime	2022 Crime Rate	2023 Crime Rate	2024*	Difference	Projected 2024 Crime Rate	Projected Difference	Goal
Violent Crime	9.86	9.17	3.49	.69	7.0	2.17	4.99

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

Decrease police priority call response time by 10%.

2022 Response Time	2023 Response Time	2024*	Difference	Projected 2024 Response Time	Projected Difference	Goal
223 seconds	167 seconds	121 seconds	56 seconds	150 seconds	17 seconds	10%
3.7 minutes	2.8 minutes	2.02 minutes		2.5 minutes		

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

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	2024*	Difference	Projected 2024 Proactive Community Engagement	Projected Difference	Goal
21	42	20	21	55	13	10%

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Police Administration	6.00	6.00	6.00	7.00	7.00	7.00	0.00
Police Patrol	46.00	47.00	48.00	48.00	48.00	49.00	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	7.00	7.00	7.00	7.00	7.00	0.00
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	82.00	83.00	84.00	85.00	85.00	86.00	1.00

Sworn Personnel*	59	61	62	62	62	63	
Civilian Personnel	23	22	22	23	23	23	

*One FTE is 1,950 hours for patrol officers

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Police Administration	1,197.8	1,361.9	1,025.6	1,405.6	1,435.3	1,696.7	261.4
Police Patrol	4,456.2	5,223.5	3,899.3	5,674.8	6,272.2	6,303.0	30.8
Police Investigation	820.0	781.4	684.0	986.2	950.8	1,029.9	79.1
Police Communications	738.5	894.5	720.6	1,008.0	1,057.3	1,057.6	0.3
Police Records	539.1	620.9	402.4	575.0	631.5	649.1	17.6
District Liaison Officers	511.9	673.0	377.9	576.4	604.0	580.9	(23.2)
Police Vehicles	451.5	432.2	328.3	492.5	492.5	513.2	20.7
Police Community Policing	5.0	2.7	5.5	6.1	5.9	5.5	(0.4)
Police Crossing Guards	122.3	186.0	118.4	187.6	187.6	197.1	9.4
Police School Liaison	208.8	256.4	181.4	261.4	266.4	290.5	24.1
Grants & Donations	63.0	101.0	4.5	5.0	5.0	14.0	9.0
Total Expenditures	\$ 9,839.1	\$ 10,533.6	\$ 7,747.9	\$ 11,178.5	\$ 11,608.5	\$ 12,337.4	\$ 728.9

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	8,637.1	8,377.4	6,644.0	9,714.2	9,954.6	10,824.1	869.4
Materials & Supplies	626.7	670.6	435.4	663.0	734.6	720.9	(13.7)
Contractual Services	510.2	531.3	497.1	633.1	660.3	653.0	(7.3)
Professional Development	49.2	87.2	76.8	122.0	124.2	115.9	(8.3)
Capital Items	15.9	92.5	94.6	46.4	134.8	23.5	(111.3)
Total Expenditures	\$ 9,839.1	\$ 9,758.8	\$ 7,747.9	\$ 11,178.5	\$ 11,608.5	\$ 12,337.4	\$ 728.9

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	233.2	314.0	91.8	245.9	225.1	232.1	7.0
Total Expenditures	9,839.1	9,758.8	7,747.9	11,178.5	11,608.5	12,337.4	728.9
Net Operating Result	\$ (9,605.9)	\$ (9,444.9)	\$ (7,656.1)	\$ (10,932.7)	\$ (11,383.4)	\$ (12,105.3)	\$ (721.9)

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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ Integrated the volunteer fire department into the city as a city department.
- ✓ Negotiated a one-year contract with the union represented firefighters.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

Respond to citizens’ call for service.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Calls for Service	1,970	1,964	2,139	2,354	2,675	1,788	3,033	3,200

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Fire Protection	-	-	23.50	23.50	23.50	23.50	-
Undefined							-
Total Personnel	-	-	23.50	23.50	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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Fire Protection	1,741.1	1,923.2	2,201.4	3,535.9	3,452.1	3,701.4	249.3
Total Expenditures	\$ 1,741.1	\$ 1,923.2	\$ 2,201.4	\$ 3,535.9	\$ 3,452.1	\$ 3,701.4	\$ 249.3

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel		-	1,944.4	3,087.8	3,003.5	3,221.0	217.5
Materials & Supplies	25.6	26.2	200.3	325.7	332.0	366.4	34.4
Contractual Services	1,715.5	1,897.0	46.4	71.6	69.5	61.4	(8.2)
Insurance	-	-	-	-	-	-	-
Professional Development	-	-	10.4	50.8	47.0	52.6	5.6
Transfers/Bad Debt	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 1,741.1	\$ 1,923.2	\$ 2,201.4	\$ 3,535.9	\$ 3,452.1	\$ 3,701.4	\$ 249.3

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	199.4	214.6	861.4	861.4	864.5	791.8	(72.7)
Total Expenditures	1,741.1	1,923.2	2,201.4	3,535.9	3,452.1	3,701.4	249.3
Net Operating Result	\$ (1,541.7)	\$ (1,708.6)	\$ (1,340.0)	\$ (2,674.5)	\$ (2,587.5)	\$ (2,909.5)	\$ (322.0)

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.

2025 BUDGET HIGHLIGHTS

- Increase of transportation and mileage fees for patients.

2024 BUDGET OVERVIEW

- ✓ There were no notable changes in the budget.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through July 31, 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	2024*	2024 (year-end)	GOAL
Call volume	2,828	2,839	3,165	3,213	3,380	3,876	4,424	2,814	4,000	4,000
Response time: En-route	1:45	1:52	1:47	1:50	1:39	1:46	1:50	1:49	1:50	1:45
Response time: To scene	4:33	4:36	4:42	4:46	4:56	5:04	7:21	7:01	5:30	7:00
Response time: To hospital	19:03	18:33	18:06	17:43	17:31	16:39	33:23	33:51	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	2024*	2024 (year-end)	GOAL
IV success rate	70%	72%	73%	71%	67%	70%	70%	73%	73%	75%
First-pass intubation success rate	87%	90%	92%	91%	93%	91%	81%	73%	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	2024*	2024 (year-end)	GOAL
Ambulance service users	58%	48%	63%	57%	54%	65%	24%	24%	51%	55%
Taxpayers	42%	52%	37%	43%	46%	35%	76%	76%	49%	45%

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Emergency Medical Service	14.00	31.00	29.50	29.50	29.50	29.50	-
Total Personnel	14.00	31.00	29.50	29.50	29.50	29.50	-

* 1FTE is 2,912 hours for paramedics.

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Emergency Medical Service	2,728.5	2,805.8	3,063.5	4,541.3	4,223.2	4,889.5	666.3
Total Expenditures	\$ 2,728.5	\$ 2,805.8	\$ 3,063.5	\$ 4,541.3	\$ 4,223.2	\$ 4,889.5	\$ 666.3

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	2,162.8	1,999.2	2,593.0	3,801.0	3,476.9	3,991.4	514.5
Materials & Supplies	425.5	496.7	356.8	553.8	561.5	676.6	115.1
Contractual Services	121.9	145.6	92.2	149.2	154.9	186.1	31.2
Professional Development	7.5	7.0	5.9	21.9	29.9	35.4	5.4
Total Expenditures	\$ 2,728.5	\$ 2,805.8	\$ 3,063.5	\$ 4,541.3	\$ 4,223.2	\$ 4,889.5	\$ 666.3

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	1,934.1	2,591.8	2,840.1	2,737.0	2,639.6	3,201.9	562.3
Total Expenditures	2,728.5	2,805.8	3,063.5	4,541.3	4,223.2	4,889.5	666.3
Net Operating Result	\$ (794.4)	\$ (214.0)	\$ (223.4)	\$ (1,804.2)	\$ (1,583.6)	\$ (1,687.6)	\$ (104.0)



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MISSION

Emergency Management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

DESCRIPTION

Emergency Management is a Division of Sun Prairie Fire & EMS. The decision to transfer Emergency Management functions and authority from the Police Department to the Fire Department is rooted in several key considerations. Primarily, this shift seeks to optimize resource allocation and expertise, aligning them more effectively with the nature of emergency response and management tasks. Sun Prairie Fire/EMS currently possesses a variety of specialized training, equipment, and expertise in dealing with a wide range of emergencies, including natural disasters, hazardous material incidents, and medical emergencies. These capabilities position it well to assume the leading role in emergency management in our city.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ We established a new practice implementing Incident Command for all major events in 2023 & 2024
- ✓ 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, including Fire/EMS, Police, Public Works, SPU, Building Department, GIS, IT, and Parks & Recreation.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Emergency Management	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Emergency Management	-	4.5	0.2	8.5	10.0	-	(10.0)
Total Expenditures	-	\$ 4.5	\$ 0.2	\$ 8.5	\$ 10.0	-	\$ (10.0)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Materials & Supplies	-	1.3	0.2	5.0	5.0	10.0	5.0
Professional Development	-	3.2	-	3.5	5.0	7.5	2.5
Total Expenditures	\$ 0.0	\$ 4.5	\$ 0.2	\$ 8.5	\$ 10.0	\$ 17.5	\$ 7.5

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	0.0	4.5	0.2	8.5	10.0	17.5	7.5
Net Operating Result	\$ (0.0)	\$ (4.5)	\$ (0.2)	\$ (8.5)	\$ (10.0)	\$ (17.5)	\$ (7.5)

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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ Developed and implemented Division Quarterly reports, featuring staff spotlights, activities, and statistics.
- ✓ Completed implementation of OpenGov, and continued to expand its footprint. Also continued working with the developer for future software enhancements/improvements.
- ✓ Implemented a fee initiative shifting multi-family dwellings from Group 1 (Residential) to Group 2 (Multi-Family/Commercial). This brought the workload in line with how the Codes are administered.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through June 30, 2024

Inspections per staff member.

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Field inspections	9,347	9,142	9,741	11,475	12,373	5,613	11,226	11,205
Inspection staff	3.5	3.5	3.5	4.5	4.5	4.5	4.5	-
Annual inspections per staff	2,671	2,612	1,629	2,550	2,750	1,248	2,495	2,490
Inspections per day per staff	10.9	11.4	11.3	10.32	11.1	10	10	10

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.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Total applications	2,400	2,384	2,552	2,871	2,719	1,216	2,432	-
1-5 days	36%	32%	42%	70%	73%	77%	75%	75%
6-10 days	31%	26%	26%	13%	12%	12%	12%	10%
11-15 days	15%	18%	16%	6%	6%	5%	5%	5%
16+ days	18%	24%	16%	11%	9%	7%	8%	10%

Permit Applications per staff member.

Includes all applications submitted regardless of approval status.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Permit applications	2,400	2,384	2,552	2,871	2,830	1,286	2,572	-
Inspection staff	3.5	3.5	3.5	4.5	4.5	4.5	4.5	-
Annual permits per staff	686	681	729	638	629	286	572	625
Permits per day per staff	2.98	2.96	2.94	2.58	2.54	2.29	2.3	2.5

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Building Inspection	855.3	825.6	732.0	1,017.6	1,052.5	1,100.8	48.3
Total Expenditures	\$ 855.3	\$ 825.6	\$ 732.0	\$ 1,017.6	\$ 1,052.5	\$ 1,100.8	\$ 48.3

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	802.0	752.1	674.4	943.5	975.0	1,029.3	54.3
Materials & Supplies	34.9	37.7	37.4	43.2	44.6	51.1	6.5
Contractual Services	14.0	31.1	15.0	24.6	25.5	12.0	(13.5)
Professional Development	4.4	4.7	5.3	6.3	7.4	8.4	1.0
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 855.3	\$ 825.6	\$ 732.0	\$ 1,017.6	\$ 1,052.5	\$ 1,100.8	\$ 48.3

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	1,000.6	1,022.1	778.8	914.5	1,120.7	926.5	(194.2)
Total Expenditures	855.3	825.6	732.0	1,017.6	1,052.5	1,100.8	48.3
Net Operating Result	\$ 145.3	\$ 196.4	\$ 46.7	\$ (103.1)	\$ 68.2	\$ (174.3)	\$ (242.5)



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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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Public Services	3.00	4.00	3.00	3.00	3.00	3.00	-
Allocated (Decrease)	(0.80)	(0.80)	(0.80)	(0.80)	(0.80)	(0.80)	-
Total Personnel	2.20	3.20	2.20	2.20	2.20	2.20	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Public Services	200.5	214.5	196.4	308.3	273.2	290.8	17.6
Total Expenditures	\$ 200.5	\$ 214.5	\$ 196.4	\$ 308.3	\$ 273.2	\$ 290.8	\$ 17.6

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	197.1	209.2	191.4	299.6	264.6	281.7	17.2
Materials & Supplies	1.4	0.2	2.4	1.8	1.6	2.1	0.5
Contractual Services	0.4	0.8	0.7	1.1	1.2	1.0	(0.2)
Professional Development	1.6	4.2	1.9	5.8	5.9	6.0	0.1
Total Expenditures	\$ 200.5	\$ 214.5	\$ 196.4	\$ 308.3	\$ 273.2	\$ 290.8	\$ 17.6

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	200.5	214.5	196.4	308.3	273.2	290.8	17.6
Net Operating Result	\$ (200.5)	\$ (214.5)	\$ (196.4)	\$ (308.3)	\$ (273.2)	\$ (290.8)	\$ (17.6)

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.

2025 BUDGET HIGHLIGHTS

- Funding for retaining wall repair within the City.

2024 BUDGET OVERVIEW

- ✓ Transitioned the City's pavement maintenance program to mill and overlay from chip sealing. Streets addressed this year include Musket Ridge Drive, and Tower Drive.
- ✓ Contracted with an outside vendor to clear snow from City streets and parking lots in certain sections of the City.
- ✓ Put into service a truck mounted spray patcher, allowing staff to safely perform preventative maintenance on City streets.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

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

** 2024 data is through August 1, 2024.

Preserve the life of asphalt streets by chip sealing 10% (7.6 miles) or milling & overlaying 2% (1.5 miles) of 6, 7, or 8 WISLR rated streets each year.

Measure	2019	2020	2021	2022	2023	2024**	2024 (year-end)	GOAL
Miles of Road Chip Sealed or Mill & Overlayed	7.84	0	6.34	4.45	0.5 (M&O)	0.75 (M&O)	0.75 (M&O)	1 (M&O)
Percent of Roads Treated Rated 6, 7, or 8	10.3%	0%	8.3%	7.2%	0.8%	1.19%	1.19%	2%

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	2024**	2024 (year-end)	GOAL
Miles of Street Salted	9,486	5,400	6,019	5,431	9,270	1,165	5,000	9,000
Pounds of Salt Used	2,823,941	1,388,332	1,419,680	982,168	1,546,800	108,823	500,000	900,000
Pounds of Salt per Mile	298	257	236	181	167	93	100	100

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	2024*	2024 (year-end)	GOAL
Average Time to Plow Snow Routes (Hours)	6.6	3.6	2.4	2.5	2.4	3	6
Average Time to Complete Full Plow (Hours)	10.5	9.1	6.3	6.5	6.2	7	12

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Public Works Administration	2.00	3.00	3.00	3.00	3.00	3.00	-
Public Works Operations	8.00	8.00	8.00	8.00	8.00	8.00	-
Allocated Increase	0.40	0.40	0.60	0.60	0.60	0.60	-
Allocated (Decrease)	(2.35)	(2.35)	(0.95)	(0.95)	(0.95)	(0.95)	-
Total Personnel	8.05	9.05	10.65	10.65	10.65	10.65	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Public Works Administration	170.6	200.0	139.3	206.3	203.7	210.2	6.5
Public Works Operations	1,070.1	1,228.0	968.8	1,438.2	1,439.6	1,515.9	76.3
Public Works Snow/Ice Control	430.2	590.3	378.0	451.9	562.5	549.0	(13.5)
Public Works Traffic Control	75.8	107.4	96.6	143.8	100.5	114.6	14.1
Public Works Streets Maint	806.3	749.0	582.6	897.2	790.0	860.0	70.0
Grants & Donations	-	-	-	-	-	-	-
Total Expenditures	\$ 3,122.5	\$ 2,874.7	\$ 2,165.4	\$ 3,137.5	\$ 3,096.2	\$ 3,249.7	\$ 153.4

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	1,004.2	875.7	795.7	1,156.0	1,171.8	1,250.9	79.1
Materials & Supplies	1,053.8	671.9	565.7	812.5	886.7	832.7	(54.1)
Contractual Services	1,055.6	994.0	802.6	1,141.8	1,015.4	1,143.2	127.8
Professional Development	3.8	6.4	1.3	3.7	8.9	9.0	0.1
Capital Items	5.1	5.1	-	-	13.5	14.0	0.5
Total Expenditures	\$ 3,122.5	\$ 2,553.1	\$ 2,165.4	\$ 3,114.0	\$ 3,096.2	\$ 3,249.7	\$ 153.4

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2,165.4	3,114.0	3,096.2	3,249.7	153.4
Net Operating Result	\$ (1,634.4)	\$ (889.2)	\$ (257.9)	\$ (1,199.9)	\$ (1,180.0)	\$ (1,339.2)	\$ (159.1)



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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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through June 30, 2024

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
City's Capital Improvement Projects	8	9	7	7	4	5	5	5
CIP Projects size (millions)	\$10.6	\$6.7	\$8.2	\$9.3	\$3.9	\$5.1	\$5.1	8.0
New Private Development Projects	10	4	7	4	4	5	5	4
Private Development Size (millions)	\$8.3	\$6.0	\$5.8	\$8.1	\$1.7	\$4.8	\$4.8	\$5.0

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Total Contracts	8	5	7	7	4	3	3	5
Contracts advertised before March 31	8	4	6	7	4	3	3	5
Total Contracts/Contracts Inspected by Engineering Dept.	8/8	4	6	6	4	3	3	5

*Two grant-funded projects were advertised for bid in December 2024.

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

Measure	2019 Miles	2020 Miles	2021 Miles	2022 Miles	2023 Miles	2024*	2024 (year-end)	GOAL
Street Projects with 3 Rating or less	2.28	0.58	1.32	1.17	0.00	0.55	0.55	0.25
Street Projects with 4 Rating	1.02	0.94	1.83	0.39	0.16	0.26	0.26	0.25
Street Projects with 5 Rating	0.49	0.91	0.05	0.60	0.88	0.43	0.43	0.5
Street Projects with 6 Rating	0.25	0.20	0.00	0.00	0.00	0.00	0.00	0.00

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Street Projects with component requested by a Utility Owner	6	4	4	5	4	3	3	5
Street Projects with Pedestrian component	7	4	5	7	4	3	3	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 %	0.32%	13.53%	43.28%	33.83%	9.03%
GOAL	0%	10%	50%	35%	5%

*Based on 145.33 miles of rated roadways. As of July 31, 2024.

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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Engineering	502.5	496.1	408.2	580.9	607.1	632.6	25.5
Total Expenditures	\$ 502.5	\$ 496.1	\$ 408.2	\$ 580.9	\$ 607.1	\$ 632.6	\$ 25.5

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	451.1	449.0	377.8	536.5	555.0	576.3	21.3
Materials & Supplies	26.7	32.1	22.9	31.5	37.6	40.8	3.2
Contractual Services	21.9	9.5	4.7	7.7	5.7	6.0	0.3
Professional Development	2.8	5.4	2.7	5.1	8.7	9.4	0.7
Capital Items	-	-	-	-	0.1	0.2	0.0
Total Expenditures	\$ 502.5	\$ 496.1	\$ 408.2	\$ 580.9	\$ 607.1	\$ 632.6	\$ 25.5

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	256.0	318.3	358.8	330.6	334.0	335.6	1.6
Total Expenditures	502.5	496.1	408.2	580.9	607.1	632.6	25.5
Net Operating Result	\$ (246.5)	\$ (177.8)	\$ (49.4)	\$ (250.3)	\$ (273.1)	\$ (297.0)	\$ (24.0)



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.

2025 BUDGET HIGHLIGHTS

- Continue to maintain both the Hub (public website) and Enterprise Sites (city staff website behind the firewall) allowing every department access to a single mapping location. This approach has saved the city on hardware, software, training, etc. costs.
- Plan to implement a Utility Network model for wastewater allowing for the advanced analysis of the system. This will ultimately save the city related to reconstruction planning, backflows, etc.
- Potentially finalize the new Roadway Management experience allowing our enterprise organization to access road information including attributes, CIP, etc.
- Funding to create a wastewater utility network mapping system.

2024 BUDGET OVERVIEW

- ✓ Implemented a GIS document management system related to city owned parcels. Now all participating departments can identify what they are responsible for maintaining. This has eliminated confusion between departments related to who maintains a parcel and allows for an improved understanding of required financial resources.
- ✓ 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.
- ✓ Hired an FTE to complete utilities locates and support mapping tech. operations.
- ✓ Implemented ITpipes wastewater televising software to replace WinCan. This software upgrade/replacement has saved the city related to ease of use and 3rd party support resulting in a more efficient operation.

PERFORMANCE METRICS

GIS Department Collaboration
*2024 data reflects information through June 30, 2024

Quality City Services – Mobile GIS
The web maps, applications, story maps, 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	2024*	2024 (year-end)
Public Works	8	14	26	31	33	34
Engineering	4	7	11	14	18	19
Parks & Rec	0	3	16	22	27	27
EMS, Fire & Police	0	1	4	6	6	6
Wastewater	0	6	18	22	33	33
Stormwater	1	2	10	15	24	25
Clerk	0	2	2	2	2	2
Finance	0	1	2	2	0	0
Administration	0	0	0	1	1	1
Planning	0	0	5	7	8	8
Misc.	0	0	3	5	8	8

External Application Development (Public Stakeholders)	2020	2021	2022	2023	2024*	2024 (year-end)
Public Works	2	3	3	5	6	6
Engineering	2	3	3	5	6	7
Parks & Rec	1	1	1	3	3	3
EMS, Fire & Police	0	1	1	2	3	3
Utilities	0	0	0	2	3	3
Schools	0	0	1	1	1	1
Clerk	2	2	3	6	14	14
Administration	0	2	2	3	5	5
Finance	2	2	2	2	0	0
Planning	0	0	4	6	8	0

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 below represents web application views by the public in 2023 via our public facing Hub Site.

Web Application Title	Total View Count
School Locator – Web Map	10,209
Vision Zero Hub Site	13,793
Prairie Map – Web App	912
Capital Projects – Web App	Finance ended this project
Snow Emergency Parking Lots – Web App	85
My Government Services – Web App	235
Official Traffic Map – Web App	136
Election Polling Places – Web App	5387
Bike & Pedestrian Facilities – Web App	93
Combined Map – Zoning	650

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
GIS	2.00	3.00	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	2.44	1.44	1.44	1.44	1.44	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
GIS	127.5	154.4	122.5	166.1	181.0	180.1	(0.9)
Total Expenditures	\$ 127.5	\$ 154.4	\$ 122.5	\$ 166.1	\$ 181.0	\$ 180.1	\$ (0.9)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	91.2	102.0	89.1	129.9	130.2	138.1	7.9
Materials & Supplies	22.6	22.7	25.9	26.3	26.6	27.8	1.2
Contractual Services	0.5	1.3	4.9	5.5	15.2	5.2	(10.0)
Professional Development	0.5	1.5	2.6	4.3	8.9	8.9	0.1
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 114.8	\$ 127.5	\$ 122.5	\$ 166.1	\$ 181.0	\$ 180.1	\$ (0.9)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	114.8	127.5	122.5	166.1	181.0	180.1	(0.9)
Net Operating Result	\$ (114.8)	\$ (127.5)	\$ (122.5)	\$ (166.1)	\$ (181.0)	\$ (180.1)	\$ 0.9

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, 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 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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ Metro Transit providing 7-day a week bus service.
- ✓ Metro Paratransit Service.
- ✓ Adding bus stop amenities in Fall of 2024.

PERFORMANCE METRICS

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

*2024 data reflects information through June 30, 2024

Traffic Safety – Crashed with Fatality (K) and Suspected Serious Injury (A) – Data from Community Maps via Wisconsin TOPS Lab

*Not including USH 151 accidents

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Crashes with Fatality (K)	1	3	1	1	0	1	1	0
Crashes with Suspected Serious Injury (A)	2	4	6	7	12	3	3	0

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

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Transporation	913.2	1,617.6	1,306.3	2,348.9	2,375.1	2,407.0	31.9
Total Expenditures	\$ 913.2	\$ 1,617.6	\$ 1,306.3	\$ 2,348.9	\$ 2,375.1	\$ 2,407.0	\$ 31.9

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	17.0	103.1	45.2	73.5	99.9	123.4	23.6
Materials & Supplies	40.0	1.1	-	0.2	0.2	0.2	-
Contractual Services	856.2	1,511.4	1,258.2	2,272.1	2,272.0	2,280.1	8.1
Professional Development	-	2.0	2.9	3.1	3.1	3.3	0.2
Capital Items	-	-	-	-	-	-	-
Total Expenditures	\$ 913.2	\$ 1,617.6	\$ 1,306.3	\$ 2,348.9	\$ 2,375.1	\$ 2,407.0	\$ 31.9

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	1,531.6	1,710.8	956.1	1,996.2	1,952.1	2,232.6	280.5
Total Expenditures	913.2	1,617.6	1,306.3	2,348.9	2,375.1	2,407.0	31.9
Net Operating Result	\$ 618.4	\$ 93.3	\$ (350.2)	\$ (352.7)	\$ (423.0)	\$ (174.4)	\$ 248.6

MISSION

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

DESCRIPTION

The City of Sun Prairie's transportation improvement fund is used to fund maintenance and repair of the City's transportation infrastructure. Funding for the transportation improvement fund will come from the City's Municipal Vehicle Registration Fee. This infrastructure includes roadways, multi-use paths and sidewalks. The City's Public Works Committee has primary oversight over transportation maintenance issues.

- 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.

2025 BUDGET HIGHLIGHTS

- This is a new fund for 2025

Transportation Improvement Fund

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Transportation Improv. Fund	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Undefined	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Capital Items	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	955.0	955.0
Total Expenditures	-	-	-	-	-	-	-
Net Operating Result	-	-	-	-	-	\$ 955.0	\$ 955.0

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.

2025 BUDGET HIGHLIGHTS

- Fee increase for Recycle Center upgrades.
- Addition of a Recycle Center Technician.

2024 BUDGET OVERVIEW

- ✓ A compost pilot program was introduced in conjunction with Wastewater staff, providing residents with compost material at the City Recycle Center.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2023 data reflects information through June 30, 2023

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Number of Refuse Accounts	10,247	10,440	10,654	10,777	10,877	10,949	10,965	N/A
Contractor Monthly Cost per Account	\$9.80	\$10.10	\$9.25	\$9.50	\$11.10	\$11.40	\$11.40	N/A
Recycling Collection (tons)	2,815	3,172	2,785	2,627	2,876	1,760	3,000	N/A
Refuse Collection (tons)	7,749	8,621	8,293	8,738	8,339	4,941	9,100	N/A
Yard Waste Processed (Cu. Yards)	7,689	10,956	10,368	10,432	10,680	5,632	10,800	N/A
Waste Oil (Gallons)	6,250	2,850	1,125	981	885	231	500	N/A

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Refuse & Recycling	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Allocated In	0.2	0.2	0.1	0.1	0.1	0.1	-
Total Personnel	0.2	0.2	0.1	0.1	0.1	0.1	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Refuse & Recycling	1,452.0	1,106.6	1,006.0	1,813.6	1,815.0	1,983.7	168.7
Total Expenditures	\$ 1,452.0	\$ 1,106.6	\$ 1,006.0	\$ 1,813.6	\$ 1,815.0	\$ 1,983.7	\$ 168.7

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	31.0	23.3	18.7	32.5	23.7	87.4	63.7
Materials & Supplies	71.0	91.0	65.3	97.9	100.1	102.2	2.1
Contractual Services	1,350.0	992.2	922.0	1,648.1	1,654.1	1,708.7	54.6
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	-	-	-	35.0	37.0	85.4	48.4
Total Expenditures	\$ 1,452.0	\$ 1,106.6	\$ 1,006.0	\$ 1,813.6	\$ 1,815.0	\$ 1,983.7	\$ 168.7

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	1,420.0	1,563.8	1,925.1	1,610.1	1,928.3	2,063.7	135.4
Total Expenditures	1,452.0	1,106.6	1,006.0	1,813.6	1,815.0	1,983.7	168.7
Net Operating Result	\$ (32.0)	\$ 457.3	\$ 919.1	\$ (203.5)	\$ 113.2	\$ 80.0	\$ (33.2)

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	(32.0)	457.3	919.1	(203.5)	113.2	80.0
Fund Balance - Beginning of Year	239.2	207.2	664.4	664.4	664.4	460.9
Fund Balance - End of Year	\$ 207.2	\$ 664.4	\$ 1,583.5	\$ 460.9	\$ 777.6	\$ 540.9

MISSION

Provide high quality and cost-effective wastewater treatment and collection system services to all City of Sun Prairie customers while protecting public health and 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.

2025 BUDGET HIGHLIGHTS

- An increase in biosolids hauling costs is anticipated due to higher rates being charged by the company that provides the hauling and application services.
- A substantial biosolids project has been in the process of being designed. This project looks to the future by providing very sustainable and cost-effective means to process biosolids produced at the wastewater treatment facility.
- Elevation of a staff member to Lab Specialist.

2024 BUDGET OVERVIEW

- ✓ Reduced electricity consumption at the wastewater facility due to a 403 kW DC solar array coming on-line at the facility. It is anticipated that we will see a reduction of energy being purchased by approximately 23%.
- ✓ The facility continues to meet and exceed exceptional treatment levels.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through June 30, 2024

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
WPDES Permit Requirement for Phosphorus Monthly Average (mg/L)	0.32	0.56	0.56	0.165	0.055	0.064	0.065	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 it shows our transparency of energy usage and how well the facility is performing in terms of energy consumption.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Kilowatt Hour per 1,000 lb of BOD treated (kWh/1000 lb/yr)	1110	1065	929	909	873	815	850	1000

Collection system cleaning and maintenance performance. 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 and ensures sewage is conveyed away from homes and businesses properly while providing important public health and safety for our residents.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Collection System cleaned and maintained (percent)	19	29	37	39	37	18	36	25

Reduce Wisconsin Department of Natural Resources fee for pounds of Phosphorus, Ammonia Nitrogen, Biochemical Oxygen Demand (BOD), and TSS discharged to the environment. Combined facility pounds discharged annual cost for all four WPDES permitted parameters (BOD, TSS, Total Phosphorus, and Ammonia) to be \$10,000 or less by year 2024.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Cost for pounds discharged to the environment	\$39,667	\$26,986	\$22,162	\$20,535	\$11,239	\$5,400	\$10,000	\$10,000

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Monthly Percent Removal Average (%)	97.0	96.7	97.4	98.5	99.0	99.1	99.0	99.0

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	4.40	4.40	4.40	4.40	0.00
Allocated FTE	2.28	2.28	4.44	4.44	4.44	4.44	0.00
Total Personnel	14.28	16.28	18.84	18.84	18.84	18.84	0.00

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Administration	818.3	837.2	1,318.2	1,374.8	1,487.8	1,610.1	122.4
Plant Operations	3,433.3	1,308.0	1,274.2	2,259.3	2,413.7	2,616.3	202.6
Collection System	834.6	525.2	412.3	796.0	864.1	926.7	62.6
Debt Service	472.6	2,609.0	2,492.2	2,596.3	2,595.6	2,565.7	(29.9)
Replacement Account	-	-	25.7	175.0	587.3	571.9	(15.4)
Plant Expansion	-	-	-	-	-	-	-
Capital Projects	8.5	3.0	615.5	2,000.0	7,242.2	67,337.0	60,094.8
Total Expenditures	\$ 5,567.3	\$ 5,282.4	\$ 6,138.1	\$ 9,201.4	\$ 15,190.7	\$ 75,627.7	\$ 60,437.0

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	1,286.1	1,427.1	1,546.3	2,081.6	2,116.7	2,273.3	156.6
Materials & Supplies	483.0	483.0	399.3	912.8	991.6	1,018.0	26.4
Contractual Services	1,000.1	697.1	950.2	1,244.4	2,999.2	1,598.0	(1,401.2)
Insurance	64.8	53.2	60.2	71.3	67.8	74.7	7.0
Professional Development	9.2	9.1	26.5	53.0	71.9	84.2	12.3
Debt Service	472.6	2,609.0	2,492.2	2,596.3	2,595.6	2,565.7	(29.9)
Depreciation	2,242.5	-	-	-	-	-	-
Capital Items	9.0	3.9	663.5	2,242.0	6,347.9	68,013.9	61,666.0
Total Expenditures	\$ 5,567.3	\$ 5,282.4	\$ 6,138.1	\$ 9,201.4	\$ 15,190.7	\$ 75,627.7	\$ 60,437.0

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	7,524.4	7,567.8	5,284.0	7,653.9	7,384.6	69,496.3	62,111.7
Total Expenditures	5,567.3	5,282.4	6,138.1	9,201.4	15,190.7	75,627.7	60,437.0
Net Operating Result	\$ 1,957.1	\$ 2,285.5	\$ (854.1)	\$ (1,547.5)	\$ (7,806.1)	\$ (6,131.5)	\$ 1,674.7

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Increase/(Decrease)	1,957.1	2,285.5	(854.1)	(1,547.5)	(7,806.1)	(6,131.5)
Long Term Financing	43.5	-	-	-	-	51,462.0
Fund Balance Applied	-	-	-	-	-	7,061.2
Beginning Fund Balance	32,818.7	34,819.2	37,104.7	37,104.7	37,104.7	35,557.2
Ending Fund Balance	\$ 34,819.2	\$ 37,104.7	\$ 36,250.6	\$ 35,557.2	\$ 29,298.5	\$ 73,826.5



SUN PRAIRIE

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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.

2025 BUDGET HIGHLIGHTS

- Fee increase to fund additional stormwater facility management.
- Addition of a Stormwater Utility Coordinator.
- Funding to purchase pole camera for stormwater purposes.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through June 30, 2024

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 Maunesha Watershed. The City of Sun Prairie has areas that drain to all three watersheds. Municipal Separate Storm Sewer Systems (MS4s) are required to meet surface water quality standards in these watersheds. Each watershed will use an approach appropriate to that watershed's conditions to reduce Phosphorous and Total Suspended Solids.

Yahara River Watershed (1,746 acres)

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

TMDL COMPLIANCE - Reduction of Total Suspended Solids (TSS)

Watershed	2021 Reduction	2022 Reduction	2023 Reduction	2024* Reduction	2024 (year-end) Reduction	Required Reduction
Maunesha River (Requirement met)	77.6%	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%	49.5%	73%
Koshkonong Creek	43.9%	53.9%	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	2024* Reduction	2024 (year-end) Reduction	Required Reduction
Maunesha River (Requirement met)	54.9%	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%	36.3%	61%
Koshkonong Creek	30.4%	38.7%	38.7%	38.7%	38.7%	54%

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Stormwater Utility	5.00	5.00	5.40	5.40	5.40	6.40	1.00
Allocated Additions	4.44	4.44	5.02	5.02	5.02	5.02	0.00
Total Personnel	9.44	9.44	10.42	10.42	10.42	11.42	1.00

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Administration	512.6	568.8	553.7	797.0	796.3	824.8	28.5
Maintenance Operations	1,911.9	500.2	554.8	815.3	1,008.9	1,507.2	498.3
Street Cleaning	56.7	40.6	37.1	67.5	67.4	67.5	0.1
Debt Service	426.4	1,361.5	1,079.2	1,268.5	1,268.5	1,126.9	(141.5)
Capital Projects	17.9	22.9	472.8	1,181.7	1,163.5	1,652.0	488.5
Total Expenditures	\$ 2,925.6	\$ 2,494.1	\$ 2,697.7	\$ 4,129.9	\$ 4,304.7	\$ 5,178.4	\$ 873.8

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	831.0	867.6	847.1	1,210.1	1,205.0	1,350.6	145.6
Materials & Supplies	100.6	44.8	62.7	131.1	161.0	244.3	83.3
Contractual Services	218.8	207.9	270.4	378.8	521.3	791.6	270.3
Insurance	1.5	1.5	1.5	1.7	1.7	1.7	(0.0)
Professional Development	5.7	4.8	4.9	6.5	8.9	7.3	(1.7)
Transfer Out	-	5.0	-	-	5.0	5.0	-
Depreciation	1,341.6	-	-	-	-	-	-
Debt Service	426.4	1,361.5	1,079.2	1,268.5	1,268.5	1,126.9	(141.5)
Capital Items	-	1.0	431.9	1,133.3	1,133.3	1,651.1	517.8
Total Expenditures	\$ 2,925.6	\$ 2,494.1	\$ 2,697.7	\$ 4,129.9	\$ 4,304.7	\$ 5,178.4	\$ 873.8

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	4,461.3	4,558.3	2,458.6	3,142.5	4,403.5	5,611.5	1,208.0
Total Expenditures	2,925.6	2,494.1	2,697.7	4,129.9	4,304.7	5,178.4	873.8
Net Operating Result	\$ 1,535.7	\$ 2,064.1	\$ (239.1)	\$ (987.5)	\$ 98.8	\$ 433.0	\$ 334.2

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Increase/(Decrease)	1,535.7	2,064.1	(239.1)	(987.5)	98.8	433.0
Fund Balance Applied	-	-	-	-	-	40.0
Beginning Fund Balance	17,674.7	19,317.0	21,381.1	21,381.1	21,381.1	20,393.7
Ending Fund Balance	\$ 19,210.4	\$ 21,381.1	\$ 21,142.0	\$ 20,393.7	\$ 21,480.0	\$ 20,786.7



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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.

2025 BUDGET HIGHLIGHTS

- As in the past several years we have still been experiencing unprecedented price increase of 15%-18% to vehicles, parts, and supplies so a larger increase in operating cost is expected. Fleet will continue to work diligently to find ways to improve efficiency and reduce costs to the best of our ability. With some of the new features on our RTA Fleet Tracking software that we plan on implementing, we are expecting to improve efficiency and some cost reductions. This does require that the inflation rate comes down and cost increases level off. With the adoption of a resolution to electrify 50% of its light-duty municipal fleet by 2035 and with all other light duty vehicles being a hybrid at a minimum the Fleet Department will be working collectively and collaboratively on this goal with our sustainability team and the community.

2024 BUDGET OVERVIEW

- ✓ Fleet acquired an EV pickup for Engineering and has on order a Plugin Hybrid for Admin use and three EV's, two for PD and one for Fire which follows the green energy directive and sustainability goals of the city. All other vehicle and equipment replacements will continually be evaluated for green/sustainability options and those options will be implemented if available and feasible. The supply problems and availability of parts and vehicles has improved somewhat in 2024 but there continues to be intermittent problems with this and hope for continued improvement in the supply chain system for 2025. Fleet is actively looking at all options and taking advantage of reasonable opportunities when they are available.
- ✓ The city did experience one unfortunate incident late 2023, where one of our ambulances was broadsided by another vehicle which caused the ambulance to roll over. The damage was severe enough that the vehicle was totaled and required a replacement unit be ordered. We were able to acquire a new unit in record time due to another organization giving up there build spot with the factory which we were very thankful for as the current lead time for a new ambulance build is 2 ½ years.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects information through June 30, 2024

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Work Orders	900	926	876	837	1362	653	1,200	1,000
Preventive Maintenance %	68%	65%	68%	72%	68%	74%	75%	75%
Outside Repair Costs	\$55,066	\$49,065	\$21,838.37	\$26,589	\$50,306.51	\$60,597.90	\$80,000.00	\$50,000
Total Repair Costs	\$867,585	\$772,756	\$776,731	\$840,291	\$776,103.33	\$444,128.33	\$770,000.00	\$800,000

Average monthly fuel costs by department.

Department	2019	2020	2021	2022	2023	2024*	2024 (year-end total)	GOAL MONTHLY AVG
Police	\$5,427.18	\$4,108.82	\$5,461.59	\$6,695.12	\$6,336.33	\$5,732.82	\$68,793.60	\$6,000
EMS	\$1,760.69	\$1,310.96	\$1,861.42	\$2,497.39	\$3,175.66	\$3,469.31	\$41,631.72	\$3,500
Public Works	\$3,555.89	\$2,717.61	\$3,923.18	\$5,017.58	\$4,324.93	\$4,668.98	\$56,027.76	\$4,700
Parks	\$1,201.48	\$1,302.86	\$1,832.32	\$3,584.57	\$2,551.03	\$2,710.83	\$32,529.60	\$2,000
Administration	\$73.99	\$24.02	\$25.94	\$93.26	\$51.35	\$86.61	\$1,039.32	\$50
Building Inspection	\$279.45	\$128.61	\$205.73	\$417.13	\$394.42	\$306.97	\$3,683.64	\$350
Engineering	\$229.91	\$176.76	\$246.88	\$241.67	\$155.62	\$111.91	\$1,342.92	\$150
Media Center	\$30.08	\$9.60	\$17.07	\$26.81	\$19.98	\$22.13	\$265.56	\$15
Wastewater	\$647.89	\$382.27	\$449.33	\$751.85	\$585.70	\$535.09	\$6,421.80	\$600
Stormwater	\$1,673.78	\$1,480.28	\$1,639.90	\$1,707.71	\$1,929.35	\$1,627.86	\$19,534.32	\$1,800
Fire						\$2,381.24	\$28,574.88	\$2,500
Township Fire						\$1,049.10	\$12,589.20	\$1,100

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Administration	35.2	38.3	56.9	56.9	44.9	72.5	27.6
Fleet Operations	1,748.9	1,571.9	1,254.5	1,665.1	1,109.5	1,226.7	117.2
Debt Service	86.6	620.9	710.6	774.8	774.8	792.3	17.5
Capital Projects	7.6	289.4	593.5	1,066.8	1,066.8	1,564.4	497.7
Total Expenditures	\$ 1,878.3	\$ 2,520.5	\$ 2,615.4	\$ 3,563.5	\$ 2,995.9	\$ 3,655.9	\$ 660.0

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	345.3	329.9	300.1	438.6	430.8	450.5	19.7
Materials & Supplies	574.6	432.9	920.8	1,180.9	633.1	729.2	96.1
Contractual Services	37.8	31.7	31.9	43.5	43.5	44.8	1.3
Insurance	35.2	38.3	56.9	56.9	44.9	72.5	27.6
Professional Development	2.1	2.2	1.7	2.2	2.2	2.2	0.1
Depreciation	789.1	775.1	-	-	-	-	-
Debt Service	86.6	620.9	710.6	774.8	774.8	792.3	17.5
Capital Items	7.6	289.4	593.5	1,066.8	1,066.8	1,564.4	497.7
Total Expenditures	\$ 1,878.3	\$ 2,520.5	\$ 2,615.4	\$ 3,563.5	\$ 2,995.9	\$ 3,655.9	\$ 660.0

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	1,763.0	1,926.7	1,597.6	2,723.4	2,752.9	3,364.7	611.7
Total Expenditures	1,878.3	2,520.5	2,615.4	3,563.5	2,995.9	3,655.9	660.0
Net Operating Result	\$ (115.2)	\$ (593.8)	\$ (1,017.8)	\$ (840.1)	\$ (243.0)	\$ (291.2)	\$ (48.2)

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Increase/(Decrease)	(115.2)	(593.8)	(1,017.8)	(840.1)	(243.0)	(291.2)
Fund Balance Applied	-	-	-	-	672.7	742.2
Beginning Fund Balance	2,778.3	2,663.1	2,069.3	2,069.3	2,069.3	1,229.2
Ending Fund Balance	\$ 2,663.1	\$ 2,069.3	\$ 1,083.0	\$ 1,229.2	\$ 1,153.7	\$ 195.8



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 18,261 customers and water to 12,075 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.

2025 BUDGET HIGHLIGHTS

- In 2025, the utility will continue its securing of a home for the long-term future, as it finishes the construction phase of its new Operations Facility. SPU is collaborating on construction with both our project manager, Kueny Architects, and the general contractor, Miron Construction. The new facility is expected to be operational in fourth quarter of 2025.

Electric Operations

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

- SPU hopes to finalize approval of State approved LED Street Light fixtures to secure the 2023 grant award;
- Purchasing new regulators for the Business Park Substation, moving existing and retiring the oldest regulators at South Substation. With long leadtimes on Eaton regulators, project will likely complete in 2026.
- Complete an underground conversion of an area south of Main Street (between Bird and S Walker Way) deemed reliably compromised with difficult vegetation and accessibility issues.

Water Operations

On the water side, there will be a direction to continue improving asset security and performing regular maintenance, while focusing on the following:

- Well #10 Construction – Expectations are for SPASD to approve the well/classroom pavilion in the 4th quarter of 2024, then SPU will complete the well drilling in 2025, with the wellhouse/pavilion construction in 2026;
- Replace 2,500 feet of Thompson Rd water main in conjunction with the City's CIP Pavement Rehab project;
- Complete the implementation of the Advanced Metering Infrastructure (replace the remaining 1,900+ meters);
- Perform periodic scheduled maintenance on Well 6 and inspection repairs on (3)reservoir(s)/tank(s).

2024 BUDGET OVERVIEW

Sun Prairie continued to experience relatively large growth and development despite rising interest rates, high material prices and continued supply chain issues. The major focus for 2024 was working with Kueny Architects to finish design, acquire approvals, secure financing, bid and begin construction for the new all-electric LEED certified SPU Operations Facility. Working with Kueny Architects, SPU hired Miron Construction as the general contractor, as construction started in July 2024 with expected completion in the 4th quarter of 2025. Additionally, the significant accomplishments specifically for the Electric and Water operations sections are listed below.

Financially, the utility remains in a healthy cash position with currently 164 days cash on hand, meeting its cash reserve policy goal of between 150-200 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 continues to have an experienced workforce with low turnover. In 2024, the utility hired a water operator, billing coordinator, and LTE meter reader.

Electric Operations

- ✓ SPU completed expansion construction of its Business Park Substation in Quarter 3 of 2024.
- ✓ 66 new electric services and associated subdivision infrastructure were installed through August 2023.
- ✓ For overhead distribution electric reliability, SPU continued its annual \$75,000 distribution line clearance.

Water Operations

- ✓ Well #10 agreement with the Sun Prairie Area School District is expected to be approved in Q4 2024, with Well drilling scheduled for 2025 and wellhouse construction in 2026.
- ✓ Updated the DNR Annual Water Quality Report
- ✓ On schedule to replace over 2,000 AMI water meters in 2024, raising project completion from 67% to 84%.
- ✓ Replaced \$970K in water main on Aspen Place and Vandenburg Streets, as part of City CIP Street Reconstruction.
- ✓ Contracted with Hydrocorp to implement a DNR mandated business and industry cross connection program.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

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 – 76.75 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 – .56 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	2019	2020	2021	2022	2023	2024*	2024 (projected)	GOAL
System Avg. Interruption Duration Index	14.12	10.41	4.33	20.679	16.85	17.13	18.24	60.00
System Avg. Interruption Frequency Index	.47	.43	.08	.515	.44	.428	.452	1.00
Customer Avg. Interruption Duration Index	29.81	24.18	55.04	40.126	38.37	39.991	40.362	60.00

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Water Utility	14.25	4.13	14.95	14.95	14.95	14.34	-0.61
Total Personnel	14.25	4.13	14.95	14.95	14.95	14.34	-0.61

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Water Pumping	393.0	394.2	244.6	496.8	521.8	470.8	(51.0)
Water Treatment	102.5	88.4	56.3	83.6	94.0	80.1	(13.9)
Water Transmission and Distr	716.8	588.5	411.0	761.3	758.2	905.3	147.2
Customer Accounts	185.6	217.5	306.9	238.9	229.9	257.3	27.4
Administrative & General	851.0	963.3	683.8	1,109.8	1,087.1	1,193.5	106.4
Depreciation	640.0	627.7	502.0	650.6	663.7	676.2	12.5
Taxes	1,051.9	1,068.2	888.3	1,322.6	1,301.3	1,297.4	(3.9)
Non Operating Expenses	1,409.2	939.4	386.1	1,208.9	1,970.1	1,292.9	(677.2)
Total Expenditures	\$ 5,350.1	\$ 4,887.1	\$ 3,479.1	\$ 5,872.6	\$ 6,626.1	\$ 6,173.6	\$ (452.5)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	1,155.7	1,299.9	973.2	1,453.6	1,451.3	1,603.2	151.9
Operating Expenses	1,093.3	951.9	729.6	1,236.8	1,239.7	1,303.9	64.2
Interest Expense	412.0	387.0	412.0	664.7	1,414.1	734.9	(679.2)
Depreciation	640.0	627.7	502.0	650.6	663.7	676.2	12.5
Taxes	37.5	47.8	52.2	47.6	33.8	51.3	17.5
Transfers - PILOT	1,014.5	1,020.4	836.1	1,275.1	1,267.5	1,246.1	(21.4)
Other Expenses	997.2	552.5	(26.0)	544.2	556.0	558.1	2.0
Total Expenditures	\$ 5,350.1	\$ 4,887.1	\$ 3,479.1	\$ 5,872.6	\$ 6,626.1	\$ 6,173.6	\$ (452.5)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	7,929.8	5,974.0	4,087.8	7,827.7	7,172.3	7,432.3	260.0
Total Expenditures	5,350.1	4,887.1	3,479.1	5,872.6	6,626.1	6,173.6	(452.5)
Net Operating Result	\$ 2,579.6	\$ 1,086.9	\$ 608.7	\$ 1,955.1	\$ 546.2	\$ 1,258.7	\$ 712.4

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Electric Utility	20.75	19.87	19.05	19.05	19.05	19.66	0.61
Total Personnel	20.75	19.87	19.05	19.05	19.05	19.66	0.61

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Distribution	26,955.0	25,214.3	16,727.8	25,656.7	27,353.7	26,933.3	(420.4)
Customer Accounts	380.4	398.9	267.4	433.2	427.0	471.5	44.6
Sales	51.2	83.3	49.1	71.7	71.7	72.2	0.5
Administrative & General	1,065.3	1,202.2	829.8	1,329.2	1,344.8	1,455.1	110.2
Depreciation	1,660.4	1,745.7	1,234.5	1,831.1	1,833.6	2,230.8	397.3
Taxes	1,071.1	1,061.3	869.0	1,335.4	1,298.3	1,475.1	176.8
Non Operating Expenses	421.7	417.1	423.5	982.8	1,528.6	1,133.8	(394.8)
Total Expenditures	\$ 31,605.1	\$ 30,122.8	\$ 20,401.0	\$ 31,640.1	\$ 33,857.7	\$ 33,771.9	\$ (85.8)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	1,714.0	1,825.9	1,423.0	2,032.7	2,006.0	2,197.0	191.0
Operating Expenses	26,737.9	25,072.8	16,451.0	25,458.1	27,191.2	26,735.1	(456.1)
Interest Expense	172.4	160.5	432.0	746.0	1,269.6	927.4	(342.2)
Depreciation	1,660.4	1,745.7	1,234.5	1,831.1	1,833.6	2,230.8	397.3
Taxes	145.9	147.3	101.1	164.4	158.8	177.3	18.5
Transfers - PILOT	925.2	914.0	767.9	1,171.0	1,139.5	1,297.8	158.3
Other Expenses	249.4	256.6	(8.5)	236.7	259.0	206.4	(52.5)
Total Expenditures	\$ 31,605.1	\$ 30,122.8	\$ 20,401.0	\$ 31,640.1	\$ 33,857.7	\$ 33,771.9	\$ (85.8)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	34,058.0	32,901.7	21,913.4	35,184.3	36,261.9	36,210.4	(51.5)
Total Expenditures	31,605.1	30,122.8	20,401.0	31,640.1	33,857.7	33,771.9	(85.8)
Net Operating Result	\$ 2,452.9	\$ 2,778.9	\$ 1,512.4	\$ 3,544.2	\$ 2,404.2	\$ 2,438.5	\$ 34.3



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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.

2025 BUDGET HIGHLIGHTS

- Increase in the Colonial Club contribution of \$10,000.

2024 BUDGET OVERVIEW

- ✓ Increase in Colonial Club contribution by \$10,000.

PERFORMANCE METRICS

Programs, Services, and Activities utilized by 404 City of Sun Prairie residents in 2023:

*2024 data reflects information through June 30, 2024

	2019	2020	2021	2022	2023	2024*	GOAL
Case Management	1,409	1,879	1,787	1,879 50%	2,087 65%	1,130 81%	50% of intake referrals become case management clients
Adult Day Center	7,152	5,431	6,565	7,319 44%	8,204 41%	3,944 39%	50% of prospective client visits enroll in the program
Supportive Home/Respite Care	2,939 80%	2,299 75%	2,233 76%	1,814 75%	2,355 72%	729 61%	Fill 75% of home care requests from city residents
Meals at Colonial Club	9,209	5,938	3,900	4,561 76%	4,530 77%	2,474 78%	Increase average number of City residents who attend meal site by 5%
Meals Delivered	9,900	14,345	21,388	16,804 55%	20,454 65%	9,905 75%	Increase home deliveries to City residents by 5%
Transportation	9,799 26%	4,491 27%	4,106 23%	4,605 16%	4,793 19%	3,066 28%	Increase ridership for City residents by 5%

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Colonial Club	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Colonial Club	260.0	230.0	166.7	250.0	250.0	260.0	10.0
Total Expenditures	\$ 260.0	\$ 230.0	\$ 166.7	\$ 250.0	\$ 250.0	\$ 260.0	\$ 10.0

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	260.0	230.0	166.7	250.0	250.0	260.0	10.0
Total Expenditures	\$ 260.0	\$ 230.0	\$ 166.7	\$ 250.0	\$ 250.0	\$ 260.0	\$ 10.0

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	260.0	230.0	166.7	250.0	250.0	260.0	10.0
Net Operating Result	\$ (260.0)	\$ (230.0)	\$ (166.7)	\$ (250.0)	\$ (250.0)	\$ (260.0)	\$ (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.

2025 BUDGET HIGHLIGHTS

- No notable changes to the budget.

2024 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
 - Received a grant to support gun education

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Youth & Families	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2020 Actual	2021 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Youth & Families	13.2	4.5	15.7	23.4	15.5	15.5	-
Total Expenditures	\$ 13.2	\$ 4.5	\$ 15.7	\$ 23.4	\$ 15.5	\$ 15.5	-

EXPENDITURES BY CATEGORY \$ in '000s	2020 Actual	2021 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	4.4	2.2	2.0	4.7	4.7	4.7	-
Materials & Supplies	0.9	1.1	4.5	6.9	2.5	2.5	-
Contractual Services	7.4	1.0	8.9	11.5	8.0	8.0	-
Professional Development	0.5	0.2	0.3	0.3	0.3	0.3	-
Total Expenditures	\$ 13.2	\$ 4.5	\$ 15.7	\$ 23.4	\$ 15.5	\$ 15.5	-

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	13.2	4.5	15.7	23.4	15.5	15.5	-
Net Operating Result	\$ (13.2)	\$ (4.5)	\$ (15.7)	\$ (23.4)	\$ (15.5)	\$ (15.5)	-

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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes in the budget.

PERFORMANCE METRICS

Written into a Memorandum of Understanding between the City, Community Schools, Inc., and the Sun Prairie Area School District, Community Schools will provide programming and services that positively impact out of school time learning for students, adult education, food insecurity, and promoting equity.

Key Performance Indicators	2019	2020	2021	2022	2023	2024*	2024 (year-end)	Goal
1.) Increase the number of participants by 20%	N/A	N/A	148	355 139.9%	431 21.4%	431 21.4%	517 20%	517 20%
2.) 5% Growth in academic performance (reading).	N/A	N/A	-	-	5.4%	5.4%	8%	8%
3.) 5% Growth in academic performance (math).	N/A	N/A	-	-	2.6%	2.6%	5%	5%
4.) 68% Growth in social emotional learning, based % of students identified as "risk unlikely" on SAEBERS assessment	N/A	N/A	-	-	65%	65%	68%	68%
5.) 80% of students that regularly participate in community schools programming with demonstrate an improvement in attendance as compared to the previous year	-	-	-	75%	78%	78%	80%	80%
6.) Adult education programming will see a program vacancy rate of no less than 50%	-	-	-	-	22%	22%	20%	20%
7.) Increase the number of unduplicated families served by 25% at school-based food pantries	-	188	971 416.5%	728 -25.0%	811 11.4%	1000 23%	1015 25.1%	1015 25.1%

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Youth Programs	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Youth Programs	115.0	130.0	-	130.0	130.0	130.0	-
Total Expenditures	\$ 115.0	\$ 130.0	-	\$ 130.0	\$ 130.0	\$ 130.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	115.0	130.0	-	130.0	130.0	130.0	-
Total Expenditures	\$ 115.0	\$ 130.0	-	\$ 130.0	\$ 130.0	\$ 130.0	-

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	115.0	130.0	-	130.0	130.0	130.0	-
Net Operating Result	\$ (115.0)	\$ (130.0)	-	\$ (130.0)	\$ (130.0)	\$ (130.0)	-



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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.

2025 BUDGET HIGHLIGHTS

- Funding of \$30,000 in ongoing support for the Sunshine Place.

2024 BUDGET OVERVIEW

- ✓ Provided \$20,247 in one time funding to support Sunshine Place. This was in addition to the \$10,631 ongoing contribution to fund efforts in coordinated emergency response and social service coordination for community needs.

PERFORMANCE METRICS

Sunshine Place measures the effectiveness of its programs and service model through the following metrics.
*2024 data reflects information through June 30, 2024

Increase access to housing support for families and individuals homeless or at risk of homelessness.

Key Performance Indicators

1. At minimum, 75% of families and individuals utilizing Housing Case Management services will find or maintain stable housing.

2020	2021	2022	2023	2024 (1st half)
N/A	N/A	87%	71%	64%
2. Provide information or referrals to programs for calls and visits seeking housing-related assistance.

2020	2021	2022	2023	2024 (1st half)
394	381	316	531	334

Increase access to food for families and individuals facing food insecurity.

Key Performance Indicators

1. Stock and maintain food pantries within eight schools at minimum

2020	2021	2022	2023	2024 (1st half)
N/A	N/A	N/A	8	8
2. Distribute free food bags to kids in neighborhoods on Fridays during the school year and M/W/F during the summer.

2020	2021	2022	2023	2024 (1st half)
N/A	N/A	5,285	7,927	6,554
3. Provide access to free food and personal care items through household visits to the food pantry for anyone seeking assistance.

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (1st half)</u>
	20,343	15,572	27,679	53,541	34,503
4. Provide a free weekly to anyone in need through Sunshine Supper.					
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (1st half)</u>
	25,900	29,900	18,190	20,513	11,553

Maintain a community centered service model built on collaboration and volunteer engagement.

Key Performance Indicators

1. Maintain no less than five collaborative partnerships with other organizations to co-locate services alongside Sunshine Place programs onsite or at sites in the community.

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (1st half)</u>
5	5	5	5	5

2. Engage no less than 1,500 volunteers annually to support and lead Sunshine Place programs

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024 (1st half)</u>
1,204	1,082	1,002	1,763	1,664

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Human Services	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Human Services	614.3	379.4	30.9	30.9	30.9	40.6	9.8
Total Expenditures	\$ 614.3	\$ 379.4	\$ 30.9	\$ 30.9	\$ 30.9	\$ 40.6	\$ 9.8

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	614.3	379.4	30.9	30.9	30.9	40.6	9.8
Total Expenditures	\$ 614.3	\$ 379.4	\$ 30.9	\$ 30.9	\$ 30.9	\$ 40.6	\$ 9.8

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	614.3	379.4	30.9	30.9	30.9	40.6	9.8
Net Operating Result	\$ (614.3)	\$ (379.4)	\$ (30.9)	\$ (30.9)	\$ (30.9)	\$ (40.6)	\$ (9.8)



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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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Cemetery	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Cemetery	10.0	10.0	10.0	10.0	10.0	-	(10.0)
Total Expenditures	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	\$ 10.0	-	\$ (10.0)

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MISSION

The Sun Prairie Public Library serves the community as an accessible central hub supporting life-long learning and literacy through educational, 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 per 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

2025 BUDGET HIGHLIGHTS

- Additional revenue from county aid
- Fund balance revenue to use for one-time initiatives of marketing, communication, IT equipment replacement, and capital campaign.
- Increased budget for facility-related operational expenses, associated with the SPPL addition & remodel CIP

2024 BUDGET OVERVIEW

- ✓ Utilized \$40,000 from the library's fund balance for capital campaign expenses.
- ✓ Utilized \$100,000 from the library's fund balance to assist with funding the SPPL Addition & Remodel CIP.
- ✓ Utilized \$10,000 from library's fund balance for marketing and communication projects
- ✓ Utilized \$15,000 from library's fund balance for staff continuing education opportunities.
- ✓ Increased funding for staff in Adult Services and Youth Services to allow for more outreach, collection support, and reference and technology assistance.

PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

*2024 data reflects information through June 30, 2024

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 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. The library has entered the construction phase of the expansion and renovation project and over the next 18 months, the library's focus will shift from adding to the collection to weeding, shifting, and maintaining the current collection. In addition, SPPL will use the next 18 months to prepare for emerging collections, such as a new Library of Things collection. The short-term goal for 2025 is to maintain or slightly reduce our physical collection size. Deselection will be based on the principles of collection development with an emphasis on condition, age, relevancy, representation, and demand. Post construction, we will resume growing the collection by at least 3% annually to keep pace with community growth.
- Maintain a 5% growth per year in digital collection size to meet demands with new and emerging platforms. The library will be balancing digital collection growth with financial sustainability. Digital platforms utilizing a cost per use formula make this goal challenging.
- Increasing costs of materials in all formats challenge the library's ability to maintain overall collection size goals.
- 2021, 2022, and 2023 reflect recovery from the Covid-19 pandemic. Typically, the library's goal is to maintain a 3% increase in visitors annually. However, disruption from construction will affect the ability to meet this goal in the later part of 2024 and in 2025. The short-term goal for 2024 and 2025 will be to maintain the same number of visits. Post-construction, we will resume a goal of at least a 3% increase in visitors annually.

The library's commitment to equity and access, along with the current expansion project 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 expansion and renovation will also ensure spaces are welcoming and accessible for residents of all identities and abilities. The library anticipates meeting long-term circulation, library visit, and collection size goals after the expansion and renovation project is complete in 2026.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Physical Collection Size	141,255 2.0%	144,785 2.4%	146,665 1.2%	146,859 .1%	146,130 -.5%	147,138	146,000	146,000
Circulation from SPPL collection	76%	57%	62%	75%	74%	73%	73%	75%
Library Visitors .vs Prior Year	225,600 -3.1%	77,107 -66%	90,348 17%	173,614 92%	189,475 9%	108,358	189,475	189,475
Digital Collection Size	213,547 3.8%	229,293 7.4%	253,553 10.5%	258,596 2.0%	258,840 .1%	296,792	296,792	271,782

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

- Focus area #1 of the library's strategic plan is a more fully engaged and aware community. In 2024, SPPL invested time and resources in the creation of promotional materials for the community. Marketing projects in 2024 included: 1) a SPPL Welcome Booklet in English, Spanish, and Hmong, 2) a new subscription to *LibraryAware*, a community engagement and awareness tool, 3) streamlined process with social media management platform Hootsuite, and 4) a digital newsletter via email to library subscribers. Together, these strategies effectively increased usage of public library services, demonstrating increased patron awareness of and access to

public library resources. A report from Hootsuite demonstrates an increase of 765 new followers and a 595,963 content views or “impressions”. Compared to 2023, this is a 66.7% increase in the number of new followers and an 84.6% increase in impressions.

- Marketing of the library expansion project is crucial, especially as the library moves deeper into construction. Renderings from FEH design will increase public awareness of the project and allows our community to better visualize the project.
- Ensure new and existing residents are aware of our services and increase the number of registered users & internet guest passes to 75% of the City’s population by 2026.
- Maintain 2% increase in circulation across all formats combined to ensure informational and literacy needs are being met through the library’s collection during the construction phase. Disruption due to construction will likely limit the ability to meet this goal in the short-term. Post-construction, this goal will increase to 5% based on our capacity and ability to build, display, and promote library collections in a larger and more accessible facility.
- 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, early and school aged literacy skills, and crafting. Not all databases are able to provide mid-year usage data.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Public Internet & Wi-Fi	316,679	148,408	239,543	421,891	480,758	195,665	400,000	400,000
Registered Library Users & internet guest passes	23,616	22,450	23,618	22,688	26,230	25,341	27,000	27,292
Total Circulation	684,407	385,825	418,635	646,979	664,468	327,953	655,906	677,757
Digital Circulation	66,017	102,487	104,397	110,193	123,800	65,953	131,870	126,276
Digital Resources (Databases)	12,112	23,173	39,690	20,893	23,316	12,811	25,622	23,782

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

- Maintain a 3% increase in program offerings and attendance.
- Maintain a 3% increase in reference transactions.
- Increase outreach and community engagement efforts by 5% annually.

Additional staff hours in the Adult Services team allowed staff to provide a higher level of service with more continuity to adults. Staff have been able to provide more impactful reference transactions, readers’ advisory, and technology assistance, including additional and extended one-on-one sessions to support complex and sensitive digital navigation and informational needs. Additional staff hours have also allowed for increased outreach efforts, including additional visits to senior residences and participation in community events such as the City’s Juneteenth event at Wetmore Park; and have provided opportunities to offer new adult programming, including a monthly puzzle club, Dungeons & Dragons for adults, ELL classes, Spanish conversation classes, cultural affinity programs, a singer/songwriter series, and more direct involvement with our library book clubs.

Additional hours in the library’s Youth Services team allowed staff to host field trips to all SPASD 5th graders. These field trips resulted in over 200 new library cards and resolved outstanding account issues, resulting in Sun Prairie youth with the ability to fully and effectively access the library’s collection. In addition, Youth Services was able to install rotating deposit collections in all three Sun Prairie Head Start classrooms. These collections are exchanged on a monthly basis and teachers offer input for what they would like to have included each month for collections, directly influencing learning and engagement. The new Collection Management Specialist position offers more support in ordering new materials as well as maintaining the current collection. In addition, this position is able to provide the technical support needed for the establishment of new collections. The additional staff hours provided through this position have allowed for more desk coverage in the youth area, which results in more reference questions answered and reader’s advisory services provided. With the additional staff hours, SPPL has been able to strengthen the partnership with SPASD as we strive to increase childhood literacy and achievement.

The library continues to partner with the Dane County Library Service for Dream Bus Mobile Library service across the City, with regular weekly stops in historically underserved neighborhoods. This school year, monthly stops were made at Shelter from the Storm. In addition to regular weekly and monthly stops, the Dream Bus visits large community gatherings such as Strawberry Fest, Pridefest, and the Multicultural Fair. Dream Bus visits are an integral part to SPPL’s overall outreach and engagement efforts. In 2023, the Dream Bus provided service to Sun Prairie residents at 145 stops and as of June 2024 the Dream Bus has made 79 stops. These stops address gaps in service due to transportation barriers and the visits serve as an effective tool in communicating information about other SPPL services and resources.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Youth, teen, and adult summer library program participation	3,058	1,940	2,008	3,433	3,792	3,227	3,500	3,500
Youth, adult, and multigenerational program attendance	30,876	20,781	12,174*	22,937	24,482	10,971	18,000	18,000
Reference Transactions	47,528	28,626	33,182	44,300	52,637	28,604	50,000	50,000
*Outreach	1,128	531	1,381	3,026	12,223	7,961	13,000	12,845

*As per instructions from the Department of Public Instruction, outreach visits are no longer counted as programs. Outreach numbers from 2019-2022 are specific to Dream Bus visits. Program attendance numbers for 2019-2022 include outreach visits. 2023 outreach numbers include Dream Bus visits along with other outreach and community engagement activities.

During the last two quarters of 2024 and for all of 2025, we anticipate a reduction in the number of on-site, in-person program offerings and participation due to disruptions with the construction project and this reduction is reflected in 2025 goals. Construction will also impact other performance measures including reference transactions, visitors, technology usage, and physical circulation due to the temporary disruption and reduced access. This will impact the library's ability to meet long-term goals during the construction phase. During this time, the library will offer virtual, remote, and off-site options for continuity. Post construction, library goals will reflect an increase in on-site, off-site, digital, virtual, and hybrid programing, collections, services, and resources.

Outside of performance measures, the library's use of fund balance for professional development opportunities makes an impact by creating a positive work culture and provides staff with resources to better serve our patrons by learning about best practices, publishing trends, current professional research, and innovative services. Below are some examples of 2024 conferences and workshops staff have attended or will be attending:

Title: Empowered, Confident, and Thriving: Mental Wellness for Library Staff Program with Beatriz De La Espriella

Dates: Jan-Feb 2024 (6 weeks)

Learning how to put multiple tools to use to meet professional and daily goals! The combination of material to review plus live small group sessions with Beatriz De La Espriella worked well for schedules and professional development. Five staff across all library departments participated and created the potential for increased awareness of how to support each other as colleagues and build trust and knowledge between co-workers. Giving employees the opportunity to see how mindfulness and grounding can increase empowerment and confidence shows that we value and support them as full humans, not just output machines.

WAPL—2024 Stevens Point

May 2024

The Wisconsin Association of Public Libraries is one of two state-wide conferences that the Wisconsin Library Association (WLA) hosts each year. Steev Baker, Head of Access and Circulation Services, attended this year, primarily as a presenter. His session, "Music Collections in the Era of Streaming," was attended by two dozen people who listened as he talked about digital music streaming services for libraries, ideas for physical collections, places to find music reviews, and trends in music buying and listening. He also attended sessions on offering technology help to patrons, digital accessibility, and program ideas for families experiencing homelessness.

ALA Annual Conference 2024-San Diego

June/July 2024

A national conference is a unique opportunity to learn new approaches as well as trends in the profession, across multiple library types. . Kate Hull, Head of Technical Services attended this year, She attended several tracks including: Leadership track (including Team of Teams: a collaborative model for workgroups); Core Values (including Values-Driven Workflows: how are we implementing DEIA in routine work and policies), Publishing Trends, Collections/Access track (including Designing Libraries for the Missing Patron). The Collections/Access track was especially relevant given our current expansion work.

Upcoming

ALSC Institute 2024 – Denver, CO

September 2024

This is a National Conference specifically for youth services. Three Youth Services team members will attend to learn and implement new trends and innovations as we prepare for our expansion.

AI & Libraries

UW-Madison iSchool

October 2025

This is a five week webinar series focused on opportunities and challenges presented with ChatGPT and other generative artificial intelligence. Topics include information literacy in the digital age, ethical use, navigation, and the future of AI in libraries. Adult Services and Administration staff plan to attend.

WLA 2024- Green Bay

November 2024

This is a state-wide conference representing all library types. Several SPPL staff across all departments will attend. WLA is a great way to connect with colleagues from near and far in Wisconsin. Post conference, SPPL staff will have opportunities to brain-storm and put their learning into action.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Library	23.4	23.4	24.2	24.2	24.2	26.2	2.0
Total Personnel	23.4	23.4	24.2	24.2	24.2	26.2	2.0

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Library	2,437.2	2,211.7	2,002.2	2,936.0	3,008.9	3,062.6	53.7
Total Expenditures	\$ 2,437.2	\$ 2,211.7	\$ 2,002.2	\$ 2,936.0	\$ 3,008.9	\$ 3,062.6	\$ 53.7

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	1,665.2	1,489.5	1,390.7	2,021.2	2,068.8	2,194.1	125.3
Materials & Supplies	378.3	277.0	271.0	414.9	421.0	454.3	33.3
Contractual Services	369.0	403.4	249.7	312.3	341.7	306.4	(35.3)
Professional Development	10.1	3.3	11.0	20.7	24.7	10.3	(14.4)
Capital Items	14.5	38.5	4.8	67.0	52.8	97.6	44.8
Transfers	-	-	75.0	100.0	100.0	-	(100.0)
Total Expenditures	\$ 2,437.2	\$ 2,211.7	\$ 2,002.2	\$ 2,936.0	\$ 3,008.9	\$ 3,062.6	\$ 53.7

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	677.3	672.2	772.9	777.1	777.9	891.6	113.7
Transfer In	-	-	-	-	-	-	-
Total Expenditures	2,437.2	2,211.7	2,002.2	2,936.0	3,008.9	3,062.6	53.7
Net Operating Result	\$ (1,759.9)	\$ (1,539.6)	\$ (1,229.3)	\$ (2,158.9)	\$ (2,231.1)	\$ (2,171.1)	\$ 60.0

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.

2025 BUDGET HIGHLIGHTS

- Maintain and continuously improve core services including collections management, educational programming and exhibitions, and facilitating access to materials for research purposes.
- Expand 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.
- Continue to utilize volunteer skills and talents to advance museum initiatives.

2024 BUDGET OVERVIEW

- ✓ Implemented PastPerfect Web Edition with Public Access and provided web-based search of more than 37% of the Museum's collections.
- ✓ Implemented a fee schedule to recover costs associated with services requested by individuals and groups.
- ✓ Increased volunteer engagement to support museum projects and initiatives.
- ✓ Expanded programming and events in partnership with local organizations.
- ✓ Completed inventory and documentation of over 75% of the museum's collection.
- ✓ Engaged in the Museum Assessment Program facilitated by the American Alliance of Museums to prepare the institution for future grant applications and potential accreditation.

PERFORMANCE METRICS

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

*2024 data reflects information through June 30, 2024

Operate at the highest level of efficiency

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		2019	2020	2021	2022	2023	2024*	2024 (year-end)	2024 GOAL
1.)	Maintain a total cost recovery level of 5% (direct and indirect costs)	N/A	N/A	N/A	<1%	1.5%	2.3%	3%	5%
2.)	Realize savings of \$25,000 in wages and benefits due to volunteers	\$2,091	\$4,946	\$7,834	\$17,245	\$25,876	\$14,041	\$28,082	\$25,000
3.)	100% of the Museum collection will be inventoried	N/A	N/A	N/A	30.24%	66.18%	76.73%	90%	90%

Provide high quality and relevant 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		2019	2020	2021	2022	2023	2024*	2024 (year-end)	2024 GOAL
1.)	Maintain no less than 15 collaborative partnerships annually	N/A	N/A	N/A	4	17	11	15	15

Be a steward of Sun Prairie's environment, culture, and history

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		2019	2020	2021	2022	2023	2024*	2024 (year-end)	2024 GOAL
1.)	Have no less than 1,500 walk-in visits annually	N/A	N/A	N/A	587	818	327	900	1,000
2.)	Increase total visits by 10%	200	321	936	2,142	3,266	1,506	3,400	3,693
3.)	Engage 250 schoolchildren annually	N/A	N/A	N/A	0	255	345	345	300
4.)	Participate in a minimum of 15 community events annually	N/A	N/A	6	5	15	8	15	15

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Historical Museum	1.00	2.00	2.00	2.00	2.00	2.00	-
Total Personnel	1.00	2.00	2.00	2.00	2.00	2.00	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Historical Museum	107.9	110.9	129.4	197.3	211.4	219.6	8.2
Total Expenditures	\$ 107.9	\$ 110.9	\$ 129.4	\$ 197.3	\$ 211.4	\$ 219.6	\$ 8.2

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	66.4	85.0	112.7	163.1	165.3	182.2	17.0
Materials & Supplies	6.6	13.5	6.2	15.8	19.6	14.5	(5.0)
Contractual Services	15.9	11.6	6.7	13.5	20.3	15.7	(4.6)
Professional Development	1.5	0.8	3.8	5.0	6.3	7.2	0.9
Capital Items	17.6	-	-	-	-	-	-
Total Expenditures	\$ 107.9	\$ 110.9	\$ 129.4	\$ 197.3	\$ 211.4	\$ 219.6	\$ 8.2

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	0.7	3.2	3.0	6.6	5.0	5.5	0.5
Total Expenditures	107.9	110.9	129.4	197.3	211.4	219.6	8.2
Net Operating Result	\$ (107.2)	\$ (107.7)	\$ (126.4)	\$ (190.7)	\$ (206.4)	\$ (214.1)	\$ (7.7)



SUN PRAIRIE

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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, Community 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.

2025 BUDGET HIGHLIGHTS

- Expand GO-CART programming and services
- Expand summer camp into a full day format
- Build off of 2024 nature-based programming to expand to additional offerings
- Expand adult program offerings at the Wetmore shelter
- Implement beer sales at beer gardens and concerts in the park
- Taking on the Fire & Lights Parade and Groundhog Day as a department
- Continue expanding existing events and sponsorships (same as listed for 2024)
- Addition of a building attendant at Wetmore Park

2024 BUDGET OVERVIEW

- ✓ Implemented the GO-CART program in partnership with Prairie Music & Arts
- ✓ Continued to expand vendor-led programs by establishing new relationships
- ✓ Establish youth basketball partnership with the YMCA
- ✓ Hired full-time Recreation Coordinator
- ✓ Expanded 3K program offerings with the Sun Prairie Area School District to include two sessions at Meadow View Elementary School while maintaining enrollment at Token Springs.
- ✓ Relaunched Archery program with a new instructor
- ✓ Integrated the Events and Sponsorship Manager full time
- ✓ Revamped preschool and youth sports programs in a volunteer-led format
- ✓ Selected new recreation software for 2024 implementation

PERFORMANCE METRICS

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

*2024 data reflects information through June 30, 2024

Operate at the highest level of efficiency

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) 20% of all Recreation & Event revenue will come from alternative revenue sources*	N/A	N/A	31%	19%	20%	18%	25%	20%
2.) Maintain a total cost recovery level of 40%** in Recreation & Events Divisions	N/A	N/A	30%	49%	43%	31%	35%	40%

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

**Direct and indirect costs

Provide barrier-free 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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) Accumulate no less than 4,000 program enrollments annually	4,946	1,925	8,461	14,704	15,439	2,832	4,000	4,000
2.) 5% of all program enrollments utilize the "Recreation is for Everyone" scholarship program	N/A	N/A	N/A	N/A	2.6%	2.7%	5%	5%

Provide high quality and relevant 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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) Maintain a program vacancy rate of less than 50%	48%	83%	65%	68%	47%	51%	50%	<50%
2.) 80% of returned program/event surveys will report "excellent" or "very good" for overall program quality.	81%	91%	95%	95%	98%	98%	98%	80%
3.) Maintain no less than 50 collaborative partnerships annually	41	55	55	60	47	34	55	50

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Park & Rec Administration	3.00	3.81	4.09	4.09	4.09	4.09	-
Adult Programs	-	-	-	-	-	-	-
Preschool Programs	-	-	-	-	-	-	-
Youth Programs	-	-	-	-	-	-	-
Teen Programs	-	-	-	-	-	-	-
Concerts & Special Events	-	-	-	-	-	-	-
Family & Misc Programs	1.00	1.00	1.00	1.00	1.00	1.00	-
Total Personnel	4.00	4.81	5.09	5.09	5.09	5.09	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Park & Rec Administration	599.4	652.0	543.7	789.3	802.8	765.9	(36.9)
Adult Programs	47.7	24.1	18.6	26.7	21.7	27.7	6.1
Preschool Programs	23.6	45.7	32.3	47.6	41.9	48.7	6.8
Youth Programs	67.2	81.1	77.2	94.2	83.8	115.1	31.3
Teen Programs	6.8	9.7	8.3	18.2	10.9	18.4	7.6
Concerts & Special Events	109.4	148.5	104.4	148.4	152.1	196.5	44.5
Family & Misc Programs	26.2	5.2	4.2	9.7	5.4	14.3	8.9
Total Expenditures	\$ 880.3	\$ 966.3	\$ 788.8	\$ 1,134.2	\$ 1,118.4	\$ 1,186.7	\$ 68.2

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	682.7	738.9	604.2	878.9	887.3	934.0	46.7
Materials & Supplies	67.3	62.8	48.0	55.1	60.5	73.5	13.0
Contractual Services	121.5	153.0	100.8	151.8	121.9	165.3	43.4
Professional Development	8.8	7.8	8.9	12.6	12.9	13.8	0.9
Transfers/Bad Debt	-	-	-	-	-	-	-
Capital Items	-	3.9	27.0	35.8	35.8	-	(35.8)
Total Expenditures	\$ 880.3	\$ 966.3	\$ 788.8	\$ 1,134.2	\$ 1,118.4	\$ 1,186.7	\$ 68.2

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	881.1	856.3	273.2	405.6	379.9	576.1	196.2
Total Expenditures	880.3	966.3	788.8	1,134.2	1,118.4	1,186.7	68.2
Net Operating Result	\$ 0.8	\$ (110.0)	\$ (515.6)	\$ (728.6)	\$ (738.5)	\$ (610.6)	\$ 127.9



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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 a seasonal Pool Manager who oversees 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 Manager throughout the summer as needed.

Additionally, 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, rentals and swim team.

2025 BUDGET HIGHLIGHTS

- Prepare for facility renovation immediately following the 2025 pool season
- Continue to offer high quality swimming lessons with certified swim instructors
- Expand Aqua Fitness offerings

2024 BUDGET OVERVIEW

- ✓ Hosted the Conference Swim Meet
- ✓ Successfully expanded inclusive aqua fitness offerings such as Aqua Cycling, in partnership with the YMCA, as well as a Unified Swim Team.
- ✓ Partnered with area businesses to provide sponsorships to help offset some operational costs.

PERFORMANCE METRICS

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

*2024 data reflects information through June 30, 2024

Operate at the highest level of efficiency

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) Maintain a total cost recovery level of 50%*	54%	5%	51%	34%	56%	50%	50%	50%

*Direct and indirect costs

Provide barrier-free 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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) Increase attendance by 5% annually	-19%	N/A	-17%	32%	-6%	-77%	4%	5%
	(18,840)	(0)	(16,037)	(23,482)	(21,998)	(4,961)	(23,000)	(24,656)

Provide high quality and relevant 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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) Maintain swimming lesson vacancy rate of less than 25%	21%	N/A	49%	28%	31%	32%	30%	25%
2.) Increase season pass sales by 5% annually	-3%	N/A	-1%	48%	12%	-25%	-17%	5%
	(144)	(0)	(128)	(244)	(277)	(207)	(230)	(256)

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Family Aquatic Center	seasonal	seasonal	seasonal	seasonal	seasonal	seasonal	
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Family Aquatic Center	251.3	416.4	357.9	383.2	387.4	393.6	6.3
Total Expenditures	\$ 251.3	\$ 416.4	\$ 357.9	\$ 383.2	\$ 387.4	\$ 393.6	\$ 6.3

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	149.8	247.5	257.8	271.3	286.1	282.8	(3.3)
Materials & Supplies	58.7	69.0	62.8	70.7	70.3	70.3	-
Contractual Services	33.6	40.7	33.8	39.9	28.5	38.0	9.6
Professional Development	2.6	3.3	3.4	1.4	2.5	2.5	-
Capital Items	6.5	55.9	-	-	-	-	-
Total Expenditures	\$ 251.3	\$ 416.4	\$ 357.9	\$ 383.2	\$ 387.4	\$ 393.6	\$ 6.3

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	181.5	198.2	191.7	207.2	214.5	216.3	1.8
Total Expenditures	251.3	416.4	357.9	383.2	387.4	393.6	6.3
Net Operating Result	\$ (69.7)	\$ (218.3)	\$ (166.2)	\$ (176.0)	\$ (172.9)	\$ (177.3)	\$ (4.5)



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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 Maintenance Division provides and coordinates labor, supplies, and utilities for the management and maintenance of all park infrastructure and assets as well as 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 and provides support to recreational programs, forestry services, as well as city-sponsored events.

2025 BUDGET HIGHLIGHTS

- Continue to address growing deferred maintenance needs at many city parks (e.g. repairing basketball court equipment and surfacing, shelter doors, and the gazebo at Thoreau Park).
- Continue to support city-sponsored events and maintain the recreational amenities and facilities in city parks and other city properties that increase in number and acreage every year.
- Maintain the safety of playgrounds at each city park through regular inspections, maintaining surfacing, as well as repairing playground equipment.
- Transfer funds from the Forestry Seasonal budget into Parks Maintenance Seasonal budget to help parks maintain the safe operation of park assets.
- Transfer funds from various budget lines into the Parks Maintenance Seasonal budget to account for the growing demands on staff to maintain a safe and vibrant park system.
- Increase in park shelter rental fees.
- Funding of contracted cleaning of park shelters.

2024 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 various parks with shelter/restroom facilities, which will also allow for public Wi-Fi at those sites.
- ✓ Conduct deferred maintenance and safety repairs at various boardwalks and bridges throughout city parks.
- ✓ Increased the funding for the repair and maintenance of parks by \$10,000 to account for deferred maintenance needs as well as increase in park assets and acreage.
- ✓ Substantial completion of the Comprehensive Outdoor Recreation Plan (CORP).
- ✓ Reintroduced prescribed fire to overgrown wildflower area in Sheehan Park.
- ✓ Complete Park asset GIS inventory which will allow us to make data-driven decisions regarding the maintenance and operation park assets.
- ✓ Reclassified an existing FTE position from Parks Maintenance into a FTE Arborist role in the Forestry Division to better manage trees in city parks as well as support the growing demands for a healthy urban forest.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects projections on June 30, 2024

Operate at the highest level of efficiency

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) Maintain a total cost recovery level of 5% for parks division	N/A	N/A	N/A	N/A	6%	4%	6%	5%
2.) 100% of park assets are inventoried in GIS	0%	0%	0%	0%	0%	25%	75%	100%

**Direct and indirect costs*

Provide barrier-free 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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) 100% of deficiencies listed in the ADA transition plan will be addressed	N/A	N/A	N/A	N/A	2%	5%	25%	100%

Provide high quality and relevant 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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1.) 100% of regular part time and fulltime staff will participate in a cross-organizational or community partnership project	N/A	N/A	N/A	N/A	100%	63%	100%	100%
2.) Maintain no less than 50 collaborative partnerships annually	41	55	55	60	65	34	55	50

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Parks Maintenance	1,036.3	1,129.7	968.7	1,517.5	1,554.2	1,517.0	(37.3)
Total Expenditures	\$ 1,036.3	\$ 1,129.7	\$ 968.7	\$ 1,517.5	\$ 1,554.2	\$ 1,517.0	\$ (37.3)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	614.8	659.7	567.6	822.8	851.5	914.4	62.9
Materials & Supplies	358.0	400.0	328.9	532.0	542.8	506.8	(36.0)
Contractual Services	53.8	64.8	68.2	128.3	125.4	88.1	(37.3)
Professional Development	2.8	5.2	4.0	7.1	7.3	7.7	0.4
Capital Items	7.0	-	-	27.3	27.3	-	(27.3)
Total Expenditures	\$ 1,036.3	\$ 1,129.7	\$ 968.7	\$ 1,517.5	\$ 1,554.2	\$ 1,517.0	\$ (37.3)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	66.7	73.4	66.4	75.4	79.4	105.7	26.3
Total Expenditures	1,036.3	1,129.7	968.7	1,517.5	1,554.2	1,517.0	(37.3)
Net Operating Result	\$ (969.6)	\$ (1,056.4)	\$ (902.3)	\$ (1,442.1)	\$ (1,474.8)	\$ (1,411.3)	\$ 63.6



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MISSION

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

VISION

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

Sun Prairie Media Center ensures the community stays informed and involved through original programming produced by and for Sun Prairie residents. 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, SPMC members provides coverage of Sun Prairie sports, community events, church services and other happenings in and around Sun Prairie.

SPMC can fulfill its mission by maintaining an active group of member volunteers. An August 2024 count indicated 195 active Media Center members. In addition, roughly 90 youth participate in the media production and literacy programs at the center, KIDS4 Crew and Summer Workshops.

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

In late 2023, SPMC went through a rebrand process to incorporate all four of the major entities that make up the Media Center: video channels KSUN Now and Life along with KIDS4 and the community radio station 103.5 FM. KSUN Now and KIDS4 are available on Spectrum and TDS while KSUN Life is available on TDS. 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.

2025 BUDGET HIGHLIGHTS

- Increase of the KIDS 4 Crew fee.
- Funding to replace the Tricaster 410 and iMac computers.
- Allocated fund balance for the purchase of equipment to create a TV Mobile Studio and drone.

2024 BUDGET OVERVIEW

- ✓ Implemented new organizational structure and pathway to continue providing the Media center's ten identified categories of service.
- ✓ Continued to provide youth media literacy programs with KIDS4 Crews and Summer Workshops.
- ✓ Continued all streaming services, on-line platforms, and OTT channels to ensure program accessibility as cord-cutting trend continues.
- ✓ Created plan for sports productions and community outreach to be led by volunteers.
- ✓ Partnered with Friends of Sun Prairie Media Center group to purchase A/V equipment for makerspace in expanded library.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Volunteer Hours	6,573	5,854	8,120	7,893	8503	3429*	6858	Our goal is to maintain volunteer hours each year.
YoY %	4.3%	-10.9%	38.7%	-2.8%	7.7%	-40.3%*	-19.3%	
Programs Produced	4,222	3,714	2,631	2,605	2037	1526*	3052	Our goal is to maintain programming on SPMC channels.

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), how active our KIDS4 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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Additional Revenue	\$36,614	\$39,126	\$100,562	\$75,235	\$89,571	\$20,886*	\$50,488	Our current goal is to maintain existing revenue streams.
YoY %	1.1%	6.7%	157%	-25.1%	19%	-76.6%*	-38%	

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (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 \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Sun Prairie Media Center	-	555.4	360.5	503.6	616.6	484.5	(132.1)
Total Expenditures	-	\$ 555.4	\$ 360.5	\$ 503.6	\$ 616.6	\$ 484.5	\$ (132.1)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	385.4	481.8	296.3	416.6	502.2	382.2	(120.0)
Materials & Supplies	28.5	21.6	20.8	36.4	41.0	55.6	14.6
Contractual Services	38.4	42.3	27.5	34.2	23.7	18.7	(5.0)
Insurance	3.8	3.5	3.6	3.6	3.5	3.8	0.3
Professional Development	5.6	3.0	2.7	3.1	5.5	5.8	0.3
Capital Items	81.8	3.1	9.7	9.7	40.7	18.3	(22.4)
Total Expenditures	\$ 543.6	\$ 555.4	\$ 360.5	\$ 503.6	\$ 616.6	\$ 484.5	\$ (132.1)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	506.4	528.2	272.2	517.6	534.5	511.6	(22.9)
Total Expenditures	543.6	555.4	360.5	503.6	616.6	484.5	(132.1)
Net Operating Result	\$ (37.2)	\$ (27.1)	\$ (88.3)	\$ 14.0	\$ (82.1)	\$ 27.1	\$ 109.2

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	(37.2)	(27.1)	(88.3)	14.0	(82.1)	27.1
Fund Balance Applied	-	-	-	-	72.4	-
Fund Balance - Beginning of Year	230.2	193.0	165.8	165.8	165.8	179.9
Fund Balance - End of Year	\$ 193.0	\$ 165.8	\$ 77.5	\$ 179.9	\$ 11.3	\$ 179.9



SUN PRAIRIE

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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.
- 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.

2025 BUDGET HIGHLIGHTS

- Complete master planning of new park in the Heyday development and move into final design and construction phases
- Begin construction of Town Hall Crossing Park.
- Begin construction of boardwalk connections in Smith's Crossing Park.

2024 BUDGET OVERVIEW

- ✓ Completed the Wetmore Park East shelter project, with slight support from the Park Fund.
- ✓ Completed the construction of the Smith's Crossing Restroom and Shelter facility.
- ✓ Completed master plans 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.
- ✓ Began master planning of new park in the Heyday development.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Park Impact Fee Fund	0	0	0	0	0	0	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Park Impact Fee Fund	255.0	141.0	618.6	1,010.9	1,021.8	810.0	(211.8)
Total Expenditures	\$ 255.0	\$ 141.0	\$ 618.6	\$ 1,010.9	\$ 1,021.8	\$ 810.0	\$ (211.8)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	2.3	38.0	5.6	29.5	29.5	-	(29.5)
Capital Items	252.7	103.0	613.0	981.5	992.4	810.0	(182.4)
Transfers/Bad Debt	-	-	-	-	-	-	-
Total Expenditures	\$ 255.0	\$ 141.0	\$ 618.6	\$ 1,010.9	\$ 1,021.8	\$ 810.0	\$ (211.8)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	718.3	366.9	261.9	280.0	417.0	323.0	(94.0)
Transfer In	-	-	-	-	-	-	-
Total Expenditures	255.0	141.0	618.6	1,010.9	1,021.8	810.0	(211.8)
Net Operating Result	\$ 463.3	\$ 225.9	\$ (356.6)	\$ (730.9)	\$ (604.8)	\$ (487.0)	\$ 117.8

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	463.3	225.9	(356.6)	(730.9)	(604.8)	(487.0)
Fund Balance Applied	-	-	-	-	340.0	780.0
Fund Balance - Beginning of Year	1,421.6	1,884.9	2,110.8	2,110.8	2,110.8	1,379.9
Fund Balance - End of Year	\$ 1,884.9	\$ 2,110.8	\$ 1,754.2	\$ 1,379.9	\$ 1,166.0	\$ 112.9

MISSION

Coordinate tourism promotion and development in the City.

DESCRIPTION

The Commission has six members appointed by the Mayor and confirmed by the Common Council. One member must represent the Wisconsin hotel and motel industry; one member shall be from the common council; one member shall represent parks and/or recreation in Sun Prairie or Dane County; one member shall be from Sun Prairie School; one member shall represent the Sun Prairie community. Commission members serve one-year terms at the pleasure of the Mayor and may serve multiple terms. The City of Sun Prairie shall appoint one of its employees 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 member will be accountable for managing all aspects of hosting a public meeting on behalf of the Tourism Commission. 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.

2025 BUDGET HIGHLIGHTS

- Increase the Destination Madison Sports annual fee from \$6,000 to \$10,000.
- Allocate \$50,000 to 'Welcome and Wayfinding Signage' and 'Tourism Development' initiatives.
- Allocate \$351,000 to the Sun Prairie Chamber of Commerce as the tourism entity for the Commission to manage event grants and proactive overnight stay marketing expenditures.

2024 BUDGET OVERVIEW

- ✓ Contracted for the creation and launch of a new Visit Sun Prairie website.
- ✓ Contracted with the Sun Prairie Chamber of Commerce as the Tourism Entity and they hired a Tourism Director to undertake the management of event grants and marketing.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2024 data reflects information through August 3, 2024

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

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Number of Grants Funded	8	10	4	12	9	11	11	9

TOURISM COMMISSION FUND

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Tourism Commission Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Tourism Commission Fund	297.1	371.5	330.2	500.6	459.9	425.3	(34.6)
Total Expenditures	\$ 297.1	\$ 371.5	\$ 330.2	\$ 500.6	\$ 459.9	\$ 425.3	\$ (34.6)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	297.1	371.5	330.2	500.6	459.9	425.3	(34.6)
Total Expenditures	\$ 297.1	\$ 371.5	\$ 330.2	\$ 500.6	\$ 459.9	\$ 425.3	\$ (34.6)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	296.4	332.2	165.2	339.2	319.6	339.2	-
Transfer In	-	-	-	-	-	-	-
Total Expenditures	297.1	371.5	330.2	500.6	459.9	425.3	(34.6)
Net Operating Result	\$ (0.7)	\$ (39.3)	\$ (165.0)	\$ (161.4)	\$ (140.3)	\$ (86.1)	\$ 54.2

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	(0.7)	(39.3)	(165.0)	(161.4)	(140.3)	(86.1)
Fund Balance Applied	-	-	-	-	140.3	86.1
Fund Balance - Beginning of Year	459.3	458.7	419.4	419.4	419.4	257.9
Fund Balance - End of Year	\$ 458.7	\$ 419.4	\$ 254.3	\$ 257.9	\$ 138.7	\$ 85.7

MISSION

To foster safe, secure, positive, high-quality growth and development 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.

2025 BUDGET HIGHLIGHTS

- Funding for wayfinding signs and banners for the City.
- Hiring of a consultant to develop an impact study for attachment of the Town of Burke.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Community Development	162.1	180.3	134.1	198.4	205.1	240.4	35.2
Total Expenditures	\$ 162.1	\$ 180.3	\$ 134.1	\$ 198.4	\$ 205.1	\$ 240.4	\$ 35.2

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	159.2	179.0	131.1	190.7	191.4	199.6	8.2
Contractual Services	2.5	0.5	0.3	4.5	8.5	36.5	28.0
Professional Development	0.4	0.7	2.7	3.1	4.3	4.3	(0.0)
Total Expenditures	\$ 162.1	\$ 180.3	\$ 134.1	\$ 198.4	\$ 205.1	\$ 240.4	\$ 35.2

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	162.1	180.3	134.1	198.4	205.1	240.4	35.2
Net Operating Result	\$ (162.1)	\$ (180.3)	\$ (134.1)	\$ (198.4)	\$ (205.1)	\$ (240.4)	\$ (35.2)

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.

2025 BUDGET HIGHLIGHTS

- 2025 budget includes migrating the Transportation Coordinator position from Engineering to Planning. No other substantial budget changes from 2024 are proposed. Proposed budget initiatives include funding affordable housing programs and creating an intern position.

2024 BUDGET OVERVIEW

- ✓ City staff are managing an ongoing project to replace the city’s 1989 zoning code, create new housing programs, and complete an update to the Economic Development Element of the Comprehensive Plan.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2024 data reflects information through June 30, 2024

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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Avg. Work Days for Full Approval of Staff Review Items	9.6	10.8	16.5	12.9	11.3	9.3	12	10

Review and Issue zoning permits in 3 days or less

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Avg. Days for Zoning Permit Review	2.7	2.6	3.4	3.0	2.1	1.9	2.0	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	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL*
Total Submissions	68	69	63	36	36	17	25	100% of staff recommendations be upheld or modified.
Upheld	59	55	60	33	34	16	24	
Modified	8	5	2	2	0	1	1	
Rejected	1	5	0	1	2	0	0	
Neutral	0	4	1	0	0	0	0	

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 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	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Planning	526.4	568.4	438.5	794.1	838.2	639.0	(199.2)
Total Expenditures	\$ 526.4	\$ 568.4	\$ 438.5	\$ 794.1	\$ 838.2	\$ 639.0	\$ (199.2)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	464.7	557.0	400.5	583.2	593.1	584.9	(8.1)
Materials & Supplies	0.4	0.3	0.2	0.2	0.5	0.5	-
Contractual Services	54.7	3.9	26.8	197.9	229.9	37.9	(192.0)
Professional Development	5.7	6.3	11.0	12.8	13.7	14.7	1.0
Capital Items	1.0	1.1	-	-	1.0	1.0	-
Total Expenditures	\$ 526.4	\$ 568.4	\$ 438.5	\$ 794.1	\$ 838.2	\$ 639.0	\$ (199.2)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	33.3	38.6	28.6	32.1	36.0	32.0	(4.0)
Total Expenditures	526.4	568.4	438.5	794.1	838.2	639.0	(199.2)
Net Operating Result	\$ (493.2)	\$ (529.9)	\$ (409.9)	\$ (762.1)	\$ (802.2)	\$ (607.0)	\$ 195.2

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.

2025 BUDGET HIGHLIGHTS

- Prioritizing implementation of the new City brand through marketing efforts and increased visibility.
- Expand professional development with emphasis in placemaking and financing.
- 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.
- Continue to grow partnerships with Sun Prairie Chamber of Commerce and Sun Prairie Area School District through joint programing and workforce development initiatives.

2024 BUDGET OVERVIEW

- ✓ Prioritized professional development trainings.
- ✓ Formed additional partnerships with the Sun Prairie Chamber of Commerce on business retention, workforce development, and networking events.
- ✓ Contracted with vendor to complete Downtown landscaping maintenance, allowing PRF and PW to prioritize other initiatives.
- ✓ Contract for the sale of 66.1 acres in the business park expansion area to a developer.
- ✓ Hosted a study to provide direction and recommendations for entrepreneurs and business's coming to Sun Prairie.
- ✓ Completed Incubator and Co-Working Feasibility Study, which provided direction and recommendations for potential opportunities for the entrepreneur and business community to grow their businesses and promote workforce development.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**
*2024 data reflects information through June 30, 2024

Workforce Development

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Workforce Development Efforts	4	2	3	1	2	3	5	5

Retain and expand business in Sun Prairie.

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
Formal Retention Contacts (Surveys, Meetings, etc.)	85	551	54	87	92	66	90	90
Targeted Marketing Efforts & Presentations	11	14	7	11	9	13	15	25
Lot Sales/Acres Sold	1/2.12	0	1 /.45	0	0	0	0	3/65

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Economic Development	3.00	3.00	3.00	3.00	3.00	3.00	-
Allocation	-	-	-	-	-	-	-
Total Personnel	3.00	3.00	3.00	3.00	3.00	3.00	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Economic Development	209.4	389.8	233.2	443.1	501.8	420.5	(81.3)
Total Expenditures	\$ 209.4	\$ 389.8	\$ 233.2	\$ 443.1	\$ 501.8	\$ 420.5	\$ (81.3)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	152.5	359.8	216.0	343.5	384.8	383.4	(1.3)
Materials & Supplies	3.4	1.7	0.1	2.5	2.5	0.3	(2.3)
Contractual Services	49.5	20.5	8.7	86.9	101.9	26.3	(75.6)
Professional Development	4.0	7.7	8.4	10.1	12.6	10.5	(2.1)
Total Expenditures	\$ 209.4	\$ 389.8	\$ 233.2	\$ 443.1	\$ 501.8	\$ 420.5	\$ (81.3)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	236.9	348.2	312.8	362.8	352.3	381.1	28.7
Total Expenditures	209.4	389.8	233.2	443.1	501.8	420.5	(81.3)
Net Operating Result	\$ 27.5	\$ (41.6)	\$ 79.5	\$ (80.3)	\$ (149.4)	\$ (39.4)	\$ 110.0



SUN PRAIRIE

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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 best management practices, providing urban forestry related information to residents as well as internal and external stakeholders and protecting all publically managed trees through industry best practices. The Forestry Division manages the City's public tree inventory and enforces City tree ordinances. The health and management of our urban forest is of great interest to residents which was seen in the development and approval of the Urban Forest Management Plan in 2024.

2025 BUDGET HIGHLIGHTS

- Transfer funds from the Forestry Seasonal budget into Parks Maintenance Seasonal budget to help parks maintain the safe operation of park assets.
- Completion of our 1st cycle pruning section which includes over 2,000 trees. Cycle pruning is an essential function to proactively maintaining the health and safety of our publically-managed trees and to prevent emergency expenditures from damage that may result from trees that are not pruned on a regular cycle.
- Continue in-house treatments for Emerald Ash Borer, which allows us to treat more ash trees and a greater application rate allowing for stronger protection of our existing ash trees.
- Continue to utilize the Community Gravel Bed to diversify our biannual tree planting services by spending less money on stock and enable in-house plantings, which will save money on contracting out these services.

2024 BUDGET OVERVIEW

- ✓ Reclassified an existing FTE position from Parks Maintenance into a FTE Arborist role in the Forestry Division. This is an essential and foundational move for our Forestry Division to help us maintain our growing urban forest that increases in value and services provided every year.
- ✓ 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 supplies budget.
- ✓ Awarded \$25,000 from WDNR 2024 Urban Forestry Grant that will be spent on contracting pruning services, and conducting an Inventory of all open street tree planting sites in the city. This will allow us to make data-driven decisions regarding annual and multi-year planting and reforestation efforts as well as target future grant opportunities and utilize existing resources more strategically.
- ✓ Construction and implementation of the Community Gravel Bed which allows us to diversify our biannual tree planting services by spending less money on stock and enable in-house plantings which will save money on contracting out these services.
- ✓ Year 2 of implementing in-house Emerald Ash Borer injection treatments, which allows us to treat more ash trees and a greater application rate allowing for stronger protection of our existing ash trees.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

*2024 data reflects projections on June 30, 2024

Be a steward of Sun Prairie’s environment

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.

Key Performance Indicators

Measure	2019	2020	2021	2022	2023	2024*	2024 (year-end)	GOAL
1. 100% of newly planted trees are mulched	N/A	N/A	N/A	N/A	N/A	100%	100%	100%
2. 100% of newly planted trees are watered throughout the growing season	N/A	N/A	N/A	N/A	N/A	100%	100%	100%
3. \$4 per capita is spent on urban forestry annually	N/A	N/A	N/A	N/A	\$5.35	\$5.35	\$5	\$4
4. 85% of tree requests are solved	N/A	N/A	N/A	N/A	N/A	88%	85%	85%

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Forestry	2.00	2.00	2.00	2.00	2.00	2.00	-
Allocated (Increase)	-	(0.20)	(0.20)	(0.20)	(0.20)	(0.20)	-
Total Personnel	2.00	1.80	1.80	1.80	1.80	1.80	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Forestry	109.9	233.7	188.7	313.2	321.6	343.5	21.9
Total Expenditures	\$ 109.9	\$ 233.7	\$ 188.7	\$ 313.2	\$ 321.6	\$ 343.5	\$ 21.9

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	85.6	203.0	160.5	239.5	244.3	291.4	47.0
Materials & Supplies	6.0	7.7	23.6	25.1	27.7	26.9	(0.8)
Contractual Services	14.8	19.5	2.7	45.1	45.7	21.8	(23.9)
Professional Development	3.6	3.4	1.8	3.4	3.9	3.5	(0.4)
Total Expenditures	\$ 109.9	\$ 233.7	\$ 188.7	\$ 313.2	\$ 321.6	\$ 343.5	\$ 21.9

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	109.9	233.7	188.7	313.2	321.6	343.5	21.9
Net Operating Result	\$ (109.9)	\$ (233.7)	\$ (188.7)	\$ (313.2)	\$ (321.6)	\$ (343.5)	\$ (21.9)



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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.

2025 BUDGET HIGHLIGHTS

- There are no street construction projects proposed to be funded under the program in 2025.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Westside Traffic Impact Fee	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Westside Traffic Impact Fee	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	-	-	-	-	-	-	-
Transfers/Bad Debt	169.4	-	-	-	-	-	-
Total Expenditures	\$ 169.4	-	-	-	-	-	-

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	466.2	397.8	359.8	403.0	300.0	180.0	(120.0)
Total Expenditures	169.4	-	-	-	-	-	-
Net Operating Result	\$ 296.8	\$ 397.8	\$ 359.8	\$ 403.0	\$ 300.0	\$ 180.0	\$ (120.0)

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	296.8	397.8	359.8	403.0	300.0	180.0
Fund Balance Applied	-	-	-	-	-	-
Fund Balance - Beginning of Year	1,710.0	2,006.8	2,404.6	2,404.6	2,404.6	2,807.6
Fund Balance - End of Year	\$ 2,006.8	\$ 2,404.6	\$ 2,764.4	\$ 2,807.6	\$ 2,704.6	\$ 2,987.6

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 current charge is \$325.00 per unit or per 50 feet of public street frontage, and a fee increase of \$375.00 per unit or per 50 feet of public street frontage is being proposed for 2025.

2025 BUDGET HIGHLIGHTS

- ✓ Utilize \$12,500 annually to support an FTE Arborist role (which was a reclassified FTE Parks Maintenance Role). This is an essential and foundational move for our Forestry Division to help us maintain our growing urban forest that increases in value and services provided every year.
- ✓ Continued implementation of the Community Gravel Bed, which will provide flexibility to our tree planting services and allow us to spend less on stock and enable some in-house planting which will allow us to save money not contracting out these services.
- ✓ Increase in the street tree fee.

2024 BUDGET OVERVIEW

- ✓ Planting street trees for new construction homes took place in spring and fall of 2024.
- ✓ Utilized the tree inventory to make data-driven decisions for street tree maintenance and plantings.
- ✓ With the construction of the Community Gravel Bed, it will provide flexibility to our tree planting services and allow us to spend less on stock as well as enable some in-house planting which will allow us to save money not contracting out these services.
- ✓ Utilize \$12,500 annually to support an FTE Arborist role (which was a reclassified FTE Parks Maintenance Role). This is an essential and foundational move for our Forestry Division to help us maintain our growing urban forest that increases in value and services provided every year.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Street Tree Fund	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Street Tree Fund	69.2	79.9	27.2	70.0	101.9	74.3	(27.6)
Total Expenditures	\$ 69.2	\$ 79.9	\$ 27.2	\$ 70.0	\$ 101.9	\$ 74.3	\$ (27.6)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Capital Items	69.2	79.9	27.2	70.0	101.9	74.3	(27.6)
Total Expenditures	\$ 69.2	\$ 79.9	\$ 27.2	\$ 70.0	\$ 101.9	\$ 74.3	\$ (27.6)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	76.6	92.5	37.0	53.0	101.9	89.6	(12.3)
Transfer In	-	-	-	-	-	-	-
Total Expenditures	69.2	79.9	27.2	70.0	101.9	74.3	(27.6)
Net Operating Result	\$ 7.4	\$ 12.6	\$ 9.8	\$ (17.0)	-	\$ 15.3	\$ 15.3

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	7.4	12.6	9.8	(17.0)	-	15.3
Fund Balance Applied	-	-	-	-	-	-
Fund Balance - Beginning of Year	263.4	270.8	283.4	283.4	283.4	266.4
Fund Balance - End of Year	\$ 270.8	\$ 283.4	\$ 293.2	\$ 266.4	\$ 283.4	\$ 281.7

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 when Council authorized use of the TIF One-Year Affordable Housing Extension for TID #6. The initial \$160,000 deposit will be used to benefit affordable housing by providing housing resources for the most vulnerable populations, maintaining or improving the condition of affordable units, adding staff capacity to focus on affordable housing efforts, and improving the housing stock throughout the community.

As the fund grows in the future, additional programs could include downpayment assistance, loans for affordable owner-occupied housing, home and rental rehabilitation programs, housing programs for seniors, etc. Currently, the only tool the City has to provide assistance for affordable housing is TIF funding for infrastructure and other development costs, which means that the only locations available for such assistance are within designated mixed-use or redevelopment 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. Anticipated closures of TIDs #8 and #9 in 2025 offer a potential one-time funding boost to the Affordable Housing Fund. If Council authorizes use of the State's TIF One-Year Affordable Housing Extension for TIDs #8 & #9, this provides an opportunity for significant funding for housing initiatives in 2027.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ \$35,000 for Housing & Equitable Development Planner salary 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.
- ✓ \$37,500 to establish a satellite Tenant Resource Center office in Sun Prairie.
- ✓ \$15,000 to contract with a third-party to investigate and mediate retaliation cases made under Sun Prairie Ordinance Chapter 9.18.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Housing Fund	-	-	-	-	-	-	-
Total Personnel	-	-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Housing Fund	-	35.9	19.0	40.0	52.5	90.1	37.6
Total Expenditures	-	\$ 35.9	\$ 19.0	\$ 40.0	\$ 52.5	\$ 90.1	\$ 37.6

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Materials & Supplies	-	-	-	-	-	-	-
Contractual Services	-	0.9	19.0	40.0	52.5	55.1	2.6
Transfers	3.5	35.0	-	-	-	35.0	35.0
Total Expenditures	\$ 3.5	\$ 35.9	\$ 19.0	\$ 40.0	\$ 52.5	\$ 90.1	\$ 37.6

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	1.2	5.8	4.0	5.5	3.0	5.5	2.5
Transfer In	-	10.0	10.0	10.0	10.0	10.0	-
Total Expenditures	3.5	35.9	19.0	40.0	52.5	90.1	37.6
Net Operating Result	\$ (2.2)	\$ (20.2)	\$ (5.1)	\$ (24.5)	\$ (39.5)	\$ (74.6)	\$ (35.1)

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	(2.2)	(20.2)	(5.1)	(24.5)	(39.5)	(74.6)
Fund Balance - Beginning of Year	163.2	161.0	140.9	140.9	140.9	116.4
Fund Balance - End of Year	\$ 161.0	\$ 140.9	\$ 135.8	\$ 116.4	\$ 101.4	\$ 41.8

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Transfers		-	-	-	-	-	-
Total Personnel		-	-	-	-	-	-

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Transfers	948.1	819.9	607.2	884.9	884.9	908.8	23.9
Total Expenditures	\$ 948.1	\$ 819.9	\$ 607.2	\$ 884.9	\$ 884.9	\$ 908.8	\$ 23.9

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Library	-	-	-	-	-	-	-
Transit	350.6	353.4	265.1	400.0	400.0	566.3	166.3
Fleet In-Service Fund	87.8	199.6	149.7	42.0	42.0	-	(42.0)
Special Revenue	21.3	46.4	15.2	7.0	7.0	19.3	12.3
Media Center	24.2	47.2	47.2	50.0	50.0	53.5	
Recreation Fund	-	-	-	-	-	13.4	13.4
Affordable Housing Fund	-	10.0	7.5	10.0	10.0	10.0	-
Debt Service	81.4	90.6	68.0	93.3	93.3	151.6	58.3
Capital Projects	382.7	72.7	54.5	282.6	282.6	94.7	(187.9)
Total Expenditures	\$ 948.1	\$ 819.9	\$ 607.2	\$ 884.9	\$ 884.9	\$ 908.8	\$ 23.9

OPERATING RESULTS \$ in '000s	2020 Actual	2021 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	-	-	-	-	-	-	-
Total Expenditures	948.1	819.9	607.2	884.9	884.9	908.8	23.9
Net Operating Result	\$ (948.1)	\$ (819.9)	\$ (607.2)	\$ (884.9)	\$ (884.9)	\$ (908.8)	\$ (23.9)



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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, 2023, the City had \$88,856,001 of general obligation bonds and promissory notes outstanding. Of this amount, \$37,777,157, or 42 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, 2023, the City’s total amount applicable to debt margin was 34.06 percent of the legal limit of \$274,084,110. The net debt per capita equaled \$2,315 at 2023 year-end.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**
*2023/2024 data reflects information through June 30, 2024

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	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024*
Equalized Value	\$3,634,094,300	\$3,864,128,900	\$4,176,130,900	\$4,767,506,600	\$5,481,682,200
5% Limit	181,704,715	193,206,445	208,806,545	238,375,330	274,084,110
Combined Existing & New Principal	90,620,827	89,293,441	86,396,012	85,022,785	85,677,381
Available Debt Capacity	92,052,875	108,902,801	122,707,246	153,662,970	188,959,595

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	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024*
Equalized Value	3,634,094,300	3,864,128,900	\$4,176,130,900	\$4,767,506,600	\$5,481,682,200
1.75% Limit	63,596,650	67,622,256	73,082,291	83,431,366	95,929,439
Direct Debt	64,329,518	63,902,954	57,654,929	57,935,582	59,140,000
(Excess)/Available Debt Capacity	(732,868)	3,719,302	15,427,362	25,495,784	36,789,439
Debt Levy to Total Levy	26.75%	26.20%	24.34%	24.10%	22.57%

\$ in '000s	General Debt Service
REVENUES	
Property Taxes	\$ 7,823.2
Exempt Computer Aid	-
Exempt Personal Property	-
Investment Income	67.0
Misc. Rents	49.1
Misc. Revenue	4.0
Total Revenues	7,943.4
EXPENDITURES	
Professional Services	152.3
Principal on Debt	7,070.0
Interest on Debt	2,375.2
Payment to Escrow Agent	-
Debt Issuance Expense	-
Total Expenditures	9,597.4
Excess (Deficiency) of Revenues over Expenditures	(1,654.1)
OTHER FINANCING SOURCES (USES)	
Proceeds from Long-Term Debt	-
Fund Balance Applied	1,506.9
Operating Transfers In/(Out)	147.1
Total Other Financing Sources (Uses)	1,654.1
Excess (Deficit) of Sources vs. Uses of Funds	
Beginning Fund Balance	2,107.9
Ending Fund Balance	\$ 601.0

REVENUES \$ in '000s	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Approved
Property Taxes	6,618.8	6,469.8	6,796.4	7,275.5	7,823.2
Misc. Rents	44.5	21.0	23.3	47.7	49.1
Misc. Revenues	13.0	8.5	8.5	4.5	4.0
Investment Income	2.4	4.2	47.3	47.0	67.0
Transfer In	269.6	298.7	693.4	2,065.9	147.1
Fund Balance Applied	-	-	-	-	1,506.9
Total Revenues	\$ 6,948.4	\$ 6,802.3	\$ 7,568.9	\$ 9,440.6	\$ 9,597.4
EXPENDITURES \$ in '000s	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Approved
Professional Services	15.2	67.3	102.9	97.6	152.3
Principal on Debt	11,638.4	5,785.0	6,215.0	6,540.0	7,070.0
Interest on Debt	1,187.9	960.7	1,007.7	1,265.6	2,375.2
Total Expenditures	\$ 12,841.6	\$ 6,813.0	\$ 7,325.6	\$ 7,903.2	\$ 9,597.4
Excess (Deficiency) of Revenues over Expenditures	\$ (5,893.2)	\$ (10.7)	\$ 243.3	\$ 1,537.4	-
OTHER FINANCING SOURCES (USES) \$ in '000s	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 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	\$ (4,654.1)	\$ (10.7)	\$ 243.3	\$ 1,537.4	-
FUND BALANCE \$ in '000s	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Approved
Net Change in Fund Balance	(4,654.1)	(10.7)	243.3	1,537.4	-
Fund Balance Applied	-	-	-	-	1,506.9
Fund Balance - Beginning of Year	4,992.0	337.9	327.2	570.5	2,107.9
Fund Balance - End of Year	\$ 337.9	\$ 327.2	\$ 570.5	\$ 2,107.9	\$ 601.0

Debt Service Levy as a % of Total Levy	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Approved
Operating Levy	18,640.0	20,106.5	21,403.2	24,957.7	26,925.5
Debt Service Levy	6,618.8	6,469.8	6,796.4	7,275.7	7,823.2
Total Levy	\$ 25,258.9	\$ 26,576.3	\$ 28,199.6	\$ 32,233.5	\$ 34,748.7

Debt Service Levy as % of Total Tax Levy	26.2%	24.3%	24.1%	22.6%	22.5%
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PROPOSED CAPITAL PROJECTS (\$ in '000s)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
Public Works											
Street Reconstruction	7,256.7	8,199.3	7,137.0	4,849.3	5,041.1	5,240.5	5,451.0	5,663.7	5,888.0	6,121.3	60,847.9
Street Pavement Rehabilitation	4,742.3	908.0	4,497.0	2,689.9	2,794.5	2,903.3	3,016.5	3,134.1	3,256.5	3,383.7	31,325.9
Westside Traffic Improvement Plan	-	1,044.5	4,097.5	-	-	-	-	-	-	-	5,142.0
Traffic Signals	647.8	-	-	-	-	-	-	-	-	-	647.8
Multi-Modal	200.0	389.9	176.0	495.0	513.0	320.0	200.0	200.0	246.5	310.5	3,050.9
Vehicles	438.0	742.9	1,143.6	2,372.4	1,228.9	487.6	1,313.2	1,700.4	1,826.6	1,530.5	12,784.1
Park Improvements	8,496.7	695.0	720.0	495.0	935.0	1,350.0	700.0	420.0	400.0	415.0	14,626.7
Facilities	650.0	344.0	50.0	300.0	-	-	-	-	-	-	1,344.0
Equipment	-	75.0	140.0	-	306.0	-	-	-	150.0	-	671.0
Water Pollution Control Facility	67,280.0	100.0	220.0	535.0	250.0	450.0	2,425.0	200.0	200.0	710.0	72,370.0
Stormwater Improvements	725.0	425.0	425.0	400.0	200.0	200.0	200.0	200.0	200.0	200.0	3,175.0
Sun Prairie Utilities	3,930.6	3,779.0	2,112.6	2,562.4	1,768.3	2,678.4	1,670.7	1,734.4	1,703.6	1,720.4	23,660.4
Debt Issuance Costs	1,387.8	132.1	303.1	186.2	206.1	166.9	245.8	184.4	215.9	190.9	3,219.0
Total Capital Projects	\$ 95,754.8	\$ 16,834.7	\$ 21,021.8	\$ 14,885.2	\$ 13,242.9	\$ 13,796.8	\$ 15,222.0	\$ 13,436.9	\$ 14,087.2	\$ 14,582.3	\$ 232,864.6

FUNDING SOURCES (\$ in '000s)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
General Obligation Debt											
City	16,144.5	5,702.7	11,917.1	7,155.1	8,032.7	8,014.0	7,690.9	7,667.7	8,123.9	8,338.6	88,787.2
TIF District	-	-	-	-	-	-	-	-	-	-	-
Fleet Inservice Fund	135.9	1,032.2	1,166.5	2,340.3	1,253.4	497.4	1,200.7	1,734.4	1,585.1	1,394.8	12,340.6
Water Pollution Control Facility	52,873.7	-	410.0	-	440.3	-	2,674.0	-	420.8	-	56,818.9
Stormwater	1,623.8	-	1,963.5	-	782.9	-	968.9	-	881.3	-	6,220.4
Grants & Donations	13,067.0	3,579.6	20.0	-	-	-	-	-	-	-	16,666.6
Traffic Impact Fee	-	543.8	1,613.0	-	-	-	-	-	-	-	2,156.9
Park Fund Fees	785.0	272.5	195.0	190.0	25.0	200.0	-	-	-	-	1,667.5
Retained Earnings	11,124.9	5,703.9	3,736.6	5,199.9	2,708.5	5,085.4	2,687.5	4,034.8	3,076.1	4,848.8	48,206.5
Total Funding Sources	\$ 95,754.8	\$ 16,834.7	\$ 21,021.8	\$ 14,885.2	\$ 13,242.9	\$ 13,796.8	\$ 15,222.0	\$ 13,436.9	\$ 14,087.2	\$ 14,582.3	\$ 232,864.6

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, visit cityofsunprairie.com.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
CAPITAL PROJECTS FUND	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
CAPITAL PROJECTS FUND	8,923.0	8,835.9	9,934.2	40,974.9	41,216.0	21,122.0	(20,094.0)
Total Expenditures	\$ 8,923.0	\$ 8,835.9	\$ 9,934.2	\$ 40,974.9	\$ 41,216.0	\$ 21,122.0	\$ (20,094.0)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	313.9	1,092.0	652.8	819.9	819.9	459.7	(360.3)
Debt Service	101.9	132.4	265.3	265.3	506.3	-	(506.3)
Transfers/Bad Debt	-	21.0	1,972.7	34.4	34.4	477.3	442.9
Capital Items	8,507.2	7,590.5	7,043.4	39,855.3	39,855.3	20,185.1	(19,670.2)
Total Expenditures	\$ 8,923.0	\$ 8,835.9	\$ 9,934.2	\$ 40,974.9	\$ 41,216.0	\$ 21,122.0	\$ (20,094.0)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	8,085.6	12,045.6	28,588.2	33,216.8	34,929.0	21,361.5	(13,567.5)
Total Expenditures	8,923.0	8,835.9	9,934.2	40,974.9	41,216.0	21,122.0	(20,094.0)
Net Operating Result	\$ (837.5)	\$ 3,209.7	\$ 18,654.0	\$ (7,758.2)	\$ (6,287.0)	\$ 239.5	\$ 6,526.5

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	(837.5)	3,209.7	18,654.0	(7,758.2)	(6,287.0)	239.5
Fund Balance - Beginning of Year	5,185.3	4,347.9	7,557.5	7,557.5	7,557.5	(200.6)
Fund Balance - End of Year	\$ 4,347.9	\$ 7,557.5	\$ 26,211.5	\$ (200.6)	\$ 1,270.6	\$ 38.9

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
DEVELOPMENT PROJECTS FUND	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
DEVELOPMENT PROJECTS FUND	760.4	659.7	249.4	600.0	600.0	600.0	-
Total Expenditures	\$ 760.4	\$ 659.7	\$ 249.4	\$ 600.0	\$ 600.0	\$ 600.0	-

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	508.0	659.7	249.4	600.0	600.0	600.0	-
Total Expenditures	\$ 760.4	\$ 659.7	\$ 249.4	\$ 600.0	\$ 600.0	\$ 600.0	-

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	794.3	628.0	300.6	600.0	600.0	600.0	-
Total Expenditures	760.4	659.7	249.4	600.0	600.0	600.0	-
Net Operating Result	\$ 33.9	\$ (31.8)	\$ 51.2	-	-	-	-

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Change in Fund Balance	33.9	(31.8)	51.2	-	-	-
Fund Balance - Beginning of Year	0.6	34.5	2.8	2.8	2.8	2.8
Fund Balance - End of Year	\$ 34.5	\$ 2.8	\$ 53.9	\$ 2.8	\$ 2.8	\$ 2.8



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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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ Expenditure period ended December 27, 2023.

PERFORMANCE METRICS

Council Strategic Priority: Downtown & Central Corridor Vibrancy

*2024 data reflects preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023	2024
Current Year Value	\$114,751,900	\$110,776,300	\$134,680,800	\$129,481,900	\$146,483,600	\$136,375,500
Increment Value	\$92,472,900	\$88,497,300	\$112,401,800	\$107,202,900	\$124,204,600	\$115,379,600
% Change over prior year	7%	-3%	22%	-4%	15%	-7%

TID 8 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	2,487.8	2,173.2	2,436.6	2,436.6	2,517.6	2,263.7	(253.9)
Exempt Computer Aid	24.3	24.3	24.3	24.3	24.3	24.3	-
State Aid - Personal Property Tax	4.3	4.3	4.3	4.3	4.3	56.7	52.5
State Grants	-	-	-	-	206.3	-	(206.3)
Public Charges for Services	22.9	19.0	2.3	2.3	-	-	-
Investment Income	1.0	19.3	16.7	21.0	15.0	-	(15.0)
Miscellaneous Income	0.5	81.1	0.2	-	-	-	-
Proceeds of Long Term Debt	-	126.4	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	300.9	-	(300.9)
Total Funding Sources	\$ 2,540.8	\$ 2,447.5	\$ 2,484.4	\$ 2,488.5	\$ 3,068.4	\$ 2,344.8	\$ (723.6)

TID 8 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Operating Supplies	-	7.8	0.4	0.4	1.7	-	(1.7)
Contractual Services	34.2	96.5	38.4	61.7	62.6	5.0	(57.6)
Utilities	-	-	-	-	-	-	-
Façade Grant	4.3	32.9	5.0	5.0	5.0	-	(5.0)
Economic Development Payments	250.7	254.6	344.4	1,284.4	858.5	295.7	(562.8)
Debt Service and Related Costs	1,988.6	1,919.1	572.8	572.8	2,124.2	295.9	(1,828.3)
Debt Issuance Costs	-	1.8	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfers	-	25.0	29.2	29.2	29.2	-	(29.2)
Total Expenditures	\$ 2,277.9	\$ 2,337.7	\$ 990.2	\$ 1,953.5	\$ 3,081.2	\$ 596.6	\$ (2,484.6)

TID 8: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	262.9	109.8	1,494.2	535.0	(12.8)	1,748.2
Fund Balance - Beginning of Year	(927.5)	(664.6)	(554.8)	(554.8)	(554.8)	(19.8)
Fund Balance - End of Year	\$ (664.6)	\$ (554.8)	\$ 939.4	\$ (19.8)	\$ (567.6)	\$ 1,728.4

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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ Expenditure period ended March 22, 2022.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023	2024
Current Year Value	\$91,421,800	\$97,500,000	\$102,982,200	\$104,462,200	\$129,148,900	\$174,764,000
Increment Value	\$79,126,900	\$85,205,100	\$90,687,300	\$92,167,300	\$116,854,000	\$162,469,100
% Change over prior year	35%	7%	6%	1%	26%	35%

2013 amendment base value: \$12,294,900

TID 9 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	2,007.2	1,868.4	2,292.4	2,292.4	2,368.6	3,187.6	819.0
Exempt Computer Aid	32.4	32.4	32.4	32.4	32.4	32.4	-
State Aid - Personal Property Tax	37.0	37.0	37.0	37.0	37.0	196.8	159.8
Investment Income	5.9	44.0	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	\$ 2,082.5	\$ 1,981.8	\$ 2,361.8	\$ 2,361.8	\$ 2,438.0	\$ 3,416.9	\$ 978.8

TID 9 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	15.4	20.3	13.7	15.6	15.2	11.0	(4.3)
Economic Development Payments	-	-	-	850.0	850.0	-	(850.0)
Debt Service and Related Costs	1,498.5	1,279.6	1,213.4	1,276.7	1,276.7	1,147.7	(129.0)
Debt Issuance Costs	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfers to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 1,513.9	\$ 1,300.0	\$ 1,227.0	\$ 2,142.3	\$ 2,141.9	\$ 1,158.7	\$ (983.2)

TID 9: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	568.6	681.8	1,134.8	219.5	296.1	2,258.2
Fund Balance - Beginning of Year	296.6	(852.7)	(170.9)	(170.9)	(170.9)	48.6
Fund Balance - End of Year	\$ 865.2	\$ (170.9)	\$ 963.9	\$ 48.6	\$ 125.2	\$ 2,306.8

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.

2025 BUDGET HIGHLIGHTS

- J&A Commercial Properties, a multi-tenant commercial project on a redevelopment site will received its first pay-go incentive.

2024 BUDGET OVERVIEW

- The Landing at 818, age-restricted LIHTC project received its first pay-go incentive.

PERFORMANCE METRICS

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

*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023	2024
Current Year Value	\$56,693,300	\$69,614,100	\$86,161,000	\$88,684,900	\$102,984,400	\$121,360,000
Increment Value	\$24,352,500	\$37,114,800	\$53,661,700	\$56,185,600	\$70,485,100	\$88,860,700
% Change over prior year	16%	22%	24%	4%	25%	26%

2013 Base Value: \$32,499,300

TID 11 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	1,187.7	1,139.0	1,382.8	1,382.8	1,428.7	1,743.4	314.7
Exempt Computer Aid	3.2	3.2	3.2	3.2	3.2	3.2	-
State Aid - Personal Property Tax	10.8	10.8	10.8	10.8	10.8	34.7	23.9
Investment Income	7.9	42.3	47.1	50.0	20.0	20.0	-
Miscellaneous Income	-	-	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	\$ 1,209.6	\$ 1,195.3	\$ 1,443.9	\$ 1,446.8	\$ 1,462.8	\$ 1,801.3	\$ 338.6

TID 11 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	18.0	22.9	15.7	27.8	33.4	42.6	9.3
Economic Development Payments	613.1	872.4	843.7	843.7	957.4	912.2	(45.2)
Debt Service and Related Costs	63.4	66.9	60.1	65.3	65.3	63.6	(1.6)
Debt Issuance Costs	-	-	-	-	-	-	-
Transfers to other Funds	2.0	20.0	-	20.0	20.0	20.0	-
Total Expenditures	\$ 696.4	\$ 982.2	\$ 919.5	\$ 956.7	\$ 1,076.1	\$ 1,038.5	\$ (37.6)

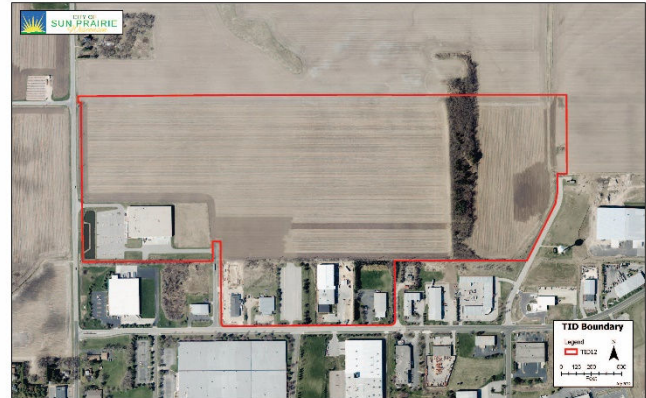
TID 11: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	513.2	213.1	524.4	490.1	386.7	762.8
Fund Balance - Beginning of Year	545.9	1,059.1	1,272.2	1,272.2	1,272.2	1,762.3
Fund Balance - End of Year	\$ 1,059.1	\$ 1,272.2	\$ 1,796.6	\$ 1,762.3	\$ 1,658.9	\$ 2,525.1

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.

2025 BUDGET HIGHLIGHTS

- Yahara Materials is scheduled to purchase 61 acres of City-owned land in early 2025.

2024 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**

*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023	2024
Current Year Value	\$13,502,000	\$13,709,800	\$16,474,600	\$18,154,100	\$20,264,600	\$32,024,200
Increment Value	\$9,727,500	\$9,935,300	\$12,700,100	\$14,350,500	\$16,490,100	\$28,364,300
% Change over prior year	-18%	2%	20%	10%	11%	58%

2021 Amendment Base Value: \$3,803,600

TID 12 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	281.1	290.9	323.5	323.5	334.3	556.5	222.3
Exempt Computer Aid	-	-	-	-	-	-	-
State Grants - General	-	-	-	-	170.0	-	(170.0)
State Aid - Personal Property Tax	-	-	-	-	-	38.3	38.3
Investment Income	4.1	45.9	8.0	4.5	32.0	2.0	(30.0)
Miscellaneous Income	17.4	0.0	-	-	-	-	-
Proceeds of Long Term Debt	1,676.0	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	233.8	-	(233.8)
Total Funding Sources	\$ 1,978.6	\$ 336.8	\$ 331.5	\$ 328.0	\$ 770.0	\$ 596.8	\$ (173.2)

TID 12 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Contractual Services	27.2	17.5	25.1	25.1	29.9	28.1	(1.8)
Economic Development Payments	-	975.0	-	35.0	35.0	33.9	(1.1)
Capital Projects	366.0	31.9	-	-	-	-	-
Debt Service and Related Costs	151.7	151.1	422.9	535.1	535.1	533.2	(1.8)
Debt Issuance Costs	-	-	-	-	-	-	-
Transfers to other Funds	-	-	-	-	-	-	-
Total Expenditures	\$ 544.9	\$ 1,175.6	\$ 448.0	\$ 595.2	\$ 600.0	\$ 595.2	\$ (4.8)

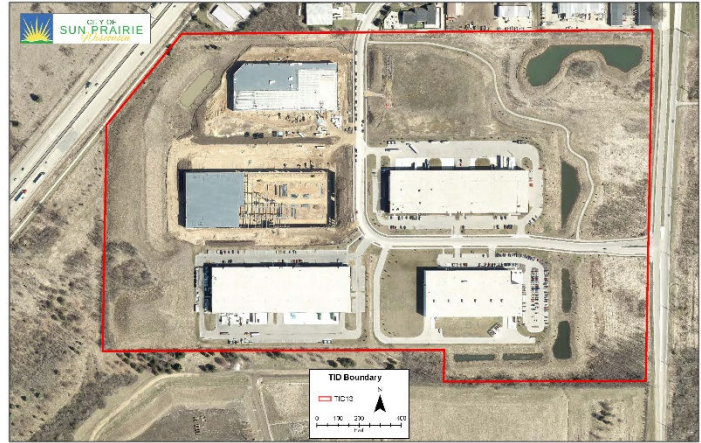
TID 12: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	1,433.7	(838.8)	(116.5)	(267.2)	170.0	1.6
Fund Balance - Beginning of Year	(452.7)	981.0	142.2	142.2	142.2	(125.0)
Fund Balance - End of Year	\$ 981.0	\$ 142.2	\$ 25.8	\$ (125.0)	\$ 312.2	\$ (123.4)

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.

2025 BUDGET HIGHLIGHTS

- Interstate Partners will receive an incentive payment based on positive cash flow of the TID.

2024 BUDGET OVERVIEW

- ✓ A recalculation of taxes paid to the Town of Burke increased professional services significantly.

PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2019	2020	2021	2022	2023	2024
Current Year Value	\$17,600,00	\$26,376,200	\$11,192,100	\$32,443,100	\$58,338,500	68,015,400
Increment Value	\$16,981,800	\$25,758,000	\$10,573,900	\$31,824,900	\$57,720,300	\$67,397,200
% Change over prior year	457%	50%	-58%	189%	79%	17%

2017 Base Value: \$618,200

TID 13 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	234.0	645.1	1,132.3	1,132.3	1,170.0	1,322.3	152.3
Investment Income	0.9	-	7.2	9.0	-	5.0	5.0
Miscellaneous Income	0.1	-	-	-	-	43.1	43.1
Proceeds of Long Term Debt	128.0	-	-	-	-	-	-
Bond Premium	-	-	-	-	-	-	-
Total Funding Sources	\$ 363.0	\$ 645.1	\$ 1,139.6	\$ 1,141.3	\$ 1,170.0	\$ 1,370.4	\$ 200.4

TID 13 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	17.3	97.6	92.0	94.0	102.3	115.7	13.4
Economic Development Payments	336.0	-	293.1	293.1	650.3	-	(650.3)
Debt Service and Related Costs	96.4	89.8	45.1	90.2	90.2	81.2	(9.0)
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	230.0	235.0	246.2	246.2	246.2	257.8	11.6
Capital Projects	-	-	-	-	-	-	-
Total Expenditures	\$ 679.7	\$ 422.3	\$ 676.3	\$ 723.4	\$ 1,088.9	\$ 454.7	\$ (634.2)

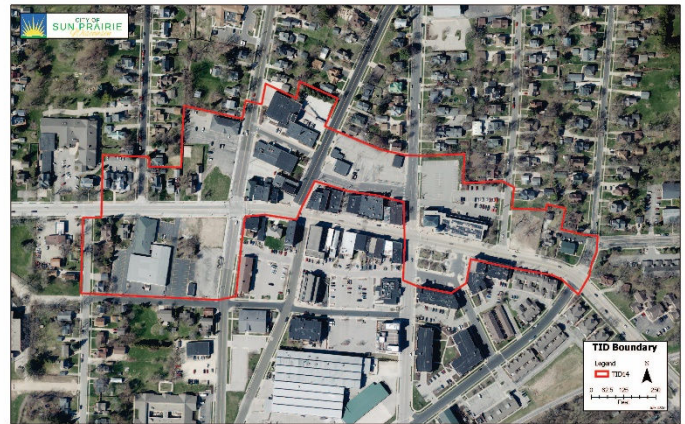
TID 13: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(316.7)	222.8	463.3	417.9	81.1	915.7
Fund Balance - Beginning of Year	(315.1)	(631.8)	(409.0)	(409.0)	(409.0)	8.9
Fund Balance - End of Year	\$ (631.8)	\$ (409.0)	\$ 54.3	\$ 8.9	\$ (327.9)	\$ 924.6

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.

2025 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.

2024 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**

*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2020	2021	2022	2023	2024
Current Year Value	\$5,448,800	\$4,985,800	\$6,825,800	\$9,983,000	\$17,296,400
Increment Value	n/a	-\$463,000	\$1,377,000	\$4,534,200	\$12,008,100
% Change over prior year	n/a	-8%	37%	46%	73%
2020 Base Value: \$5,448,800					

TID 14 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	27.9	89.0	89.0	91.9	235.6	143.7
State Aid- Personal Property	-	-	-	-	-	6.3	6.3
State Grants - General	(250.0)	-	-	-	-	-	-
Investment Income	(0.0)	0.5	0.9	1.0	-	-	-
Miscellaneous Income	(1.1)	0.1	-	-	-	-	-
Proceeds of Long Term Debt	-	20.0	-	-	510.0	-	(510.0)
Fund Balance Applied	-	-	-	-	0.3	-	(0.3)
Total Funding Sources	\$ (251.1)	\$ 48.6	\$ 89.8	\$ 90.0	\$ 602.2	\$ 241.9	\$ (360.4)

TID 14 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	113.6	16.5	8.1	30.3	21.2	64.3	43.1
Economic Development Payments	250.0	4.9	534.6	534.6	540.7	111.8	(428.9)
Transfers	1.0	10.0	-	10.0	10.0	35.0	25.0
Debt Service and Related Costs	3.4	3.0	1.8	3.5	3.5	2.5	(1.0)
Debt Issuance Costs	-	0.3	-	-	10.0	-	(10.0)
Payment to Escrow Agent	-	-	10.0	10.0	10.0	10.0	-
Capital Projects	-	-	-	-	500.0	-	(500.0)
Total Expenditures	\$ 368.0	\$ 34.8	\$ 554.5	\$ 588.4	\$ 1,095.4	\$ 223.6	\$ (871.8)

TID 14: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	(619.1)	13.8	(464.6)	(498.5)	(493.2)	18.3
Fund Balance - Beginning of Year	(142.3)	(259.2)	(245.4)	(245.4)	(245.4)	(743.9)
Fund Balance - End of Year	\$ (761.5)	\$ (245.4)	\$ (710.0)	\$ (743.9)	\$ (738.6)	\$ (725.6)

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.

2025 BUDGET HIGHLIGHTS

- The Wildwood at Main, a 172-unit multi-family development at 160 Schneider Road, will receive its first pay-go incentive payment.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhood**

*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2022	2023	2024
Current Year Value	\$47,666,400	\$56,593,800	\$74,399,800
Increment Value	n/a	\$8,927,400	\$26,733,400
% Change over prior year	n/a	19%	31%
2022 Base Value: \$47,666,400			

TID 15 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	141.7	141.7	146.4	524.5	378.1
State Aid- Personal Property	-	-	-	-	-	48.9	48.9
State Grants	-	-	-	-	-	-	-
Investment Income	-	-	2.2	2.5	-	1.0	1.0
Miscellaneous Income	-	-	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	-	-	-
Total Funding Sources	-	-	\$ 143.9	\$ 144.2	\$ 146.4	\$ 574.4	\$ 428.0

TID 15 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	-	1.2	1.3	13.2	14.8	13.0	(1.8)
Economic Development Payments	-	-	176.1	176.1	184.8	282.7	97.9
Debt Service and Related Costs	-	-	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Transfers	-	10.0	-	10.0	10.0	10.0	-
Total Expenditures	-	\$ 11.2	\$ 177.4	\$ 199.3	\$ 209.5	\$ 305.7	\$ 96.2

TID 15: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	-	(11.2)	(33.5)	(55.0)	(63.1)	268.7
Fund Balance - Beginning of Year	-	(8.9)	(20.1)	(20.1)	(20.1)	(75.1)
Fund Balance - End of Year	-	\$ (20.1)	\$ (53.5)	\$ (75.1)	\$ (83.2)	\$ 193.6

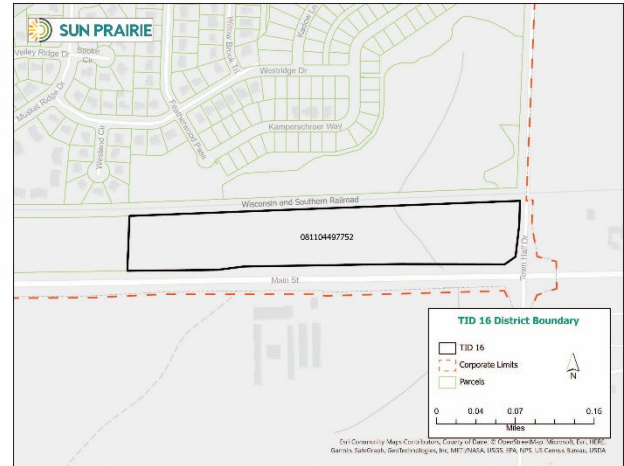
MISSION

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.



2025 BUDGET HIGHLIGHTS

- No changes to the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhood**

*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

Measure	2023	2024
Current Year Value	\$0	\$1,422,900
Increment Value	n/a	\$1,422,900
% Change over prior year	n/a	n/a
2023 Base Value: \$0		

TID 16 FUNDING SOURCES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
General Property Taxes	-	-	-	-	-	27.9	27.9
Investment Income	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-
Proceeds of Long Term Debt	-	-	-	-	-	-	-
Fund Balance Applied	-	-	-	-	7.8	-	(7.8)
Total Funding Sources	-	-	-	-	\$ 7.8	\$ 27.9	\$ 20.1

TID 15 EXPENDITURES	2022	2023	8/31/2024	2024	2024	2025	Increase
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved	(Decrease)
Professional Services	-	3.5	0.6	2.1	7.8	8.0	0.2
Economic Development Payments	-	-	-	-	-	-	-
Debt Service and Related Costs	-	-	-	-	-	-	-
Debt Issuance Costs	-	-	-	-	-	-	-
Payment to Escrow Agent	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-
Total Expenditures	-	\$ 3.5	\$ 0.6	\$ 2.1	\$ 7.8	\$ 8.0	\$ 0.2

TID 15: FUND BALANCE	2022	2023	8/31/2024	2024	2024	2025
\$ in '000s	Actual	Actual	Actual	Projected	Budget	Approved
Net Change in Fund Balance	-	(3.5)	(0.6)	(2.1)	-	19.9
Fund Balance - Beginning of Year	-	-	(3.5)	(3.5)	(3.5)	(5.6)
Fund Balance - End of Year	-	\$ (3.5)	\$ (4.1)	\$ (5.6)	\$ (3.5)	\$ 14.4

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 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.

2025 BUDGET HIGHLIGHTS

- Notable changes to the 2025 budget are as follows:
 - Administration = +\$11,000:
 - 2025 will be the first full year that the BID has funded a full time Manager.
 - Annual Baker Tilly Financial Statement Review +\$100
 - Beautification, Maintenance, & Signage = (-14,900)
 - Light Pole Banners +\$10,000
 - Removed Back Doors and Entryway Improvement Grant (-\$19,000)
 - Removed one-time expenses for Planters (-\$7,100) due to project road construction on Main Street in 2025.
 - Recruitment, Retention, & Policy = +\$1,500
 - Added funding for Partnership Development
 - Budgeted Revenue = (-\$3,378)
 - The 2025 Event Sponsorship, Ticket Revenue, & Vendor Fee revenue goal is budgeted for \$50,300. This is a decrease of (\$-15,778) due to the uncertainty that sidewalk and road construction will have on event attendance.
 - Increase Special Tax Assessment from \$160,000 to \$172,400 = +\$12,400

2024 BUDGET OVERVIEW

- ✓ Hired a full time BID Manager in Q3'24.
- ✓ Exceeded budgeted revenue goal.

PERFORMANCE METRICS

Council Strategic Priority: **Downtown & Central Corridor Vibrancy**
*2024 data reflects information through July 31, 2024

Promote the downtown area through special events.

Measure	2017	2018	2019	2020	2021	2022	2023	2024 (year-end)	GOAL
Wine Walk ticket sales	311	412	355	0	372	432	534	552	500
Fall Beer Taste ticket sales	137	168	204	0	215	319	288	325	325

Notes:
2020: The Artful Wine Walk and Fall Beer Taste events were cancelled due to COVID-19.
2021: Wine Walk and Fall Beer Taste events were held less than 3 weeks apart in the fall.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Business Improvement District	0.00	0.00	1.00	1.00	1.00	1.00	
Total Personnel	-	-	1.00	1.00	1.00	1.00	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Business Improvement District	163.8	170.0	71.8	22.0	239.9	222.7	(17.2)
Total Expenditures	\$ 163.8	\$ 170.0	\$ 71.8	\$ 22.0	\$ 239.9	\$ 222.7	\$ (17.2)

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Contractual Services	163.8	165.0	71.8	22.0	239.9	222.7	(17.2)
Transfers/Bad Debt	-	5.0	-	-	-	-	-
Total Expenditures	\$ 163.8	\$ 170.0	\$ 71.8	\$ 22.0	\$ 239.9	\$ 222.7	\$ (17.2)

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	151.0	168.6	213.4	231.4	221.4	222.7	1.3
Total Expenditures	163.8	170.0	71.8	22.0	239.9	222.7	(17.2)
Net Operating Result	\$ (12.7)	\$ (1.4)	\$ 141.6	\$ 209.4	\$ (18.5)	\$ (0.0)	\$ 18.5

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Increase/(Decrease)	(12.7)	(1.4)	141.6	209.4	(18.5)	(0.0)
Fund Balance Applied	-	-	-	-	18.5	0.0
Beginning Fund Balance	67.1	54.4	52.9	52.9	52.9	262.3
Ending Fund Balance	\$ 54.4	\$ 52.9	\$ 194.5	\$ 262.3	\$ 52.9	\$ 262.3



SUN PRAIRIE

revolves around you



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.

2025 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2024 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERSONNEL BY DIVISION	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
MPSIS COMMISSION	0	0	0	0	0	0	
Total Personnel	-	-	-	-	-	-	

EXPENDITURES BY DIVISION \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
MPSIS COMMISSION	666.8	715.1	564.5	732.2	732.2	768.1	35.9
Total Expenditures	\$ 666.8	\$ 715.1	\$ 564.5	\$ 732.2	\$ 732.2	\$ 768.1	\$ 35.9

EXPENDITURES BY CATEGORY \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Personnel	233.0	222.5	127.7	261.7	261.7	279.0	17.3
Materials & Supplies	253.5	250.5	255.9	303.2	303.2	265.0	(38.3)
Contractual Services	98.5	95.2	74.0	94.4	94.4	150.3	56.0
Professional Development	-	2.2	2.7	4.0	4.0	4.0	0.0
Transfers/Bad Debt	28.8	10.9	-	-	-	-	-
Capital Items	53.0	133.8	104.1	68.9	68.9	69.8	0.9
Total Expenditures	\$ 666.8	\$ 715.1	\$ 564.5	\$ 732.2	\$ 732.2	\$ 768.1	\$ 35.9

OPERATING RESULTS \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved	Increase (Decrease)
Total Revenues	666.1	679.3	732.2	732.2	732.2	768.1	35.9
Total Expenditures	666.8	715.1	564.5	732.2	732.2	768.1	35.9
Net Operating Result	\$ (0.7)	\$ (35.9)	\$ 167.7	\$ (0.0)	-	-	-

FUND BALANCE \$ in '000s	2022 Actual	2023 Actual	8/31/2024 Actual	2024 Projected	2024 Budget	2025 Approved
Net Increase/(Decrease)	(0.7)	(35.9)	167.7	(0.0)	-	-
Fund Balance Applied	-	-	-	-	-	-
Beginning Fund Balance	376.6	375.9	340.0	340.0	340.0	340.0
Ending Fund Balance	\$ 375.9	\$ 340.0	\$ 507.7	\$ 340.0	\$ 340.0	\$ 340.0

APPENDIX A : RESOLUTIONS

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2025 CITY OF
SUN PRAIRIE BUDGET**

Presented: November 19, 2024

Adopted: November 19, 2024

Resolution No.: 24/112

RESOLUTION

WHEREAS, on Tuesday, November 12, 2024, the Committee of the Whole held a public hearing to consider the 2025 City of Sun Prairie Budget; and

WHEREAS, on Tuesday, November 12, 2024, the Committee of the Whole met to consider the 2025 City of Sun Prairie Budget; and

WHEREAS, after careful review and discussion, on Tuesday, November 12, 2024, 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 2025 as set forth in the attached schedule and made a part hereof; and

WHEREAS, after careful review and discussion, on Tuesday, November 19, 2024, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2025 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 2025 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.

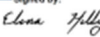
APPROVED: DecuSigned by:

Paul T. Esser, Mayor

Date Approved: November 19, 2024

Date Signed: November 20, 2024

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 19th day of November 2024, and submitted for signatures on the 20th day of November 2024.

Signed by:

Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

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

Presented: November 19, 2024

Adopted: November 19, 2024

Resolution No.: 24/113

RESOLUTION

WHEREAS, on Tuesday, November 12, 2024, the Committee of the Whole met to consider the 2025 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 2025; and

WHEREAS, the amounts set forth in the 2025 budget require total property taxes to be levied in the amount of \$34,717,863.

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2025 budget and that the same be placed on the tax roll for the year 2024, collectible in 2025, and that the total levy is hereby determined to be \$34,717,863.

APPROVED: DocuSigned by:

Paul T. Esser, Mayor

Date Approved: November 19, 2024

Date Signed: November 20, 2024

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 19th day of November 2024, and submitted for signatures on the 20th day of November 2024.

Signed by:

Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE 2025 SEWER
UTILITY RATES**

Presented: November 19, 2024

Adopted: November 19, 2024

Resolution No.: 24/114

RESOLUTION

WHEREAS, on Tuesday November 12th, the Committee of the Whole met to consider the 2025 City of Sun Prairie Recommended Budget including the Sewer Utility Budget;

WHEREAS, the Committee has carefully examined the same and various items therein and found them to be true and correct and to properly represent the anticipated revenue, expenses, capital projects, and debt service requirements of the Sewer Utility as set forth in said budget; and

WHEREAS, said budget includes an increase in the sewer charges and meter charges of 3.0% for an average annual cost to take effect on January 1, 2025 as follows:

<u>Domestic Sewerage Customers</u>	<u>2025 Rates</u>
Monthly Fixed Charge	
5/8	\$ 13.16
1	\$ 18.39
1.5	\$ 25.70
2	\$ 36.14
3	\$ 58.08
4	\$ 90.46
Volumetric Charge per 100 Cu. FT	\$ 3.91
Surcharge Rate BOD /lb	\$ 0.628
Surcharge Rate TSS /lb	\$ 0.530
Surcharge Rate Phosphorus /lb	\$ 8.611

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, 2025.

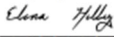
APPROVED: DocuSigned by:

70A89C637G6B4E3
Paul T. Esser, Mayor

Date Approved: November 19, 2024

Date Signed: November 20, 2024

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 19th day of November 2024, and was submitted for signatures on the 20th day of November 2024.

Signed by:

1FA70BF4300F40C
Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE 2025 STORM
WATER UTILITY RATES**

Presented: November 19, 2024

Adopted: November 19, 2024

Resolution No.: 24/115

RESOLUTION

WHEREAS, on Tuesday November 12th, the Committee of the Whole met to consider the 2025 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 \$2.11 per ERU to take effect on January 1, 2025.

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, 2025.

APPROVED:

DocuSigned by:

Paul Esser

Paul T. Esser, Mayor

Date Approved: November 19, 2024

Date Signed: November 20, 2024

This is to certify that the foregoing resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 19th day of November 2024, and was submitted for signatures on the 20th day of November 2024.

Signed by:

Elena Hilby

Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING
THE 2025 FEE SCHEDULE**

Presented: November 19, 2024

Adopted: November 19, 2024

Resolution No.: 24/116

RESOLUTION

WHEREAS, on Tuesday, November 19th, 2024, the Common Council met to discuss the 2025 Fee Schedule that was approved during the 2025 budget review process; and

WHEREAS, the proposed 2025 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 2025 Fee Schedule, per the attachment.

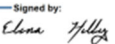
APPROVED: DocuSigned by:

7B492C77CCB4E3
Paul T. Esser, Mayor

Date Approved: November 19, 2024

Date Signed: November 20, 2024

This is to certify that the foregoing Resolution was approved by the Common Council of the City of Sun Prairie at a meeting held on the 19th day of November 2024, and was submitted for signatures on the 20th day of November 2024.

Signed by:

1FA3D8F4958F45C
Elena Hilby, City Clerk

APPENDIX B : BUDGET INITIATIVES

Revenue Information Form FY 2025

Department: EMS Org: 10004600
Account: 462300

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

The City of Sun Prairie follows the national standard practice of billing patients for EMS services. This practice allows individuals and their insurance companies to provide reimbursement for services received, which eases dependence on tax dollars to provide EMS service to the community.

Authorization: **When was this tax or fee last changed?** 01/19 (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: Resident \$1500.00 Non-Resident \$1700.00 and \$22/mile
(2) Proposed Rate or Fee Amount: \$1,900 For all Transport Services and \$27/mile
(3) Frequency of Review: 5 Years
(4) Total Number of Users/Units of Service: Approximately 4,000 Users per year
(5) Revenue Usage Restrictions (if any): Does not affect Medicaid & Medicare

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Our city's ambulance call volumes are rising fast. In 2021 we had two months where we had just over 300 calls for service. In 2024, we have had two months where our call volumes were in the high 300s, with most numbering in the low-to-mid 400 calls. For example, in July of 2021 we received 278 calls. In July of 2024 we received 444. Our annual call volume in 2021 was 3380, in 2022 it was 3887, in 2023 it was 4424. As of September 1st, 2024, we have already received 3277 calls. This increase in calls is hugely significant and the impact of the closing of the SSM Sun Prairie Emergency Center cannot be overstated.

(2) How is this revenue affected by changes in the economy?

Our ambulance service's payor mix has been affected by the changes in employment trends and the aging of our population. As our population ages and socioeconomic factors have affected our population's dependence upon Medicare/Medicaid our total revenues may be negatively affected.

(3) What is the rationale for changing the fee or rate?

We have added two ambulances and Fourteen employees to our service since we last changed our fees in 2019. Call volume has increased by over 15% annually, and ambulance trips have increased by 1 Hour and 12 minutes per day putting more wear on equipment and personnel. This also impacts Fire Crews who respond to over 1200 EMS calls per year. It is important to know when comparing rates to other communities, how many EMS Units are in service, currently we have four 24/7, second most in Dane County.

We have added two ambulances to our service since we last changed our fees, call volume has increased by over 15% annually, and ambulance trips have increased by 1 Hour and 12 minutes per day putting more wear on equipment and personnel

Community: <u>Dear Grove</u>	Rate: <u>BLS1,700/ALS1,800/ALS2,100 Miles 26.00</u>
Community: <u>Cambridge</u>	Rate: <u>BLS2,000/ALS2,500/ALS2,600/Miles 35</u>
Community: <u>Jefferson</u>	Rate: <u>BLS1,700/ALS2,000/ALS2,21.00/Miles 27.00</u>

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:	<u>Goal</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
	<u>85%</u>	<u>See Attached</u>	<u>See Attached</u>

Please describe the method you used to develop the forecast:

Rate Analysis Completed by EMS/MC

	2022 Actual	2023 Actual	2023 Revised Budget	2024 Dept. Budget	2025 Dept. Budget
Revenue Forecast	1,716,977	2,069,390	2,038,999	2,102,545	2,572,536
Percent Change			-1%	22%	

Contact: Chief Garrison Extension: 5503

2025 AMBULANCE FEES

Level Of Service	Current Charges Sun Prairie	Recommended Charges Sun Prairie
BLS Emerg	Res 1,500/1,700 non-res	\$1,900.00
ALS Emerg	Res 1,500/1,700 non-res	\$1,900.00
ALS2 Emerg	Res 1,500/1,700 non-res	\$2,000.00
BLS TNT	\$400.00	\$400.00
ALS TNT	\$400.00	\$400.00
Mileage	\$23.00	\$27.00

Revenue Information Form
FY 2025

Department: Parks, Recreation & Forestry

Org: 10004600

Account: 465500

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

We are seeking to implement a fee increase for private shelter reservations as well as implementing a special event fee for non-city sponsored events that have attendees over 100 people. These fees are to cover the costs associated with private rentals and special events and paid directly by the person reserving the facility.

Authorization: When was this tax or fee last changed? 03/22 (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: \$75/ shelter with no restroom & \$90/shelter with restroom, +\$0 for events with 100+ people
(2) Proposed Rate or Fee Amount: \$100/ shelter with no restroom & \$150/shelter with restroom, +100 for events 100-299 people;
\$300 for events 300 - 499 people; +\$500 for events 500+ people
(3) Frequency of Review: Annually
(4) Total Number of Users/Units of Service: 325 rentals - would equal an estimated additional \$14,430 in revenue
(5) Revenue Usage Restrictions (if any): N/A

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

There are a variety of factors: 1.) We have seen an increase in both shelter rentals over the years as well as a decrease in the quality and condition in which they are left after a rental. Additionally, the volume of trash after rentals has increased significantly. These issues have required additional staff time to ensure the cleanliness of the park. 2.) Rental fees across the region have increased so we would like to stay within market rates. 3.) We want to ensure that the taxpayers are not subsidizing private rentals.

(2) How is this revenue affected by changes in the economy?

Rental fees across various municipalities and the private sector have increased steadily over the years due to inflation. This fee increase is aligned with market rates as well as allowing us to keep up with inflation.

(3) What is the rationale for changing the fee or rate?

With our current fees, we are subsidizing private rentals and events. Best practice and pricing models suggest that private benefit services should recover 100% of costs. This fee increase is significant, but it ensures that private events are not being subsidized by the taxpayers, and rather, fully covered by the renter.

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: <u>City of Madison</u>	Rate: <u>\$195 for comparable shelters</u>
Community: <u>City of Middleton</u>	Rate: <u>\$125-\$200 for comparable shelters</u>
Community: <u>City of Monona</u>	Rate: <u>\$150 for comparable shelters</u>

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:	<u>Goal</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
	<u>100%</u>	<u>60.00%</u>	<u>100%</u>

Please describe the method you used to develop the forecast:

We took the average number of rentals per season, plus adding one additional shelter (Smith's Crossing), and multiplied it by the additional fee (\$25 extra for shelters with no restrooms & \$60 for shelters with restrooms). Historical data was used to determine revenue for no-city sponsored special events.

	2022 Actual	2023 Actual	2023 Revised Budget	2024 Dept. Budget	2025 Dept. Budget
Revenue Forecast	26187		25627	25000	\$39,430
Percent Change				-2%	58%

Contact: Kristin Grissom Extension: 1117

Revenue Information Form FY 2025

Department: PRF Org: 25104600

Account: 466500

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

Authorization: When was this tax or fee last changed? 01/18 (mm/yy)

Was this tax or fee established by statute, ordinance, administrative action, or other?

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: \$325 per unit or per 50 feet of public street frontage

(2) Proposed Rate or Fee Amount: \$400 per unit or per 50 feet of public street frontage

(3) Frequency of Review: Every 3 years

(4) Total Number of Users/Units of Service: 204 (+\$15,300 in revenue)

(5) Revenue Usage Restrictions (if any):

May only be used for the planting and maintenance of new street trees from new construction

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

The street tree fee has not been updated since 2018. Since that time, costs have increased to procure trees and to hire a service to plant the trees. Additionally, the tree fund ordinance allows us to utilize these funds for the maintenance of newly planted trees. Prior to 2025, we have absorbed these costs into the general fund forestry budget, however, moving forward in order to maintain 100% cost recovery for new construction trees, we need to increase the fee.

(2) How is this revenue affected by changes in the economy?

Inflation has caused an increase in costs for trees and contracted services for planting of trees.

(3) What is the rationale for changing the fee or rate?

The general fund should not be subsidizing trees for new construction. The fee increase ensures that there is 100% cost recovery for trees planted as a result of development.

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:	Middleton	Rate:	\$420 per unit
Community:	Fitchburg	Rate:	\$300 per unit
Community:	DeForest	Rate:	\$400 per unit

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%	81.00%	100%

Please describe the method you used to develop the forecast:

Over the last 3 years, we have issued fees for an average of 204 street trees. With the proposed fee increase, we would capture an additional \$75 per tree. I multiplied the \$75 increase by the average number of trees over the last 3 years (\$15,300) and added it to the 2025 proposed budget figure at the \$325 rate.

	2022 Actual	2023 Actual	2023 Revised Budget	2024 Dept. Budget	2025 Dept. Budget
Revenue Forecast	72800	82550	95000	96900	112200
Percent Change			15%	16%	

Contact: Kristin Grissom Extension: 1117

Revenue Information Form FY 2025

Department: Sun Prairie Media Center Org: 22004600

Account: 465110

Check one:

 New X Rate Change Existing

Describe this revenue source:

Authorization: When was this tax or fee last changed? 11/23 (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: \$175 (members) \$225 (non-members)

(2) Proposed Rate or Fee Amount: \$200 (members) \$275 (non-members)

(3) Frequency of Review: yearly

(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.

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 revenue may be impacted by the individual circumstances of families who are looking to participate in KIDS4.

(3) What is the rationale for changing the fee or rate?

This is part of a five-year cost recovery plan for KIDS4. This is the second year of this plan which includes annual increases to the program.

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: <u> </u>	Rate: <u> </u>
Community: <u> </u>	Rate: <u> </u>
Community: <u> </u>	Rate: <u> </u>

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:	<u>Goal</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
	<u>100%</u>	<u>61.00%</u>	<u>71.00%</u>

Please describe the method you used to develop the forecast:

KIDS4 crews are typically overseen by one full-time staff member and one high school student. We calculated the number of hours spent in KIDS4 activities and then calculated how much it is costing us in staff time to run the program.

	2022 Actual	2023 Actual	2023 Revised Budget	2024 Dept. Budget	2025 Dept. Budget
Revenue Forecast	\$ 9,580.00	\$ 11,230.00	\$ 9,580.00	\$12,000	\$13,200
Percent Change			17%	10%	

Contact: Rachel Packard Extension: 2502

Revenue Information Form FY 2025

Department: Public Works Refuse & Recycling

Org: 23004600

Account: 463200/463205

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

This fee pays for the curbside refuse and recycling service that our waste hauler provides to all residences with 1-4 units as well as additional costs associated with the Recycle Center and yard waste and brush pickup and disposal. The fee is charged on an annual basis in addition to property taxes.

Authorization: When was this tax or fee last changed? 11/23 (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: \$82/year (recycling) + \$82/year (refuse) = \$164/year

(2) Proposed Rate or Fee Amount: \$87/year (recycling) + \$87/year (refuse) = \$174/year

(3) Frequency of Review: Last reviewed in 2023

(4) Total Number of Users/Units of Service: 10,967 accounts (recycling)

(5) Revenue Usage Restrictions (if any):

The revenue generated by this fee can only be used on refuse and recycling related activities.

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Number of 1-4 unit residences in Sun Prairie.

(2) How is this revenue affected by changes in the economy?

Minimal impact.

(3) What is the rationale for changing the fee or rate?

This fee will fund a full time staff member to run the Recycle Center and composting operations.

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:	City of Verona	Rate:	\$192 / year (refuse & recycling)
Community:	City of Fitchburg	Rate:	\$228 / year (refuse & recycling)
Community:	Village of Oregon	Rate:	\$154.44 / year (refuse & recycling)

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%	\$164	\$174

Please describe the method you used to develop the forecast:

	2022 Actual	2023 Actual	2023 Revised Budget	2024 Dept. Budget	2025 Dept. Budget
Revenue Forecast	1,322,205	1,496,034	1,504,309	1,789,919	2,397,314
Percent Change			1%	59%	

Contact: Benjamin John Extension: 3713

Revenue Information Form FY 2025

Department: Stormwater Utility Org: 65004600

Account: 468501/468502

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

The Stormwater Utility is responsible for meeting federal and state watershed requirements and maintain stormwater detention ponds and conveyances. Funding for the utility comes primarily from customer charges based on the number of Equivalent Run-off Units (ERUs) on the property.

Authorization: When was this tax or fee last changed? 03/24 (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: \$12.05/month = \$144.61/year

(2) Proposed Rate or Fee Amount: \$14.16/month = \$169.92/year

(3) Frequency of Review: Last reviewed in 2024

(4) Total Number of Users/Units of Service: _____

(5) Revenue Usage Restrictions (if any):

The revenue generated by this fee can only be used on stormwater capital projects and maintenance related activities.

Critical Issues Affecting Revenue:

(1) List most important factors that affect this revenue source and explain the impact.

Number of residential and commercial properties in Sun Prairie.

(2) How is this revenue affected by changes in the economy?

Minimal impact.

(3) What is the rationale for changing the fee or rate?

At present, the SWU budget does not include sufficient funding to address vegetation and water quality issues at all 164 stormwater facilities in 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: <u>City of Middleton</u>	Rate: <u>\$180.00/year</u>
Community: <u>City of Madison</u>	Rate: <u>\$140.64/year</u>
Community: <u>City of Fitchburg</u>	Rate: <u>\$103.28/year</u>

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:	<u>Goal</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
	<u>100%</u>	<u>\$12.05</u>	<u>\$14.16</u>

Please describe the method you used to develop the forecast:

	2022 Actual	2023 Actual	2023 Revised Budget	2024 Dept. Budget	2025 Dept. Budget
Revenue Forecast	1,514,983	1,556,563	1,521,161	1,540,000	1,809,500
Percent Change			-2%	19%	

Contact: Ben John/Tom Veith Extension: 3713



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	Wayfinding & Banners
Initiative Title:	Community Development
Department Name:	Dynamic Economy
Council Strategic Plan Vision:	2025
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		-
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. As a part of the community's comprehensive signage plan, staff have been provided cost estimates for key signage components, including wayfinding and light pole banners to implement in several key areas: Downtown, Central Main Street Corridor, and Park 151. These areas were identified due to their high traffic and connection between key destination points, such as Downtown and the LOVB volleyball facility. Signage is a critical branding component and branded wayfinding offers a significant opportunity for navigation and building brand recognition for both residents and visitors.

Why must this initiative be supported through the use of new funding? Currently, there are no initiatives or funds allocated for wayfinding and signage. Utilizing tax increment financing funding from several districts (11, 13, and 14) as well as the Business Improvement District will connect various areas of the City together for a one-time initiative.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. As described in the Council focus area Dynamic Economy Priority 3, "the City has the opportunity to make the community brand and messaging more consistent and effective." This can be achieved by connecting key areas with wayfinding signage and light pole banners. These improvements will link high tourism destination areas (LOVB volleyball facility, Bank of Sun Prairie Stadium, and Downtown) with other community, retail and commercial areas of the City.
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City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Maydm Partnership -
Department Name:	Administration
Council Strategic Plan Vision:	Employer of Choice
Fiscal Year:	2025

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		24,842
Recurring Operating Expenditures ^d		4,000
One-time Equipment or Start-up Costs ^e		6,000
Total Request	0.00	34,842
Net Funding Needed		34,842

Request Justification
Provide a concise description/justification for this initiative request. Maydm provides girls and youth of color grades 6-12 with the skills, experiences, and connections to pursue careers in and change the face of science, technology, engineering, or math (STEM). Maydm achieves this through programming during the school year and in the summer months to further develop student interests in STEM. The Maydm internship program provides students from underrepresented groups an internship opportunity in the STEM field with skill-based training for the technology sector. Students work full-time over the course of eight weeks. The City has hosted Maydm interns the last two years. This budget initiative is to commit ongoing funding to continue this partnership to support the city's talent pipelines and expose individuals to potential careers in public service.

Why must this initiative be supported through the use of new funding? One-time ARPA funding was used to fund the program in 2024. New funding is required to continue the program in 2025 and beyond.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. This initiative supports the Council's priority of being an Employer of Choice by creating recruitment pipelines. High school students will have an opportunity to explore the various career opportunities in local government and receive hands-on experience in a department relevant to their career interests. They work 40 hours a week and directly receive the critical skills relevant to their interests that will provide academic, career and personal development.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number: Department's Initiative Priority Number: Initiative Title: Department Name: Council Strategic Plan Vision: Fiscal Year:	Colonial Club Financial Support Human Services 2025

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		-
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		10,000

Request Justification
Provide a concise description/justification for this initiative request. 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. Requests for services at the Colonial Club continue to increase resulting in increased operating costs. The City of Sun Prairie currently provides \$250,000 in funding to the Colonial Club to support its operations and program offerings.

Why must this initiative be supported through the use of new funding? 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. Colonial Club is seeking an additional \$10,000 to support their work.
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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. This initiative supports Human Services. The Colonial Club provides important services for seniors: programs and activities, case management, supportive home care, and transportation and nutrition services. All of these services supports the City Council's Human Services priority to provide opportunities for residents to live to their full potential.
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SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Sunshine Place Financial Support
Department Name:	
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2025

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		-
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. Sunshine Place serves as a primary resource hub in Sun Prairie where those facing hardship can access help with food, housing, and other essential needs. Since opening their doors more than 17 years ago, Sunshine Place has developed a robust array of support services to support the Sun Prairie community. Sunshine Place is requesting additional funding to support the continuation of their housing support services as ARPA grant funds end at the end of this year. Funding will allow Sunshine Place to sustain and grow housing navigation and case management services to families and individuals.

Why must this initiative be supported through the use of new funding? Sunshine Place has secured funding from the United Way of Dane County and other private grant sources to support their housing services. Sunshine Place is seeking an additional \$30,000 to support their work.

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 City Council's Human Services priority to provide services for families and youth and programs for them to thrive. Funding will help Sunshine Place maintain housing support services as a part of their service model to help families and individuals secure and maintain stable housing.
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City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	
Initiative Title:	Prairie Music & Arts Financial Support
Department Name:	
Council Strategic Plan Vision:	Human Services
Fiscal Year:	2025

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		-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		50,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	50,000
Net Funding Needed		50,000

Request Justification
Provide a concise description/justification for this initiative request.
Prairie Music & Arts (PMA) is a 501(c)(3) community arts organization that has offered high-quality arts education throughout the Sun Prairie Area since 1999. PMA is seeking an annual \$50,000 contribution to their operating budget. Funding will support their operations to hire additional administrative support and expand and strengthen programming that reflect the vibrancy of Sun Prairie's diverse community.

Why must this initiative be supported through the use of new funding?
PMA is seeking annual funding from the city to supplement its existing independent funding to support their operations and expand programming.

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 Human Services. Per PMA, "as the only multidisciplinary afterschool arts organization in Sun Prairie, we are uniquely positioned to support the city as a resource for arts education. With our extensive experience, we believe we can play an essential role in the City's goals to support youth and foster community, diversity, equity, and inclusion. With help, we can become an ongoing resource that enriches our community for years to come."



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	7
Department's Initiative Priority Number:	Marketing & Communication
Initiative Title:	Library
Department Name:	Human Services
Council Strategic Plan Vision:	2025
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		-
One-time Equipment or Start-up Costs ^e		10,000
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 June 13, 2024, 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. This is year two for this initiative.

Why must this initiative be supported through the use of new funding?
The additional funding in the library's advertising budget allows for more translation services, additional physical and digital marketing and promotional materials, and new platforms to extend the library's reach. The library's fund balance can be used for this purpose. This does not have an impact on the tax levy. No new funding is required.

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
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	9
Department's Initiative Priority Number:	Capital Campaign Expenses
Initiative Title:	Library
Department Name:	Human Services
Council Strategic Plan Vision:	2025
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		20,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		20,000
Total Request	0.00	20,000
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 has entered the public phase of the campaign. On June 13, 2024, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating \$20,000 from the Library's fund balance towards capital campaign expenses.

Why must this initiative be supported through the use of new funding?
The regular operating budget does not cover this expense. The Library Board approved the use of fund balance for this one-time expense. 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 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
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Community Outreach Budget Sun Prairie Utilities - Human Services 2025
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		18,261
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		18,261
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	18,261
Net Funding Needed		-

Request Justification	
Provide a concise description/justification for this initiative request.	
Community Outreach Budget Sun Prairie Utilities wishes to demonstrate its focus and commitment to Sun Prairie by donating funds to community-wide City events, school district clubs & teams, youth programming, festivals, and other donation-funded activities that help make it a desirable and active community. The Community Outreach Fund was developed and approved as part of the 2019–2021 SPU Strategic Plan. At that time, the Utilities Commission agreed to provide \$1 per electric meter for these efforts. Our 2023 meter count per the annual PSC report is 18,261.	

Why must this initiative be supported through the use of new funding?
This 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.
HUMAN SERVICES (CITY COUNCIL) AND CUSTOMER OUTREACH, EDUCATION AND COMMUNICATION GROWTH (SPU STRATEGIC PLAN). By donating funds to community-wide events, school district clubs and teams, youth programming, festivals, and other donation-funded activities, Sun Prairie Utilities will strengthen the local community and create a more vibrant and engaging environment for its residents. The support provided by the funding will enhance the quality of events and programs, contribute to the success of school clubs and teams, and ensure that youth programming continues to thrive. This will ultimately help make Sun Prairie a more desirable and active community, as stated in the goals of the Community Outreach Fund.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	3
Department's Initiative Priority Number:	Customer Outreach-Sunshine Place
Initiative Title:	Sun Prairie Utilities - Administration
Department Name:	Human Services
Council Strategic Plan Vision:	2025
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.	
CUSTOMER OUTREACH-SUNSHINE PLACE PARTNERSHIP Continuation of support for at-risk customer utilities bills via Sunshine Place help network. Several Federally funded assistance programs which initiated with the pandemic have expired or lost funding going forward. To date, 7/25/24, \$9,308 has been distributed through SSP in 2024. The proposed 2025 budget amount is the same as last year's amount.	

Why must this initiative be supported through the use of new funding?
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.
HUMAN SERVICES FOR CITY COUNCIL AND CUSTOMER FOCUS FOR SPU STRATEGIC PLAN. 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.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Referendum Comm. Consultant Administration Quality City Services 2025
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		100,000
Full-time Personnel ^b		-
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 recently published City of Sun Prairie Fiscal Roadmap outlines a need for an operating referendum to exceed levy limits for the 2027 budget. We anticipate this referendum being included on the April 2026 ballot. Operating referendums are a mechanism to seek voter approval to exceed the state-imposed levy limits to secure additional funding. An operating referendum would include significant public engagement to determine the best path forward for a referendum. A communications consultant is requested to assist the city with the public engagement and communications around the referendum. It is best practice to engage an outside firm for this type of work. The communications consultant would assist the city with the following items: community engagement (survey and focus groups) on what should be included in referendum; city-wide surveying; communications strategy including direct mailers, website language, and general communications pieces on referendum; production of communication pieces; strategy on referendum; and other referendum related materials as necessary to support the education of the public on our referendum.

Why must this initiative be supported through the use of new funding?
No existing funding in our operating budget is available for this one-time expenditure. One-time funding from the City's expenditure restraint dollars is requested.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
WI Levy Limit laws limit municipalities ability to increase their levy. Under the law, municipalities are allowed to increase their levy over the amount levied the prior year by the percentage increase in equalized value resulting from net new construction. It does not apply to the city's debt service authorized on or any time after July 1, 2005. Due to various exemptions provided in state statute, Sun Prairie has not reached levy limits since the law has been adopted. The city will be at levy limits starting in the 2025 budget and beyond. The City of Sun Prairie annually updates its five-year Financial Management Plan (FMP) which is a comprehensive plan and financial projection of the city's operating budget. The FMP provides the city a snapshot of the tax levy for the next five years based on a series of projections and assumptions. Operating referendums are a mechanism to seek voter approval to exceed the state-imposed levy limits to secure additional funding. An operating referendum would include significant public engagement to determine the best path forward for a referendum. A referendum would be planned for Spring 2026.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	1
Initiative Title:	.25 Assistant City Attorney
Department Name:	City Attorney
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		6,594
Full-time Personnel ^b	0.25	29,987
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.25	29,987
Net Funding Needed		23,393

Request Justification
Provide a concise description/justification for this initiative request.
This request would move the Assistant City Attorney from a .75 FTE to a 1.0 FTE position.

Why must this initiative be supported through the use of new funding?
The Attorney's current cost to continue budget does not have sufficient funds to cover the additional expenses to bring ACA Simon-Silva 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: This would allow the City to receive over 500 additional hours of legal services for less than \$25,000 and provide us with the ability to respond to requests for legal assistance faster, as well as allocate more time to devote to code enforcement issues, such as blighted properties, unlicensed taverns, and neighborhood complaints. The average cost of outside counsel is around \$250, so 500 hours of outside counsel time would cost \$125,000. During the last six months that ACA Simon-Silva has worked here, she has trained building inspection staff on code enforcement, including instituting weekly walkthroughs of apartment complexes. She has provided hours of training on report writing, code interpretation, and best practices on inspections to Building Inspection and Fire Department staff. ACA Simon-Silva provided training to new officers at the Police Department on report writing and courtroom testimony. She has joined the Distressed Properties Task Force to help unite our enforcement agencies. ACA Simon-Silva also joined the team attempting to streamline police recruiting. Additionally, we have brought prosecution services back in house, allowing defendants in Municipal Court easier access to the prosecutor, and have begun attending initial appearances to attempt to resolve cases more efficiently.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Emergency Notification and Paging Upgrade Information Technology Quality City Services 2025
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		80,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		17,000
One-time Equipment or Start-up Costs ^e		80,000
Total Request	0.00	97,000
Net Funding Needed		17,000

Request Justification
Provide a concise description/justification for this initiative request. This project will replace the largely non-functional building paging system as well as provide a full infrastructure for emergency notifications and management for staff. This will drastically improve security and incident notification and response. This initiative has the support of City admin, the Police department, and the Fire/EMS departments. Paging systems will be installed in every City facility and messages can be broadcast to any and all buildings and employees simultaneously.

Why must this initiative be supported through the use of new funding?
Existing broken system is outdated and needs to be fully replaced. In addition we do not have a system for emergency notifications or emergency event management. This will fill all these needs.

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 and Public Safety. This system will be used by our Emergency Operations Center staff, all first responder departments, public works, and administration for notification of events and issues.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Police Officer Police Department Quality City Services 2025
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	1.00	117,213
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		8,650
One-time Equipment or Start-up Costs ^e		17,361
Total Request	1.00	143,224
Net Funding Needed		143,224

Request Justification
Provide a concise description/justification for this initiative request. Policing services are critical for the overall quality of life in our community. The continual growth of our community and societal factors that come with that growth require ongoing analysis of police resources. Responsible policing strategies involve a balance between the available proactive community engagement time and reactive police response time. Our department has historically deployed resources in a very responsible, effective, and efficient manner. The current staffing plan that was developed and communicated to stakeholders identified a need of (9) additional uniformed officers in 2020. In the Mayor's accepted budget, the department received one officer in 2020 and one in 2021, two in 2022, one in 2023, and one in 2024. This still leaves us three behind what was identified as a need from the original staffing plan for 2020. The city's growth over the last year includes a population increase, as of January 2023, from 37,304 to 38,387, 13.12 square miles, 8400.66 acres, and as of 2022, over 15,000 housing units as well as over 14,600 households (includes multi-family, duplex, and single family units). The population continues to increase, and our need for police officers will continue to increase. Our calls for service continue to increase in complexity and time required for investigation due to the need to process digital evidence through subpoenas and warrants, response to increased mental health related calls, and proactive attempts to mitigate traffic related issues including crashes and speeding complaints within the city with proactive traffic enforcement assignments.

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 quality of life. The addition of this position will carry us closer to our goal of increasing our daily minimum staffing and maintain the ability to deploy proactive problem solving efforts along with all reactive responses. This approach has been critical for our success in maintaining our effectiveness through existing growth since 2010. Two officers are needed to raise our daily minimum staffing by one due to the shift relief factor. If we hire an additional officer in 2025, we will have a better opportunity to utilize overall authorized strength to increase minimum staffing on two shifts. This would greatly increase our capabilities of call response and proactive engagement which is vitally important to the mission of the police department and our community.
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SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Dragon LE Annual Licensing
Department Name:	Police Department
Council Strategic Plan Vision:	Quality City Services
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		21,845
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	21,845
Net Funding Needed		21,845

Request Justification
Provide a concise description/justification for this initiative request. Dragon Law Enforcement is a speech recognition software that improves how officers complete and submit reports.. By eliminating the need for civilian staff to transcribe reports, Dragon allows officers to efficiently handle their documentation tasks. This immediate review and correction capability is especially critical in high-level cases and those involving custodial arrests, ensuring accuracy and timeliness. With Dragon, the time required for staff to complete and submit reports to other agencies, departments, and most importantly, the district attorney's office, is significantly reduced. This streamlining of the reporting process not only enhances productivity but also ensures that detailed and accurate reports are submitted promptly. In 2024, the department conducted a five-month pilot program involving six patrol officers. The results were overwhelmingly positive: all test users reported that their reports were more detailed, and almost all users noted a faster report submission process with Dragon. This feedback underscores the software's potential to improve the efficiency and effectiveness of law enforcement reporting.

Why must this initiative be supported through the use of new funding?
In 2023, \$45,000 in vacancy savings was approved to be carried over to the 2024 budget for the purchase and implementation of Dragon Speech Recognition Software. Approximately \$36,000 of this amount will be allocated for the equipment purchase and first-year licensing in 2024. To maintain the use of this software, an ongoing annual licensing cost of \$21,845 will need to be funded.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Dragon will empower the Police Department to deliver exceptional city services by significantly enhancing officer productivity. This advanced tool will ensure reports are not only accurate but also transparent, fostering greater trust within the community. Additionally, by streamlining administrative tasks, Dragon will alleviate the workload on civilian staff, enabling them to dedicate their efforts to other critical and priority tasks. This comprehensive enhancement will lead to a more efficient and effective police department, ultimately benefiting the entire city.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Retaining Wall Repair
Department Name:	Public Works
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		-
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.
The City maintains several retaining walls in areas throughout the City. The walls are nearing the end of their useful lives, and in some cases are beginning to fail. This request funds the inspection and repair of City maintained retaining walls, by certified installers.

Why must this initiative be supported through the use of new funding?
At present the Public Works operating budget does not contain sufficient funding for this repair and replacement work.

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 Quality City Services strategic priority, as it provides funding to maintain City owned assets.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Wastewater Utility Network
Initiative Title:	GIS
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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		20,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		20,000
Total Request	0.00	20,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This is the main component for managing networks providing a comprehensive framework of functionality for the modeling of utility systems such as wastewater. It is designed to model all of the componets that make up the system - such as manholes, mains, liftstations - and allows the city to build real behavior into network features modeled. This supports the requirements of utilities in delivering resources to customers safely, reliably, and economically. The system allows the city to model how components are connected, enforce data integrity, enable advanced analysis, and provide a comprehensive view. Staff has observed that the real-world rain events of June and July put a lot of pressure on the wastewater system. Water filtration into aging infarstructure stress the city's capabilities to treat the high volume. Through the utility network, tracing will allow for upstream or downstream analysis thus creating a subnetwork. Through this process the city can identify and address priority areas.

Why must this initiative be supported through the use of new funding?
GIS staff's knowledge base does not currently included the development of a utility network model. This is a rather high-end development requiring the support of a consulting firm. With the knowledge gained from deploying a wastewater utility network, staff will be empowered to complete the stormsewer model in-house.

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 - A challenge of wastewater treatment is the diseases caused by pathogens. When the wastewater is not treated properly, these pathogens end up contaminating both surface and groundwater. The rain events of June and July also raise concerns of backflow directly into individual residences. Modeling the infrastrucure via the utility network will allow staff to identify areas of concern and allow for proactive mitigation.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Full Time Custodian
Initiative Title:	Library
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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		20,000
Full-time Personnel ^b	1.00	80,007
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	80,007
Net Funding Needed		60,007

Request Justification
Provide a concise description/justification for this initiative request. The library is currently in the construction phase of a large expansion and renovation project. During this phase, cleaning needs will be greater than usual due to the construction. A dedicated custodian for the Library and Media Center will allow for a high level of attention at a facility that is frequented regularly by many residents. In addition, this position will be in place when the expansion and renovation is complete. A dedicated full-time position charged with daily cleaning and upkeep will ensure that patrons enter a facility that is welcoming and well maintained, ensuring safety and comfort during their visit. The library currently utilizes contractual services for janitorial services. Services are provided outside of hours of operation. Due to high usage, the library also requires attention during regular hours of operation. The library would still maintain contractual service for weekends and other special events. The Library would reduce it's janitorial budget by \$20,000 to support this initiative. Continuity and quality of service are the principal charges for this position.

Why must this initiative be supported through the use of new funding?
The library's budget currently does not support a full-time custodian. In a typical month, the library serves approximately 20,000 visitors and is open 69 hours/week, including weekends and evenings, year round. The heavy usage results in the need for cleaning throughout the day as well as light maintenance for general comfort and safety.

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 following Council priority: Quality of Services. Investment in a full-time custodian position ensures a consistently welcoming space for our community so that they can use the library facility and resources fully and comfortably during all hours of operation.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	2
Department's Initiative Priority Number:	
Initiative Title:	New Maintenance Tech
Department Name:	Library
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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	48,801
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	48,801
Net Funding Needed		48,801

Request Justification
Provide a concise description/justification for this initiative request. The library is currently in the construction phase of the expansion and renovation project. The project includes the replacement of aging mechanicals with sophisticated and sustainable features. Bringing in a new Building Maintenance Technician (BMT) will allow the public library staff to safely provide continuity of service during construction as systems are being replaced and tested. There will be disruption during the process and a dedicated BMT for the Library and Media Center will allow for a high level of attention at a facility that is frequented regularly by residents. In addition, this position will be in place when new mechanical systems are in place, which will allow for a deeper knowledge and understanding of the mechanics. Once the expansion and renovation is complete, the position will be charged with daily facility operations of the library and media center to ensure systems are running effectively and efficiently for the safety and comfort of residents and staff. Continuity and quality of service are the principle charges for this position.

Why must this initiative be supported through the use of new funding? The current budget does not include funds for a Building Maintenance Technician. In a typical month, the library serves approximately 20,000 visitors and is open 69 hours/week, including weekends and evenings, year round. A full-time maintenance position will ensure the proper functioning of mechanicals to ensure the general comfort and safety of patrons and staff. The new position would provide another resource for call-ins and off-hour maintenance issues that come up on a fairly frequent basis at the Library, Media Center, and at other city facilities. The Library suggests a 3rd quarter or July 1st start in 2025. The Mayor is recommending a January 1st start in 2025.
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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. This initiative supports the following Council priorities: 1) Sustainable Sun Prairie and 2) Quality City Services. The Sun Prairie Public Library's expansion and renovation project includes many contemporary sustainable features including geothermal HVAC, led lighting, solar panels, battery energy storage system, micogrid, and EV charging stations. With skilled and dedicated staff, this initiative will ensure a well maintained facility, which is critical to quality customer service and work environments, as well protecting valuable assets and investments.
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City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	8
Initiative Title:	IT Replacement
Department Name:	Library
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		44,772
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		44,772
Total Request	0.00	44,772
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. As a member of the South Central Library System (SCLS), SPPL receives network and technology support from SCLS and is in compliance with SCLS's IT replacement plan. In order to remain compliant in 2025, SPPL will need to replace the following to maintain full support: 14 staff laptops, 19 public internet stations, 3 public laptops, 3 AWE Learning Stations, 2 SelfCheck stations, and 4 staff RFID stations. The total replacement cost is \$92,572.

Why must this initiative be supported through the use of new funding? \$47,800 is included for IT replacement in the 2025 operating budget but does not cover the full need. The \$44,772 request covers the remainder. The library retains a fund balance for this purpose and no new funding is required. 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 Council priority and objective supported by this initiative is: Quality City Services. Maintaining and replacing technology for staff and patrons ensures smooth operations and quality services and resources.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Wetmore Building Attendant
Initiative Title:	Parks and Recreation
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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		7,745
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		7,745
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	7,745
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The PRF Department is requesting passthrough funding to provide a building attendant at all indoor shelter rentals at the new Wetmore Park East Shelter. After conducting a thorough analysis of our operations, the staff recommended option to ensure rentals at the Wetmore Shelter run smoothly and the shelter is clean and ready for rentals multiple days in a row, is to have a staff person on site for the duration of the rental. This cost would be fully covered by the renter and even with this fee, our shelter rental fee for this facility is consistent with other facilities in the area. The staff person would be responsible for checking the rental group in, assisting with setup, assisting with A/V setup, spot cleaning throughout the event, troubleshooting, and ensuring the facility is cleaned up and the group has checked out in accordance with the check out procedures. During any down time throughout the rental, the staff person would do light cleanup throughout the entire park and/or administrative tasks for the PRF department as needed.

Why must this initiative be supported through the use of new funding?
There is no funding currently available for this and current shelter rental fees do not cover the cost. We are seeking to pass this cost directly on to the renter, so it would not be subsidized by 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.
This initiative aligns with quality city services. We want to ensure the longevity of the Wetmore shelter so it is usable for many years to come. We also want to ensure that those paying for a shelter rental have a top notch experience, which requires our department to feel confident that the space would be thoroughly cleaned up between rentals. Without having a building attendant available, we are unable to guarantee a positive experience and clean environment for renters.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1 Park Contracted Cleaning Parks and Recreation Quality City Services 2025
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		-
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		14,430
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	14,430
Net Funding Needed		14,430

Request Justification
Provide a concise description/justification for this initiative request. We are seeking funding to increase our contracted services budget. As the Parks Maintenance department has taken on more parkland, events, and facilities, our crew is being stretched thin. Summer 2024 proved to stretch our limits. We are not necessarily in need of additional full time staffing as our needs are mostly occurring during the summer season. We are seeking additional contracted services to assist with cleanup of shelter rentals, trash removal, and pressure washing. These tasks will significantly help with the growth of our park system and its increased needs. Without additional contracted services, the parks maintenance team will need to reassess priorities and our level of service will see reductions in 2025.

Why must this initiative be supported through the use of new funding?
There is no funding currently available for this initiative. However, we are offsetting this cost with an increase in shelter rental fees.

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 quality city services. We are unable to continue to maintain the current level of service without additional support. Community members have an expectation of weekly mowing, clean park shelters, and timely response to broken equipment or other maintenance needs. There is also an expectation to support a variety of community events. We want to continue this level of service, but with the addition of 5 new parks in 6 years, two new park shelters, a splashpad, and handful of community events that require park maintenance support without additional maintenance staffing, additional resources are needed. Without this support, the quality of our parks will suffer.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Burke Attachment Impact Study
Initiative Title:	Community Development
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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		80,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		80,000
Total Request	0.00	80,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. The Town of Burke is slated to dissolve on October 27, 2036 and will be divided among the City of Sun Prairie, Village of DeForest, and City of Madison. Lands coming into Sun Prairie include vacant, developable parcels, as well as existing neighborhoods consisting primarily of large-lot, single family homes. Once parcels are incorporated, the City will become responsible for all public improvements, including capital infrastructure, and will provide municipal services including fire, safety, maintenance and plowing of streets, and refuse and recycling collection to newly attached Burke territory. This initiative represents the City's first step toward planning for this attachment, and would enable the City to engage the services of a consultant to conduct a feasibility analysis and provide preliminary planning and construction cost estimates regarding the Burke attachment area. The City will need to decide whether or not it is feasible to extend infrastructure, such as water, sanitary sewer, sidewalks, storm sewer, etc. into these neighborhoods. Once this base data is established, the City can conduct a cost/benefit analysis associated with extending services to these neighborhoods, and put together a plan for dealing with these areas in the CIP. Although this attachment will not occur for many years, the City's 10-year CIP will soon be extending out to this timeframe, and it will be important to understand and plan for the incorporation of these neighborhoods into the City. This would be the first step of a multi-step process to prepare for the attachment of the Burke lands. The study will be managed by the Community Development and Engineering Departments.

Why must this initiative be supported through the use of new funding? Funding for the one-time initiative will provide valuable information to assist preliminary infrastructure planning and high-level fiscal impact analysis on the attachment area. Funding would come from wastewater utility (20%), stormwater utility (20%), Sun Prairie Utilities (20%), and general fund ERP dollars (40%). Since this study will impact service delivery from the entire organization and not just utilities, general fund dollars will be used to study non-utility-related impacts including, but not limited to, financial viability, tax base impact, parks and open space, refuse and recycling, police and fire protection, etc.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. <u>Quality City Services</u> - Staff is anticipating potential road, water, sanitary sewer, storm sewer, electric infrastructure, sidewalk, bike path, etc. needs associated with the Town of Burke attachment. It will be important to gain a sound understanding of the opportunities and limitations associated with the attachment area so that infrastructure planning can begin as we develop the CIP in coming years. Staff are preparing to provide city services and ensure that infrastructure and service considerations are integrated into our long-range plans for this attachment.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	1
Department's Initiative Priority Number:	Tricaster TC410
Initiative Title:	Cable Access Television
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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		10,495
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		10,495
Total Request	0.00	10,495
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This unit would replace the Tricaster460 that is currently in the small control room which is connected to TV studio #2 at the Media Center. The current TriCaster460, which is almost 10 years old, is failing and is not reliable. As a result, the unit needs to be replaced. Replacing the TriCaster will allow volunteer producers to continue capturing video programs on a reliable device.

Why must this initiative be supported through the use of new funding? There is no existing funding noted for this piece of equipment. Funding from expenditure restraint funds will cover the costs of the equipment.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. At the Media Center, equipment is an important part of being able to provide quality services to our members. Youth along with adult volunteers will be able to use this new equipment to capture video programs on a reliable piece of equipment.
--



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	iMac Computers
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		3,500
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	3,500
Net Funding Needed		3,500

Request Justification
Provide a concise description/justification for this initiative request.
The 8 iMacs in TV studio #2 are due for replacement. In consulting with IT, staff are proposing moving to a leasing model, similar to other devices in the city. This annual cost would replace all current computers which are approximately 5+ years old and put them on a replacement cycle to be replaced as needed.

Why must this initiative be supported through the use of new funding?
Moving to a leasing model allows for predictable budgeting and allows the Media Center to have the most current technology.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
At the Media Center, equipment is an important part of being able to provide quality services to our members. Youth along with adult volunteers will be able to use the new computers to edit their video projects to prepare them for broadcast. These computers play an important part of the curriculum in the KIDS4 programs. Having reliable computers that work properly is a key aspect of being able to offer workshops and training to the public.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:	3	
Department's Initiative Priority Number:	TV Mobile Studio	
Initiative Title:	Cable Access Television	
Department Name:	Quality City Services	
Council Strategic Plan Vision:	2025	
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		3,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		3,000
Total Request	0.00	3,000
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
The Media Center's existing TV mobile studio system Sling Studio is no longer supported and in the event the system fails, there is no support to assist with this. The system is currently used for live broadcasts. Staff propose purchasing new transmitters (four) that will work with the existing TriCaster Mini and the Studio TriCaster to provide live switching options and live graphics.		
Why must this initiative be supported through the use of new funding?		
There is no existing funding noted for this piece of equipment. Funding from the Media Center's fund balance will cover the costs of the equipment.		
Identify the Council priority and objective(s) supported by this initiative.		
Describe how this initiative enables the City to achieve these goals.		
At the Media Center, equipment is an important part of being able to provide quality services to our members. Volunteers and staff will be able to incorporate this mobile equipment wirelessly to create multi-camera productions on-location.		



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	4
Initiative Title:	Dji Mini 4k Fly More
Department Name:	Cable Access Television
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		1,800
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		1,800
Total Request	0.00	1,800
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request.
Staff are proposing offering a drone training program for KIDS-4. The students will learn drone basics including preparing for the Part 107 Drone Pilot Test. In order to offer this 4-day workshop, staff propose purchasing four DJI drones and supporting equipment. Staff anticipate generating approximately \$1,120 per workshop (8 students) and could offer the workshop more than once a year to generate additional revenues as able.

Why must this initiative be supported through the use of new funding?
There is no existing funding noted for this piece of equipment. Funding from the Media Center's fund balance will cover the costs of the equipment.

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals.
Having new and up-to-date equipment at the Media Center is an important part keep members and participants engaged with media literacy. This equipment will bring opportunity of providing new workshops to both youth and adults who are interested in opporating a drone to capture video footage.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form		
Provide requested information	Response	
Administrator's Initiative Priority Number:		
Department's Initiative Priority Number:	1	
Initiative Title:	Laboratory Specialist	
Department Name:	Wastewater Treatment Plant	
Council Strategic Plan Vision:	Quality City Services	
Fiscal Year:	2025	
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		6,128
Full-time Personnel ^b	1.00	6,128
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	6,128
Net Funding Needed		-
Request Justification		
Provide a concise description/justification for this initiative request.		
The wastewater facility has been receiving more strict permit limits and has required more sampling and analyzing to be performed in the laboratory. A vast array of process control tests and permit required tests are performed daily at our facility. It is becoming increasingly important to have a second full time person in the lab and to also have a succession plan in place for the long term and a person capable of stepping up in the absence of our Lab Manager in short term periods. This position would perform normal duties in the lab and would lead lab activities in the absence of the lab manager. The intent of this initiative is to provide a career ladder in our lab team and will provide opportunity for succession planning and to clearly have a person designated as the go to person in short term absences of our lab manager.		
Why must this initiative be supported through the use of new funding?		
Increased staffing in the lab has become a reality as more testing has been required by our facility to meet increasingly strict permit limits. This, combined with an industrial pretreatment program that will be implemented within the next year has generated enough workload to require a second full time person in the lab. The workload in the lab has dramatically increased and this position will address the increased workload. As the City continues to grow along with industry related business that discharge wastewater to our system, it is initiating a need for an industrial pretreatment program. With this industrial pretreatment program, more analytical testing will be required in the lab.		
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 further advancement of staff and compensation and part of the commitment to becoming an Employer of Choice.		



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Stormwater Utility Coordinator
Department Name:	Stormwater Utility
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		95,167
Full-time Personnel ^b	1.00	87,307
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		4,500
One-time Equipment or Start-up Costs ^e		3,360
Total Request	1.00	95,167
Net Funding Needed		(0)

Request Justification
Provide a concise description/justification for this initiative request. This initiative funds the creation of a position responsible for program coordination, project work, and specialized field work relating to the management of City of Sun Prairie Stormwater Utility lands. The work involves direct responsibility for specialized programs and activities pertaining to vegetation maintenance around ponds, wetlands and within greenways, which are lands dedicated to the passage of water. The Stormwater Utility manages approximately 160 facilities. This position will conduct field inspections and condition assessments, prepare work plans, and coordinate noxious weed and invasive species removal and control activities.

Why must this initiative be supported through the use of new funding? Stormwater Utility staff are needed to ensure the City's infrastructure are best serving the needs of the environment and it's residents. At present the Utility does not have a member with a vegetation management background, dedicated to the oversight of the City's facilities and maintenance contractors.
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Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The City's stormwater infrastructure plays a vital role in the protection of wetlands and aquatic ecosystems, improved quality of receiving waterbodies, conservation of water resources, protection of public health, and flood control. This position will work in partnership with ecological consultants and Stormwater Utility maintenance staff to ensure the infrastructure is functioning properly.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	3
Initiative Title:	Stormsewer Pole Camera
Department Name:	Stormwater Utility
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		25,000
Total Request	0.00	25,000
Net Funding Needed		-

Request Justification
Provide a concise description/justification for this initiative request. This initiative provides one time funding for the purchase of a high definition camera pole camera for stormwater sewer inspection. This camera will allow staff to assess sewer lines from an adjoining mainhole to determine if they need cleaning, repair, or further inspection.

Why must this initiative be supported through the use of new funding? This is a new piece of equipment and is not currently budgeted for in the 2025 Stormwater Utility budget.
--

Identify the Council priority and objective(s) supported by this initiative. Describe how this initiative enables the City to achieve these goals. The City's stormsewer system is a crucial piece of infrastructure. This camera will allow staff to; diagnose emergency call-outs, avoid confined space entry, conserve CCTV resources, perform a rapid, system-wide assessment, prioritize CCTV, cleaning and rehab activities, and view pipes too deteriorated for a crawler. These activities will protect City infrastructure for the future.
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SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	2
Initiative Title:	Server Upgrades
Department Name:	Sun Prairie Utilities - Technology
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		9,297
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		9,297
Total Request	0.00	9,297
Net Funding Needed		-

Request Justification	
Provide a concise description/justification for this initiative request.	
HP Server Upgrades This initiative is intended to upgrade 3 of our older servers as specified in our Hardware Refresh Policy. These servers will serve as our new File/Print Server (DL380), SQL Server (DL380), and M365 Sync Server (DL360). Server licenses will transfer from the older servers to these replacement servers.	

Why must this initiative be supported through the use of new funding?
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.
QUALITY CITY SERVICES (CITY COUNCIL) AND IT EQUIPMENT REPLACEMENT POLICY (SPU STRATEGIC PLAN). This initiative upgrades three (3) of SPU's oldest servers as specified per the IT Replacement Policy.



City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	4 Customer Service Rep Addition Sun Prairie Utilities - Administration Quality City Services 2025
Department's Initiative Priority Number:	
Initiative Title:	
Department Name:	
Council Strategic Plan Vision:	
Fiscal Year:	

Summary		
The FTE and \$ information which follows is created by an Excel calculation which carries these totals forward from subsequent sheets in this template.	FTE	\$
Resources ^a		63,082
Full-time Personnel ^b	1.00	
Part-time Personnel ^c		
Recurring Operating Expenditures ^d		63,082
One-time Equipment or Start-up Costs ^e		-
Total Request	1.00	63,082
Net Funding Needed		-

Request Justification	
Provide a concise description/justification for this initiative request.	
CUSTOMER SERVICE REPRESENTATIVE ADDITION With the growth of the city over the past 20 years, the number of customer accounts has more than doubled. Currently SPU operates with 2 Billing Coordinators, 2 Customer Service Representatives, and 1 Collections Coordinator. Presently, all individuals share the same office space and all share in answering incoming phone calls and walk in/ drive-up customers. Moving to the new facility it was decided that the billing department should be separated from the daily customer service functions to allow them the proper time to process and review the accounts billing process. Billing personnel will be taken out of the CS call queue. This additional Customer Service Representative will replace the lost support currently provided by the 2 Billing Coordinators. The goal is to hire the existing LTE performing meter reading duties initially into a FT Meter Reader/CS Rep, then once AMI completed in a couple years into a FT CS Rep position.	

Why must this initiative be supported through the use of new funding? This initiative will be supported through retained earnings/ cash reserves.
--

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 (CITY COUNCIL) AND STRENGTHEN CUSTOMER ENGAGEMENT (SPU STRATEGIC PLAN). The addition of one additional Customer Service Clerk will allow the SPU billing department to focus more time in performing billing department functions with minimal interruptions and providing more bill review and auditing to ensure billing records are accurate and efficient. Addition of a Customer Service Clerk will offset customer service support lost by the separation of the billing department without lowering service levels to our customer contacts.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	5
Department's Initiative Priority Number:	Document Scanning Service
Initiative Title:	Sun Prairie Utilities - Administration
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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		-
One-time Equipment or Start-up Costs ^e		37,500
Total Request	0.00	37,500
Net Funding Needed		-

Request Justification	
Provide a concise description/justification for this initiative request.	
DOCUMENT SCANNING SERVICE TO DIGITIZE PAPER RECORDS (CONTINUATION FROM 2024) SPU wants to hire a scanning service to move toward paperless operations, improve archiving efficiency, and minimize storage at the new facility. We are using quoted costs from Coakley to create this budget. The budget for this project in 2024 was \$75,000, and we expect to complete it in the first quarter of 2025. We were able to shred 183 boxes, bringing our total number of boxes down to 370. In conjunction, SPU will work to compile and approve a Records Retention Policy.	

Why must this initiative be supported through the use of new funding?
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.
QUALITY CITY SERVICES [CITY] and IMPLEMENT TECHNOLOGY SOLUTIONS [SPU] A consolidation of records is needed, as SPU prepares to move into its new facility. Digitizing and scanning existing paper records will not only help in cleaning and organizing, but it will also create efficiencies for finding and accessing records from a computer.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	6
Initiative Title:	Well 6 Pump and Well Maint
Department Name:	Sun Prairie Utilities - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		76,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		76,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	76,000
Net Funding Needed		-

Request Justification	
Provide a concise description/justification for this initiative request.	
This initiative addresses scheduled well pump maintenance and inspection deficiencies. Well 6 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. 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 6 in 2025, and Well 9 in 2026 to alleviate large maintenance expenses in a single year. Well 5 is planned for Fall 2024 service. 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 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.
QUALITY CITY SERVICES (CITY COUNCIL) AND MAINTAIN OPERATIONAL EXCELLENCE/RELIABILITY (SPU STRATEGIC PLAN) 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.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	
Department's Initiative Priority Number:	7
Initiative Title:	Reservoir Inspection Repairs
Department Name:	Sun Prairie Utilities - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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		49,000
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		49,000
One-time Equipment or Start-up Costs ^e		-
Total Request	0.00	49,000
Net Funding Needed		-

Request Justification	
Provide a concise description/justification for this initiative request.	
This initiative addresses deficiencies noted in DNR-required drain-down inspections. Every five years, the in-ground and elevated reservoirs in Sun Prairie must be inspected per State Code. These inspections must alternate between fully-drained and filled reservoirs with our last inspections being full drained-down assessments. There were several items at two elevated reservoirs and one in-ground reservoir that staff is recommending for funding and repair. These items range from infiltration crack sealing to rust prevention.	

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.
QUALITY CITY SERVICES (CITY COUNCIL) AND MAINTAIN OPERATIONAL EXCELLENCE/DNR REQUIREMENT (SPU STRATEGIC PLAN) Actively addressing proper maintenance of water infrastructure, including reservoirs for potable drinking water, prolongs the useful life of the equipment. Keeping the water distribution facilities in good working condition protects the integrity of the finished water and maintains reliable service for utility customers.



SUN PRAIRIE

City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	8
Department's Initiative Priority Number:	
Initiative Title:	Cross Connection Control Program
Department Name:	Sun Prairie Utilities - Water
Council Strategic Plan Vision:	Quality City Services
Fiscal Year:	2025

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 continues a DNR-approved Cross Connection Control Program. Sun Prairie Utilities (SPU) staff requests continuation of a cross connection control program that adheres to NR 810.15 of the Wisconsin Administration Code. SPU would continue to inspect residential classifications with field staff, but continue to use a third party for inspection, documentation, and enforcement of commercial and industrial classifications.	The diagram illustrates a cross connection control system. It shows a water main (red line) with a backflow preventer (blue valve) installed. A cross connection (red line) is shown entering the water main from a lower elevation. The diagram also shows a water meter and a water service line. The backflow preventer is designed to prevent water from flowing back into the water main, which could contaminate the public water supply.

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.
QUALITY CITY SERVICES (CITY COUNCIL) AND MAINTAIN OPERATIONAL EXCELLENCE/DNR MANDATE (SPU STRATEGIC PLAN) 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
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	9
Department's Initiative Priority Number:	New Facility Television Monitors
Initiative Title:	Sun Prairie Utilities - Technology
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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		18,600
Full-time Personnel ^b	0.00	-
Part-time Personnel ^c		-
Recurring Operating Expenditures ^d		-
One-time Equipment or Start-up Costs ^e		18,600
Total Request	0.00	18,600
Net Funding Needed		-

Request Justification	
Provide a concise description/justification for this initiative request.	
Television Monitors for New Facility This initiative is intended to cover the flat screen monitors for the training rooms, conference rooms, and various offices in the new facility.	

Why must this initiative be supported through the use of new funding?
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. QUALITY CITY SERVICES (CITY COUNCIL) AND NEW FACILITY, COMMITMENT TO EMPLOYEES, MANAGE GROWTH (SPU STRATEGIC PLAN). This initiative covers the media monitor needs for the new facility.
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City of Sun Prairie
Budget Development Process
2025 Budget Initiative Form

Initiative Request Form	
Provide requested information	Response
Administrator's Initiative Priority Number:	10
Department's Initiative Priority Number:	Vegetation Management
Initiative Title:	Sun Prairie Utilities - Electric
Department Name:	Quality City Services
Council Strategic Plan Vision:	2025
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 SPU's Vegetation Management Program for Distribution Lines 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 2024 season, staff is requesting continued support of this initiative, and believes it was essential to reducing outages during recent storms.	

Why must this initiative be supported through the use of new funding?
Cash Reserves will be utilized for this purchase.

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 (CITY COUNCIL) AND RELIABILITY, SAFETY AND PERFORMANCE (SPU STRATEGIC PLAN). Maintaining standardized clearance distances from overhead primary distribution lines allows Sun Prairie Utilities to meet IEEE reliability metric goals, deter nuisance outages, and reduce tree-related outages during storm events. SPU also supports residential arborists and contractors by providing safety clearance cuts and complete takedowns. This improves overall system reliability and increases safety for SPU field crews that maintain the distribution system.



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APPENDIX C : FINANCIAL POLICIES

APPENDIX C – FINANCIAL POLICIES	295
Table of Contents for Financial Policies	296
Capital Improvement Policy	297
Investment Policy	301
Fund Balance Policy	307
Purchasing Policy	309
Budget Management Policy	317

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.

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).

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.

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.

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.

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.

Cash transfers between the State Local Government Investment Pool and the checking or money market accounts at the City's primary financial institution are excluded from this requirement.

9. INVESTMENT REPORTS

The Finance Office will maintain monthly reports listing the current investments of the City and the performance of the City's investment portfolio. On a quarterly basis, the Finance Office will present a report on the City's investments and financial status to the Finance Committee. Annually, The Finance Office will provide a report to the City Council detailing the institutions that the City has maintained investments with and the performance of the City's investments.

Appendix 1

Wisconsin State Statutes [66.0603 Investments](#)

66.0603 Investments.

(1g) Definition. In this section, “governing board” has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

(1m) Investments.

(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
 - 3m. Bonds issued by a local exposition district under subch. II of ch. 229.
 - 3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
 - 3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
 - 3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
 - 3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.
 - 3u. Bonds issued by the Wisconsin Aerospace Authority.
4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
 - a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
 - b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
 - c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.
2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.
3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
 - b. Other post-employment benefits provided separately from a defined benefit pension plan.
4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.
5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
 - b. Other post-employment benefits provided separately from a defined benefit pension plan.
6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local

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.

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: DECEMBER 5, 2023

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.

- The item or service is only available from a single source;
- After competitive procurement solicitations, competition is determined to be inadequate;
- An alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs;
- Standardization of a specific product or manufacturer will result in more efficient and economical operations;
- The purchase is from another governmental body;
- The item is being purchased through a cooperative purchasing arrangement such as the V.A.L.U.E. group, State bid list, or State of Wisconsin VendorNet.

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 that 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. If all the steps required by section 6 of this policy or state statute section 62.15 have been completed for the purchase of a good or service and a written contract is required to make that purchase, the Mayor is authorized to cosign contracts on the City's behalf. See resolution 23/169.

Public Works Committee/Parks, Recreation, and Forestry Commission – According to state statute 62.15(1), "All public construction, the estimated cost of which exceeds \$25,000, 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 and Parks, Recreation, and Forestry Commission oversee 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, park improvements, and municipal buildings.

Public Works Committee – According to state statute 62.15(1), "All public construction, the estimated cost of which exceeds \$25,000, 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 and Parks, Recreation, and Forestry Commission oversee 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, park improvements, and municipal buildings.

City Administrator – Approves purchases of materials, equipment and services in excess of \$50,000. This authority may be delegated to the Director of Administrative Services or Finance Director. The City Administrator may approve budget adjustments within departments. If all the steps required by section 6 of this policy or state statute section 62.15 have been completed for the purchase of a good or service and a written contract is required to make that purchase, the City Administrator is authorized to cosign contracts of up to \$50,000 on the City's behalf. See resolution 23/169.

Finance Department – Oversees all City purchasing and monitors compliance with the City purchasing policy. Approves purchase orders for items in excess of \$5,000 and less than \$50,000 or as delegated by the City Administrator. Monitors expenditures in comparison to budgeted levels. If all the steps required by section 6 of this policy or state statute section 62.15 have been completed for the purchase of a good or service and a written contract is required to make the purchase, the Director of Administrative Services is authorized to cosign contracts of up to \$50,000 on the City's behalf. See resolution 23/169.

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.

PURCHASING POLICY

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 \$10,000 from a supplier that has offered the best price and quality for a category of items based on periodic bids/proposals solicited by the City at least annually. The Finance Department will take the lead in researching and soliciting proposals for items that are used by multiple departments.
- Purchases made from the state bid list.
- Certain professional services where the City Administrator has waived the competitive bid requirement due to the quality of the firm and the service to be provided. Quotes from various vendors should be obtained periodically and should be one of the factors in selecting the vendor to perform the service.

6. PURCHASING REQUIREMENTS

The process for making purchases varies depending on the total cost of the purchase. The staggering of purchases or dividing purchases to intentionally evade this policy is strictly prohibited.

Purchase Cost	Authority Required	Purchasing Process	Competitive Requirement
Less than \$10,000.00	Department Director or Designee	Purchase Order/Procurement Card	Periodic quotes or 2 informal quotes
Over \$10,000.00 and less than \$50,000.00	Finance Department	Purchase Order/Procurement Card	3 Formal Quotes
Over \$50,000.00	City Administrator	Purchase Order/Procurement Card	Formal Bid Process

6.1 PURCHASES UNDER \$10,000

Purchases under \$10,000 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 \$10,000 AND UNDER \$50,000

Purchases of at least \$10,000 and less than \$50,000 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 Department 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

PURCHASING POLICY

should be used when making the purchase and the purchase order number must be written on the invoice when it is submitted for payment.

Equipment in excess of \$5,000 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.

6.3 PURCHASES OF \$50,000 AND OVER

All other purchases of materials, equipment and services in excess of \$50,000 require the approval of the City Administrator 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 in the City's best interest.

Public construction projects with an estimated cost greater than \$25,000 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 work in conjunction with the Finance Department to conduct the public bid or RFP process. If a contract is required, the department will work with the Finance Department and the City Attorney to draft a contract for signature by the Mayor or City Administrator. The contract will then be presented to the Common Council for approval. Then 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.

7. PURCHASING ISSUES

7.1 DISCOUNTS AND MASTER PURCHASE AGREEMENTS

It is the City's policy to take advantage of vendor discounts for prompt payment whenever possible in order to minimize the cost of a purchase. Department Heads are responsible for determining if discounts are available and for working with the Finance Department to obtain the lowest price. Some vendors offer discounts for prompt payment. When possible, Departments can aid the City by approving invoices and submitting them for payment on the same day that the materials or services are provided.

Often, significant discounts are available to the City through master purchasing agreements. Under these agreements, vendors negotiate discounted prices with a municipality or organization and agree to offer the same prices to other municipalities. The Finance Department will seek to identify discount agreements and periodically review them to determine which vendors offer the best overall value for the City. Finance will then work with other departments to obtain the discounted pricing.

7.2 COLLECTIVE PURCHASING

Cooperative purchasing arrangements can result in significant savings by pooling purchasing power. It is the City's policy to utilize collective purchasing between City departments or with other units of government when savings can be obtained without sacrificing the quality or availability of the product or service.

The Finance Department shall have the authority to analyze the desirability of cooperative purchasing arrangements and make recommendations to Administration. The City Council encourages cooperative purchasing but maintains the right to reject any such arrangements with other units of government.

7.3 SHIPPING AND FREIGHT CHARGES

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Department Heads, when obtaining price quotations should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder. Unless otherwise stated in the “notice of call for bids”, all formal bid proposals shall include freight and delivery charges, if any.

7.4 RECEIVING AND INSPECTING ITEMS

Department Heads, or their designees, are responsible for receiving and inspecting all deliveries to their departments to ensure that items received conform to the specifications and quantities set forth in the purchase order. All deliveries should be thoroughly inspected to ensure that materials are received in satisfactory condition. If there are any discrepancies, the Department Head or designee should contact the vendor and resolve the issue before submitting the invoice for payment. When items are sent in multiple shipments, the department should clearly indicate which items have been received and accepted when approving the invoice for payment.

7.5 SUBMITTING ITEMS FOR PAYMENT

Once the purchasing department has verified that the purchased items have been received in a satisfactory condition, the original invoice should be submitted to the Finance Department for payment. It is the City's policy to not pay from statements or photocopies of invoices. If it is not possible to obtain an original invoice, a faxed copy may be used if the Department Head verifies that the vendor has not already been paid for the item.

When submitting an invoice for payment, the Department Head or designee should indicate the amount to be paid, the account number it should be charged to, and initial and date the invoice. If it is not possible to obtain an invoice, a Check Requisition Form should be completed with the same information. In addition, the Department Head or designee should include a description of the item purchased and attach any supporting documentation. This form must be signed by the requesting employee, the Department Head and the Finance Department.

The Finance Department processes checks and issues payments to vendors to be approved as a warrant by the City Council. 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 Department Head or Finance Director.

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.

7.7 INTERNET PURCHASES

City employees may use the Internet to make purchases if they follow normal purchasing guidelines and the same approval process. Internet purchases are not permissible in situations where a sealed bid is required. Employees should only make purchases from vendors that they are familiar with and where there are appropriate safeguards to protect the City's interests. Whenever possible, Internet purchases should be charged to a City account and invoiced for payment. City credit cards may be used for Internet purchases when necessary, if the transaction is conducted through a secure connection. Any concerns regarding the security of the information should be directed to the Information Technology Department. The IT Director will have the final authority to determine if an Internet transaction provides sufficient security.

7.8 PETTY CASH ACCOUNT

The City maintains a petty cash account to expedite miscellaneous purchases and the payments of small bills when it is not practical to follow the City's normal payment procedures. Any City employee, with approval of his or her Department Head, may use the petty cash fund within the guidelines listed below. The petty cash fund should not be used as a means to circumvent the normal purchasing process or to pay for personal services. The Finance Department is responsible for administering the petty cash funds and shall determine what is an appropriate use of the fund.

To be eligible for using the petty cash fund, the following requirements must be met:

- The item purchased must not be regularly stocked
- The purchase must not be from a vendor where the City maintains an active account
- The purchase price must not exceed \$25 (The Finance Department may waive this dollar amount in certain situations)

PETTY CASH PROCEDURE

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 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 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 reimbursement will be made through the next payroll process. 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 \$10,000, the normal purchasing procedures should be followed. However, for emergency purchases over \$10,000, the Department Head should take the following steps:

- If an emergency purchase is needed during regular working hours, notify the City Administrator and obtain approval prior to making the purchase.
- If an emergency purchase is needed after regular working hours or on a holiday, Department Heads (or their authorized designees) may authorize the purchase.
- A purchase requisition form together with a written explanation of the emergency must be prepared and forwarded to the Finance Department within two (2) working days after making the purchase.

8.2 BLANKET PURCHASE ORDERS

Blanket purchase orders are used for those vendors from whom many repetitive purchases are made as supplies are required. Rather than issue a purchase order form for each purchase, one order is issued for a specified period (e.g., month) to cover all purchases made during that period. Blanket purchase orders will be limited to a 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 has 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, 2017
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

June 18, 2024

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 2025-2034 (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.

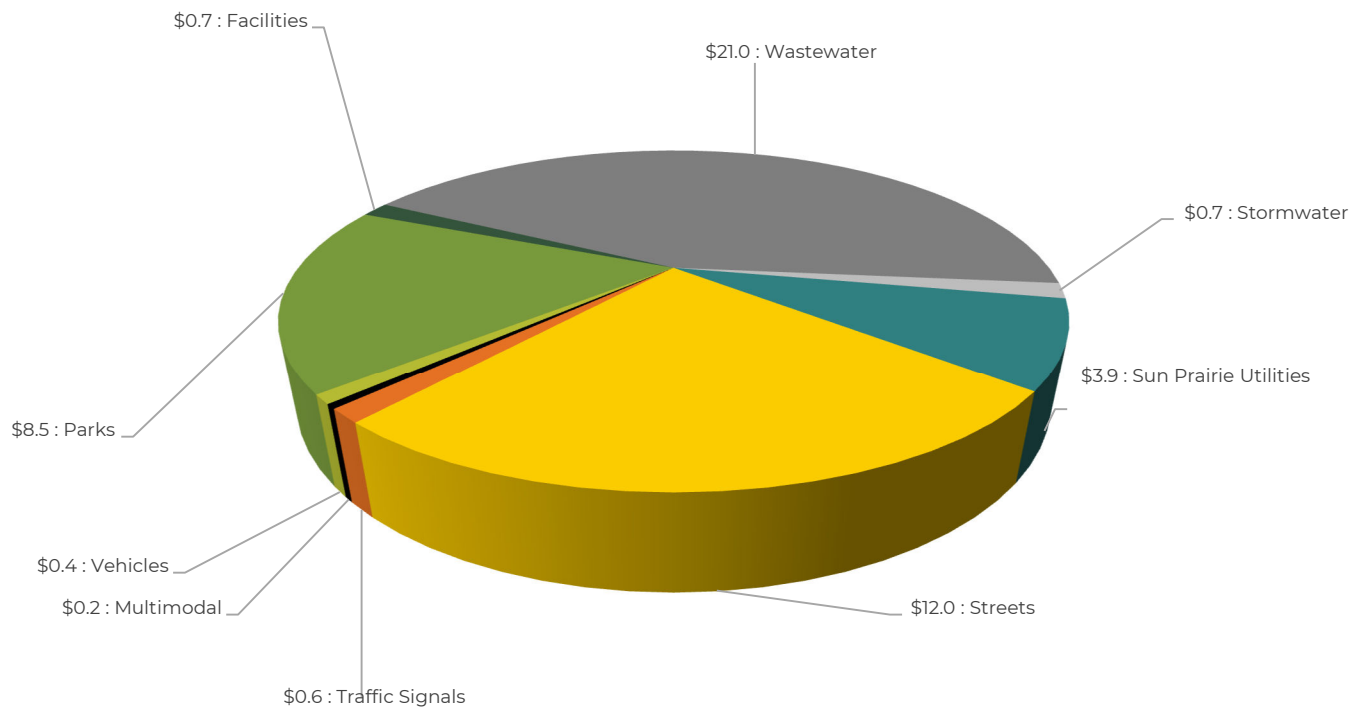
Capital investments are critical in preserving our City's physical infrastructure, as well as deliver to our citizens the facilities and services they need. Capital investments provide safe neighborhoods, acceptable transportation corridors, sufficient wastewater treatment capacity, adequate parks, and 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 renovate the Family Aquatic Center Bathhouse; LED conversion at the Westside Community Service Building, Fleet Maintenance Building, and Fire/EMS Station #1; and Wastewater biosolids drying system/sustainable resource recovery projects.

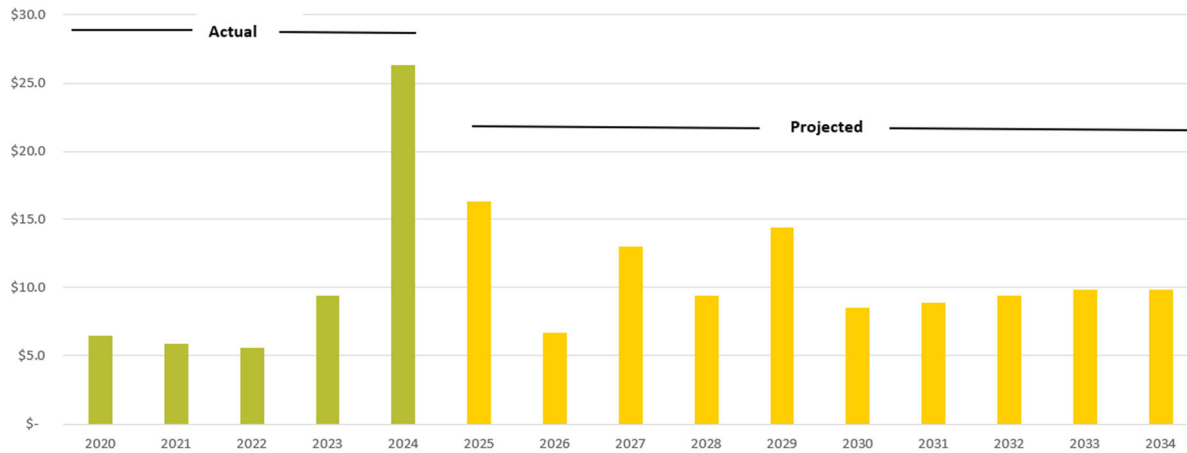
2025 Capital Improvement Plan Projects (\$ in millions)



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.

Actual & Projected General Capital Projects Borrowing
2020 thru 2034



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 (2025) 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 E : LONG TERM DEBT



SUN PRAIRIE

revolves around you



Years	General Obligation Debt				Revenue Debt	
	Governmental Activities		Business-Type Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	9,696,523	2,930,699	1,650,000	759,375	2,370,948	1,804,180
2026	9,542,953	2,660,271	1,610,000	699,688	2,219,990	1,563,038
2027	9,425,737	2,255,886	1,625,000	640,688	2,281,424	1,487,003
2028	8,050,467	1,918,738	1,680,000	582,675	2,358,028	1,407,825
2029	7,479,070	1,623,613	1,740,000	524,913	2,434,805	1,325,091
2030	5,367,422	1,357,643	1,795,000	470,963	2,511,756	1,243,616
2031	4,814,621	1,170,906	1,770,000	419,469	2,583,885	1,163,176
2032	4,281,382	995,482	1,825,000	366,513	2,661,194	1,078,732
2033	3,378,682	834,457	1,880,000	311,919	2,553,686	993,324
2034	2,241,219	708,660	1,885,000	256,125	2,646,363	906,711
2035	1,724,114	618,238	1,940,000	199,138	2,539,228	819,378
2036	1,822,361	538,303	2,000,000	140,106	2,622,285	731,749
2037	1,705,000	454,025	1,465,000	88,163	2,710,535	640,450
2038	1,470,000	381,100	1,190,000	48,350	2,808,982	545,178
2039	1,555,000	310,425	725,000	20,825	2,907,629	445,680
2040	1,305,000	241,425	280,000	8,500	3,006,479	350,378
2041	1,305,000	182,700	285,000	2,850	2,140,000	266,950
2042	1,305,000	130,500			1,825,000	191,500
2043	1,305,000	78,300			1,900,000	117,000
2044	1,305,000	26,100			1,975,000	39,500
Totals	79,079,551	19,417,471	25,345,000	5,540,256	49,057,217	17,120,458

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2023	Issued 2024	Principal 2024	Balance 12/31/2024	Due in One Year	Interest 2024
GENERAL OBLIGATION DEBT											
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	2,110,000		500,000	1,610,000	515,000	65,347
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	2,815,000	565,000		280,000	285,000	285,000	9,387
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	2,475,000		1,385,000	1,090,000	540,000	41,050
6/28/2017	2017A GO Promissory Notes	4/1/2027	4/1/2024	2.0-3.0	3,940,000	1,660,000		400,000	1,260,000	410,000	31,200
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	3,895,000		720,000	3,175,000	745,000	133,000
2/7/2019	2019A Taxable GO Bonds (TIF 9, TIF 11, TIF 12)	4/1/2037	4/1/2027	2.7 - 4.0	9,255,000	6,235,000		790,000	5,445,000	810,000	196,784
2/7/2019	2019B GO Refunding Bonds (TIF 13)	4/1/2032	4/1/2028	3.0 - 4.0	2,555,000	2,515,000		240,000	2,275,000	250,000	82,800
7/17/2019	2019C GO Bonds	4/1/2039	4/1/2027	3.0 - 5.0	3,895,000	3,180,000		145,000	3,035,000	155,000	107,975
7/17/2019	2019D GO Notes	4/1/2029	4/1/2026	2.0 - 4.0	8,800,000	5,705,000		875,000	4,830,000	905,000	167,675
12/20/2019	2019 State Trust Fund Loan (TID 8)	3/15/2029	n/a	3.25	650,000	457,105		70,194	386,911	72,516	14,897
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0 - 3.0	5,855,000	3,655,000		480,000	3,175,000	495,000	74,950
12/22/2020	2020 State Trust Fund Loan (TID 8)	3/15/2030	n/a	3.0	1,150,000	926,275		120,825	805,450	124,526	27,864
8/12/2021	2021C GO Notes (Gen and Refunding 2014B- Gen & TID 9)	4/1/2031	4/1/2028	1.5 - 2.0	7,395,000	5,315,000		1,090,000	4,225,000	570,000	86,025
8/9/2022	2022A GO Notes (Gen)	4/1/2032	4/1/2029	3.0-4.0	5,740,000	4,690,000		445,000	4,245,000	465,000	161,350
12/27/2022	2022 State Trust Fund Loan (TID12 & TID 13)	3/15/2036	n/a	4.75	1,804,000	1,804,000		86,810	1,717,190	109,480	104,237
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		1,205,000	8,080,000	870,000	465,415
8/8/2024	2024A GO Notes	8/8/2024	4/1/2033	4.0-5.0	25,585,000	-	25,585,000	-	25,585,000	1,720,000	-
12/16/2024	2024 State Trust Fund Loan - TID 14 Developer Incentive	3/15/2029	n/a	5%	500,000	-	500,000	-	500,000	-	-
12/16/2024	2024 State Trust Fund Loan - Library Expansion	3/15/2029	n/a	5%	3,400,000	-	3,400,000	-	3,400,000	-	-
TOTAL GENERAL OBLIGATION DEBT					156,444,000	54,472,380	29,485,000	8,832,829	75,124,551	9,041,522	1,769,956
CAPITAL LEASES											
6/24/2014	CDA Refunding Bonds (TIF 8)	8/1/2024	8/1/2021	.4-2.4	12,785,000	1,515,000	-	1,515,000	-	-	36,360
TOTAL CAPITAL LEASES					12,785,000	1,515,000	-	1,515,000	-	-	36,360
TOTAL GOVERNMENTAL ACTIVITIES					169,229,000	55,987,380	29,485,000	10,347,829	75,124,551	9,041,522	1,806,316

DATE OF ISSUE	PURPOSE	FINAL MATURITY	CALL DATE	INTEREST RATES	ORIGINAL AMOUNT	Balance 12/31/2023	Issued 2024	Principal 2024	Balance 12/31/2024	Due in One Year	Interest 2024
BUSINESS-TYPE ACTIVITIES											
6/8/2005	CWF Loan (WWTP)	5/1/2025		2.365	14,729,283	2,020,834	-	998,608	1,022,226	1,022,226	35,984
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	60,000	-	30,000	30,000	30,000	994
10/26/2016	2016B GO Promissory Note	4/1/2026	4/1/2023	2.0-3.0	475,000	125,000	-	40,000	85,000	40,000	2,500
11/30/2017	2017B GO Bonds	4/1/2037	4/1/2027	2.0-3.0	1,580,000	1,160,000	-	70,000	1,090,000	70,000	32,700
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	1,500,000	1,230,000	-	55,000	1,175,000	60,000	41,725
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	715,000	505,000	-	65,000	440,000	70,000	10,425
3/24/2021	CWF Loan (WWTP)	5/1/2040		1.485	15,603,340	14,158,980	169,317	738,306	13,589,991	758,723	205,456
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	105,000	35,000	-	35,000	-	-	350
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	2,870,000	2,535,000	-	110,000	2,425,000	115,000	58,800
8/10/2023	2023A GO Notes	4/1/2033	4/1/2030	2.88	405,000	405,000	-	45,000	360,000	40,000	20,452
TOTAL WWTP					39,617,623	22,234,814	169,317	2,186,914	20,217,217	2,205,949	409,386
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	-	-	-	-	-	-
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	120,000	-	60,000	60,000	60,000	1,987
10/26/2016	2016A GO Corporate Purpose Bond	4/1/2036	4/1/2025	2.0-3.0	5,820,000	4,010,000	-	260,000	3,750,000	265,000	111,062
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	2,440,000	-	145,000	2,295,000	150,000	68,800
7/17/2019	2019 GO Bonds - Series C	4/1/2039	4/1/2027	3.0 - 5.0	5,580,000	4,550,000	-	205,000	4,345,000	220,000	154,475
8/12/2021	2021C GO Notes (refunding of 2014B)	4/1/1931	4/1/2028	1.5 - 2.0	440,000	145,000	-	145,000	-	-	1,450
8/12/2021	2021B GO Bonds	4/1/2041	4/1/2029	2.0 - 3.0	1,990,000	1,755,000	-	75,000	1,680,000	80,000	40,675
TOTAL STORMWATER					20,595,000	13,020,000	-	890,000	12,130,000	775,000	378,449
TOTAL BUSINESS-TYPE ACTIVITIES					102,827,623	52,569,814	25,924,317	4,091,914	74,402,217	4,020,949	1,306,420
INSERVICE - TYPE ACTIVITIES											
7/7/2015	2015A GO Promissory Note	2/1/2025	2/1/2021	2.0-2.25	155,000	40,000	-	20,000	20,000	20,000	662
10/26/2016	2016B GO Promissory Note	4/1/2026	8/1/2021	2.0-3.0	1,185,000	375,000	-	120,000	255,000	125,000	7,550
6/28/2017	2017A GO Promissory Note	4/1/2027	4/1/2024	2.0-3.0	980,000	410,000	-	100,000	310,000	100,000	7,700
10/11/2018	2018B GO Notes	10/11/2018		3.0-4.0	135,000	75,000	-	15,000	60,000	15,000	2,550
7/17/2019	2019 GO Notes - Series D	4/1/2029	4/1/20026	2.0 - 4.0	805,000	485,000	-	75,000	410,000	75,000	14,225
8/13/2020	2020A GO Notes	4/1/2030	4/1/2027	1.0-3.0	195,000	135,000	-	15,000	120,000	20,000	2,825
8/12/2021	2021C GO Notes	4/1/1931	4/1/2028	1.5 - 2.0	415,000	325,000	-	40,000	285,000	40,000	5,475
8/9/2022	2022A GO Notes	4/1/2032	4/1/2029	3.0-4.0	1,015,000	900,000	-	85,000	815,000	90,000	31,000
8/10/2023	2023A GO Notes	4/1/2033	4/1/2030	2.88	1,340,000	1,340,000	-	155,000	1,185,000	130,000	67,593
8/8/2024	2024A GO Notes	8/8/2024	4/1/2033	4.0-5.0	495,000	-	495,000	-	495,000	40,000	-
TOTAL FLEET INSERVICE					6,720,000	4,085,000	495,000	625,000	3,955,000	655,000	139,580
TOTAL ALL DEBT					278,776,623	112,642,194	55,904,317	15,064,743	153,481,768	13,717,471	

AMORTIZATION SCHEDULES

General Fund Debt Service			
Year	Principal	Interest	Total
2025	7,070,000	2,375,155	9,445,155
2026	6,005,000	1,953,650	7,958,650
2027	5,925,000	1,730,150	7,655,150
2028	5,695,000	1,510,700	7,205,700
2029	5,030,000	1,317,338	6,347,338
2030	4,180,000	1,152,338	5,332,338
2031	3,745,000	1,007,438	4,752,438
2032	3,220,000	869,975	4,089,975
2033	2,725,000	741,675	3,466,675
2034	1,725,000	639,925	2,364,925
2035	1,245,000	570,025	1,815,025
2036	1,325,000	510,275	1,835,275
2037	1,375,000	18,375	1,393,375
2038	1,470,000	381,100	1,851,100
2039	1,555,000	310,425	1,865,425
2040	1,305,000	241,425	1,546,425
2041	1,305,000	182,700	1,487,700
2042	1,305,000	130,500	1,435,500
2043	1,305,000	78,300	1,383,300
2044	1,305,000	26,100	1,331,100
	58,815,000	15,747,568	74,562,568

TIF District 8			
Year	Principal	Interest	Total
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
	1,312,361	127,930	1,440,291

TIF District 9			
Year	Principal	Interest	Total
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
	3,285,000	169,739	3,454,739

TIF District 11			
Year	Principal	Interest	Total
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
	295,000	24,966	319,966

TIF District 12			
Year	Principal	Interest	Total
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
	5,110,349	1,434,844	6,545,193

TIF District 13			
Year	Principal	Interest	Total
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	-	-	-
	2,396,841	360,225	2,757,065

AMORITIZATION SCHEDULES (CONT)

TIF District 14			
Year	Principal	Interest	Total
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
	<u>124,000</u>	<u>7,535</u>	<u>131,535</u>

Wastewater Debt Service			
Year	Principal	Interest	Total
2025	2,205,948	360,526	2,566,474
2026	1,172,280	323,800	1,496,080
2027	1,153,765	298,954	1,452,719
2028	1,175,420	274,012	1,449,432
2029	1,202,249	248,870	1,451,119
2030	1,224,254	225,151	1,449,405
2031	1,176,438	203,126	1,379,564
2032	1,193,803	181,194	1,374,997
2033	1,216,353	158,876	1,375,229
2034	1,189,088	137,071	1,326,159
2035	1,212,014	115,774	1,327,788
2036	1,230,132	94,084	1,324,215
2037	1,253,445	71,997	1,325,441
2038	1,176,956	50,960	1,227,916
2039	1,190,668	31,095	1,221,764
2040	1,114,585	12,400	1,126,985
2041	173,174	1,954	175,128
2042	3,244	183	3,427
2043	<u>3,315</u>	<u>111</u>	<u>3,426</u>
	20,267,132	2,790,138	23,057,270

Stormwater Debt Service			
Year	Principal	Interest	Total
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	<u>115,000</u>	<u>1,150</u>	<u>116,150</u>
	12,130,000	2,594,369	14,724,369

Fleet Debt Service			
Year	Principal	Interest	Total
2025	655,000	137,294	792,294
2026	640,000	112,050	752,050
2027	515,000	92,175	607,175
2028	430,000	74,275	504,275
2029	435,000	57,575	492,575
2030	350,000	42,625	392,625
2031	350,000	29,863	379,863
2032	315,000	17,700	332,700
2033	210,000	7,225	217,225
2034	<u>55,000</u>	<u>1,375</u>	<u>56,375</u>
	3,955,000	572,156	4,527,156

AMORITIZATION SCHEDULES (CONT)

Year	Sun Prairie Utilities Debt Service		
	Principal	Interest	Total
2025	1,040,000	1,851,914	2,891,914
2026	1,920,000	1,614,411	3,534,411
2027	1,995,000	1,529,970	3,524,970
2028	2,075,000	1,442,351	3,517,351
2029	2,160,000	1,353,225	3,513,225
2030	2,240,000	1,267,665	3,507,665
2031	2,315,000	1,182,400	3,497,400
2032	2,400,000	1,092,300	3,492,300
2033	2,300,000	1,000,783	3,300,783
2034	2,400,000	907,098	3,307,098
2035	2,300,000	811,713	3,111,713
2036	2,395,000	715,181	3,110,181
2037	2,270,000	617,713	2,887,713
2038	2,370,000	519,150	2,889,150
2039	1,975,000	424,700	2,399,700
2040	2,060,000	343,350	2,403,350
2041	2,140,000	266,950	2,406,950
2042	1,825,000	191,500	2,016,500
2043	1,900,000	117,000	2,017,000
2044	1,975,000	39,500	2,014,500
	42,055,000	17,288,872	59,343,872

APPENDIX F : FORECAST OF REVENUES AND EXPENDITURES

SUN PRAIRIE ECONOMIC FORECAST UPDATE : JULY 2024

The City completed its fourth financial management plan in 2024. 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 2024 budget.

The net new construction increase for 2023 (budget year 2024) was 3.09%. The 2024 increase is higher than expected future increases in new construction. The City does not expect to be able to maintain the 2020-2023 levels of construction and is forecasting an average future increase of 1.35%.

	Projected TID OUT Equalized Value		Economic Change		New Construction		TID Closure or Other Adjustment	
2025	5,378,941,730	5.8%	204,115,268	3.79%	72,784,835	1.35%		0.00%
2026	5,655,841,833	5.1%	214,622,825	3.79%	76,531,692	1.35%	241,058,600	4.26%
2027	6,188,054,950	9.4%	234,818,773	3.79%	83,733,303	1.35%		0.00%
2028	6,506,607,026	5.1%	246,906,902	3.79%	88,043,772	1.35%	57,720,300	0.89%
2029	6,899,277,999	6.0%	261,807,628	3.79%	93,357,176	1.35%		0.00%

The City receives monies through the expenditure restraint program based on a formula that restricts the rate of growth of general fund expenditures. This limit is calculated using 60% of net new construction capped at 2% plus the CPI. 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 was not received in 2023. The City's 2023 and 2024 budgets met the limits and qualified for payment in the following year.

GENERAL FUND FORECAST

2025-2029 assumptions include holding the majority of revenues at the 2024 budgeted values throughout the plan. Wages and fringe include yearly 5% increases, as well as an annual increase of 10% for healthcare. Operating expenses have modest increases for all five years.

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenues Non Property Tax	16,596,587	17,147,615	18,074,901	19,640,715	22,503,338
Expenditures					
General Government	8,441,067	8,874,806	9,131,321	9,660,633	9,965,893
Public Safety	21,587,452	22,698,694	24,035,303	25,593,667	27,480,480
Public Works	4,502,280	4,697,954	4,904,909	5,123,903	5,355,750
Health and Human Services	440,978	445,630	450,340	455,108	459,936
Culture, Recreation, & Education	6,469,996	6,766,299	7,080,209	7,412,944	7,765,817
Conservation & Development	1,916,158	2,000,932	2,090,782	2,186,068	2,287,176
Other Financing Uses	0	0	0	0	0
	43,357,932	45,484,316	47,692,865	50,432,324	53,315,052
Property Taxes	26,761,344	28,336,701	29,617,964	30,791,609	30,811,714

Property taxes are the largest revenue source for the City making up approximately 70% of total general fund revenues.

GENERAL FUND REVENUE/SOURCES PROJECTION

	2025	2026	2027	2028	2029
Property Taxes	26,761,344	28,336,701	29,617,694	30,791,609	30,811,714
Other Taxes	154,300	607,840	688,739	711,501	734,739
Special Assessments	0	0	0	0	0
Intergovernmental Revenues	5,056,174	5,447,841	6,178,901	7,571,237	10,252,712
Licenses and Permits	1,246,268	1,246,268	1,246,268	1,246,268	1,246,268
Fines and Forfeitures	205,000	205,000	205,000	205,000	205,000
Public Charges for Services	5,046,298	5,120,427	5,198,510	5,280,834	5,367,715
Investment Income	1,060,000	1,060,000	1,060,000	1,060,000	1,060,000
Miscellaneous Revenue	783,180	783,180	783,180	783,180	783,180
Other Funding Sources	3,045,367	3,130,599	3,218,742	3,309,896	3,404,163
Total Revenues/Resources	32,539,425	35,147,879	36,352,589	37,846,586	39,353,908

GENERAL FUND EXPENDITURE/USES PROJECTION

	2025	2026	2027	2028	2029
General Government	8,441,067	8,874,806	9,131,321	9,660,633	9,965,893
Public Safety	21,587,452	22,698,694	24,035,303	25,593,667	27,480,480
Public Works	4,502,280	4,697,954	4,904,909	5,123,903	5,355,750
Health & Human Services	440,978	445,630	450,340	455,108	459,936
Culture, Recreation, and Education	6,469,996	6,766,299	7,080,209	7,412,944	7,765,817
Conservation and Development	1,916,158	2,000,932	2,090,782	2,186,068	2,287,176
Other Financing Uses	0	0	0	0	0
Total Expenditures/Uses	43,357,932	45,484,316	47,692,865	50,432,324	53,315,052

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 2023 debt limit was \$274,084,100. The city had total general obligation debt outstanding at the end of 2023 of \$85,677,381 or 31% 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
2024	104,184,551	36.11%	184,369,052
2025	114,012,993	37.53%	189,773,979
2026	110,341,501	34.50%	209,483,042
2027	116,200,560	34.51%	220,508,212
2028	115,362,920	32.54%	239,121,436
2029	121,064,802	32.44%	252,133,550
2030	118,987,379	30.28%	273,912,920
2031	121,602,758	29.40%	292,039,598
2032	119,191,376	27.37%	316,288,055
2033	119,762,694	26.12%	338,706,638

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).

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 \$1.32 million. This debt adjustment capacity decreases zero the following year. The City will need to start looking for cost saving measures and efficiencies while exploring the option for an operating referendum in the near future.

APPENDIX G : FIVE YEAR WORK PLAN

Source Document: [2025-2029 Financial Roadmap](#)

ROADMAP BACKGROUND AND PURPOSE

In 2005, the Wisconsin legislature passed a law limiting the amount of property taxes that local municipalities can levy each year. Under the law, municipalities are allowed to increase their levy over the amount levied the prior year by the percentage increase in equalized value resulting from net new construction. It does not apply to the city's debt service authorized on or any time after July 1, 2005. Due to various exemptions provided in state statute, Sun Prairie has not reached levy limits since the law has been adopted. The city will be at levy limits starting in the 2025 budget and beyond.

The City of Sun Prairie annually updates its five-year Financial Management Plan (FMP) which is a comprehensive plan and financial projection of the city's operating budget. The FMP provides the city a snapshot of the tax levy for the next five years based on a series of projections and assumptions. The 2025-2029 Financial Management Plan indicates that the city's levy will exceed levy limits starting in the 2026 budget. Below is a summary of the amount of the city's budget is predicted to exceed levy limits based on the current FMP.

- 2026 Budget: \$2,019,065
- 2027 Budget: \$1,085,091
- 2028 Budget: \$2,125,761
- 2029 Budget: \$2,083,786

THEMES AND CONSIDERATIONS

There are limited tools available to local communities in Wisconsin to increase funding to meet service needs once that community has reached levy limits. These tools include:

1. Reducing expenditures through service reductions and efficiencies
2. Reducing expenditures by spending down the community's savings or fund balance
3. Increasing revenues by implementing new fees like a vehicle registration fee or increasing existing fees as allowed by state law
4. Increasing property tax revenue by passing an operating referendum

When assessing the viability of these tools, the following guiding principles were developed to sustain Sun Prairie's vision, priorities and values while maintaining a balanced and responsible budget:

- Maintain high quality city services as the city continues to grow
- Engage the community to determine their priorities
- Evaluate existing services to determine if efficiencies and cost savings can be achieved

DIRECTION: 2025 THROUGH 2029

A three-step approach was developed to balance the budget over the next five years. Staff expertise will be used to provide defined cost savings over several years while ensuring minimal impact on residents. A combination of cost savings and new revenue sources will be used to continue Sun Prairie's current direction and level of service for the next two years (2025 and 2026). During this time, an extensive public engagement process will be conducted so residents can fully consider and share their preferences for Sun Prairie's future services and expenditures. Information learned from the public engagement process will inform the city's direction for the following three years (2027 through 2029). This three-step approach would be achieved through employing the remaining tools available to municipalities – municipal vehicle registration fee and an operating referendum.

The municipal vehicle registration fee would be charged on the registration of vehicles under 8,000 pounds. Municipal vehicle registration fees are collected by the state at the same time a vehicle owner pays their annual vehicle registration. The collected fees would be placed in a segregated fund to be used for transportation-related purposes and would provide the city with a consistent source of funding for transportation. Municipal vehicle registration fees are currently imposed by 54 jurisdictions in Wisconsin, including 13 counties and 41 municipalities.

Operating referendums are a mechanism to seek voter approval to exceed the state-imposed levy limits to secure additional funding. An operating referendum would include significant public engagement to determine the best path forward for a referendum. A referendum would be planned for Spring 2026.

COST SAVINGS POLICIES

Prior to approaching the community to ask for additional funding, budget efficiencies would be identified through cost-savings policies and efforts. Some of these policies have already been implemented by administration and others will be implemented starting with the 2025 Budget.

- Savings (unspent dollars) from city departments do not remain with the department and go to Fund Balanced (*existing policy*)
 - Requests to internally reallocate savings must be approved by Council (*existing*)
- Proposed ongoing initiatives must also propose a net-neutral source of revenue for that initiative whenever possible (*existing*)
- Council only funds essential services (*new*)
- City staff evaluate expenditures and identify opportunities for efficiencies and service reductions (*existing*)

DIRECTION BY BUDGET YEAR

	2025	2026	2027 - 2029
<i>Cost Savings</i>	Continue cost savings policies	Continue cost savings policies	Continue cost savings policies Staff implements \$500K in additional cost savings
<i>Fund Balance (or Existing Savings)</i>	If needed, use up to \$500K in Fund Balance (consistent with policy)		
<i>Vehicle Registration Fee to support transportation-related costs</i>	\$30 annual vehicle registration fee	\$30 annual vehicle registration fee	\$30 annual vehicle registration fee
<i>Public Engagement and Referendum</i>	Public engagement	April 2026 referendum vote	Referendum-driven revenues & services in place (if approved)

PROCESS

The Sun Prairie City Council was supported in this process by external facilitators Alison S. Lebwohl and Tom Wilson, city staff, and a senior municipal advisor from Ehlers. Discussions took place over three facilitated sessions with additional information gathered and shared between, including presentations, surveys, and analysis. Throughout, the work was grounded in the financial analysis and projections of Sun Prairie's Financial Management Plan, the City's Strategic Priorities, and the Mayor and Council's ongoing commitment to the welfare of the residents of Sun Prairie.

As with any plan, this document represents a snapshot in time. The city will continue to evaluate and monitor its finances and approach as part of the annual update to the Financial Management Plan. Revisions to this approach may be made in response to resident guidance, emerging community and organizational needs, and changing policy direction.

Source Document: [2019-2022 Three Year Work Plan](#)

The Mayor and Council continue to endorse the strategic plan developed in May of 2019. This plan 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.

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.

APPENDIX H : GLOSSARY

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 increase 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.

APPENDIX I : ACRONYMS

ACFR – Annual Comprehensive Financial Report	ETF – Exchange-Traded Fund	LTE – Limited Term Employment
AG – Agriculture	EV – Equalized Value	mgd – million gallons per day
AM – Adaptive Management	Exp. – Expenditure	mg/l – milligrams per liter
BID – Business Improvement District	FAC – Family Aquatic Center	MMSD – Madison Metropolitan Sewerage District
CAAS – Commission on Accreditation of Ambulance Services	FMLA – Family and Medical Leave Act of 1993	MPSISC – Multijurisdictional Public Safety Information System
CAIDI – Customer Average Interruption Duration Index	FMP – Financial Management Plan	MS4s – Municipal Separate Storm Sewer Systems
CDA – Community Development Authority	FT – Full-Time Employee	MSA – Metropolitan Statistical Area
CIP – Capital Improvement Plan	FTE – Full-Time Equivalent	N/A – Not Applicable
COVID-19 – The Novel Coronavirus	GAAP – Generally Accepted Accounting Principles	OWI – Operating While Intoxicated
CP – Capital Project	GASB – Governmental Accounting Standards Board	PSC – Public Service Commission
CPI – Consumer Price Index	GFOA – Government Finance Officers Association	PSCW – Public Service Commission of Wisconsin
DOR – Department of Revenue	GIS – Geographical Information System	PT – Part-Time Employee
EAB – Emerald Ash Borer	GMA – Greater Madison Area	Rec – Recreation
ECD – Electronic Control Device	GMCVB – Greater Madison Convention Visitors Bureau	RFB – Request for Proposal
EMR – Emergency Medical Responder	HVAC – Heating, Ventilation, and Air Conditioning	RJ – Restorative Justice Program
EMS – Emergency Medical Services	ICMA – International City Managers; Association	RLF – Revolving Loan Fund
EMT – Emergency Medical Technician	IT – Information Technology	RMS – Records Management System
EOC – Emergency Operations Center	JGTRRA – Jobs and Growth Tax Relief Reconciliation Act	SAIDI – System Average Interruption Duration Index
EPA – US Environmental Protection Agency	LED – Light-Emitting Diode	SAIFI – System Average Interruption Frequency Index
ERU – Equivalent Run-Off Units	LEED – Leadership in Energy and Environmental Design	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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