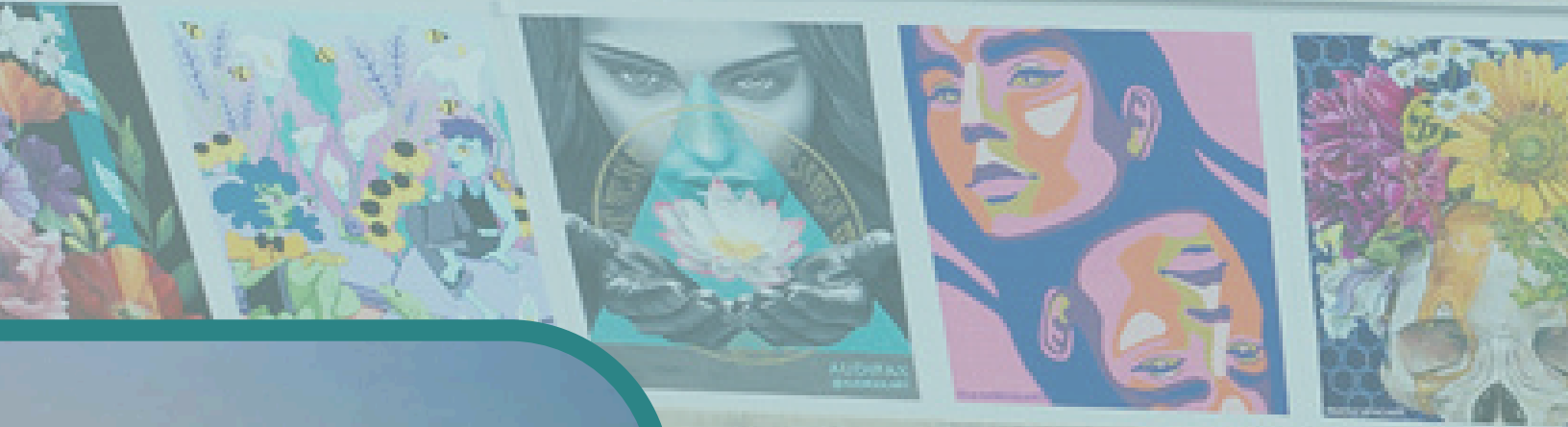




# SUN PRAIRIE



## CITY OF SUN PRAIRIE APPROVED ANNUAL OPERATING AND CAPITAL BUDGET

# 2026





# SUN PRAIRIE

*revolves around you*





## INSTRUCTIONS FOR NAVIGATING THE ANNUAL BUDGET PDF DOCUMENT

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

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

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

## DOCUMENT STYLE

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

- Consistency
- Clarity
- Accuracy
- Brevity

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

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

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

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

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

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

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

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

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

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

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sun Prairie  
Wisconsin**

For the Fiscal Year Beginning

**January 01, 2025**

*Christopher P. Morill*

Executive Director



**SUN PRAIRIE**

*revolves around you*



## 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 2026 Approved Budget. I am recommending a tax increase of 5.7% on the average home. This equals a \$148 increase on the average home in the City of Sun Prairie. My direction to City Administration in proposing the 2026 budget was to follow the directives set in the Fiscal Roadmap and create a budget that funds cost-to-continue and one-time spending initiatives only. Furthermore, I asked that 2026 cost-to-continue initiatives only be those requests that are essential, and without them the city would fail to operate efficiently and effectively. My recommended budget largely follows these guidelines. The city is not immune to the increased costs of goods and services, as well as inflation. Our cost-to-continue budget reflects these realities.

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### **COUNCIL PRIORITIES**

The Common Council underwent a strategic plan process in the summer of 2024 and reaffirmed the city's priority areas established in 2019. Our priority areas continue to be human services, complete transportation network, sustainable Sun Prairie, dynamic economy, employer of choice, quality city services, downtown & central corridor vibrancy, and housing & neighborhoods.

In the fall of 2024, the Council adopted its Fiscal Roadmap to guide our budgeting process from 2026 to 2029. Due to state-imposed levy limits, the City's Fiscal Roadmap outlines multi-step three-year approach to balance the city budget over the next five years anticipate an operating referendum in the spring of 2026. The City has earmarked funding in the 2025 budget for a communications consultant to assist with educating the community on the need for additional funding and funding is recommended in the 2026 budget to assist with education on the potential referendum question.

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 2026 Approved Budget include the Sun Prairie Public Library, Sunshine Place, Sun Prairie Cemetery Association, Community Schools, Prairie Music & Arts, and the Colonial Club.

#### **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 2026 Approved Budget includes investments in all modes of transportation through our continued funding of street reconstruction and rehabilitation, funding for the Madison Metro local and bus rapid transit routes, multi-use path replacement, pedestrian safety, 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 2026 Approved Budget includes funding for the creation of a solar panel replacement fund as well as continued funding for 100% renewable electricity.

## MESSAGE FROM THE MAYOR

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### 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 2026 Approved Budget for site marketing and expansion of the Sun Prairie Business Park.

### 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. The 2026 Approved Budget includes the implementation of non-union employee health insurance premium share as well as funding for contracted union wage increase. The Approved Budget also includes a 2.5% cost-of-living adjustment and step increases for non-union employees.

### 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 2026 budget includes funding for upgrades to important election equipment and funding to continue our partnership with the City of Madison for the Community Alternative Response Emergency Services (CARES) program. The City has also invested in software resources which provide our community members with 24-hour access to many applications such as applying and paying for building permits and licenses online. The 2026 Approved Budget continues to allocate resources to maintain current services while also anticipating future needs through investments in the replacement of equipment and maintaining facilities and park lands.

### Downtown & Central Corridor Vibrancy

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

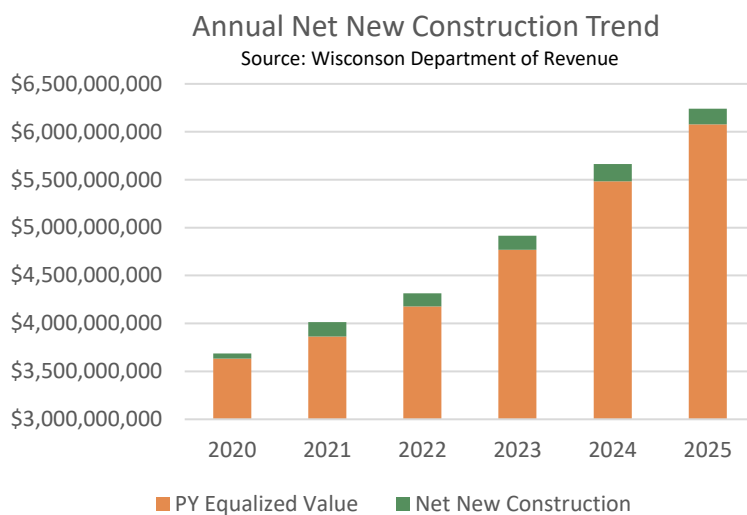
Through the comprehensive planning process, the community has voiced the desire to have housing options in all price ranges for those that desire to rent or own. This affords people who come to our community the ability to put down roots, grow with us, and allows current residents the options to stay 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. State statute allows municipalities to hold tax increment districts (TIDs) open for one additional year past required closure to

## MESSAGE FROM THE MAYOR

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. In 2025, the Common Council passed resolution to keep TID 8 and 9 open one additional year for the purpose of funding the affordable housing fund. The 2026 Approved Budget is the first year in which these funds are available for investment in affordable housing and improving our housing stock. I am recommending the funding of three programs in 2026: housing case management, owner occupied development loan program, and homeowner rehabilitation loan program.

## ECONOMY AND REVENUES

### 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 2026 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 \$165.16 million. The City's equalized value (market value) increased by \$396.5 million in 2025 for a total value of \$6.47 billion.

The 2026 Approved budget includes a tax levy increase of 7.0% which is a 5.7% tax increase on the average home. This equals a \$148 increase on the average home in the City Sun Prairie, compared to 2025's tax increase of \$167 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 2026 since the city received the grant funds in 2025. Beginning in again 2024, the City has to certify general fund expenditures with the state annually to determine whether our budget will qualify for expenditure restraint grant funds in the future. The City does not use monies from the Expenditure Restraint program to balance the general fund budget. By doing this, the City has eliminated the reliance of these funds for operations. The City directly allocates these resources to the capital projects fund in the years that the City receives the grant dollars.

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.

## MESSAGE FROM THE MAYOR

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### Transportation Aids

The Wisconsin Department of Revenue provided estimates for transportation aids in time to build the 2026 Recommended 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 included a refuse fee increase to support all services provided by the Recycle Center. The 2026 Approved Budget includes a \$2 contractual increase in fees as outlined in our current contract with Pellitteri Waste Systems, who is the City's current collection services company.

### Transportation Improvement Fund

The transportation improvement fund was 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. The approved 2026 budget includes \$1.19 million in use of transportation improvement fund revenue to offset the growing operational costs of maintaining our transportation system.

### 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 accommodate future growth. In 2024, the plant started another expansion to address biosolids. A 9.9% rate increase is included in the 2026 Approved Budget to support both the operational needs of the current facility and future operating and capital requirements. This increase will result in an approximate annual rise of \$15 to the fixed connection fee, in addition to any usage-based increases.

### 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 9.0%. This equates to approximately \$15 annually on the average home.

### Sun Prairie Utilities

Sun Prairie Utilities manages the City's Electric and Water System. As of October 2025, Sun Prairie Utilities has completed construction and is operating out of its new 88,000 square foot LEED certified electric and water operations facility located at 510 Linnerud Drive.

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## COMPENSATION, BENEFITS, AND STAFFING

### Compensation and Benefits

The City has three bargaining units which represent police officers, paramedics, and firefighters. All other employees are non-represented. The two largest monetary challenges the City has are salaries and healthcare. The 2026 Approved Budget includes a cost-of-living increase of 2.5% as well as a performance-based step increase on July 1<sup>st</sup> 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 have negotiated a contract through 2027. The union represented police officers have a negotiated contract in place through 2026. The 2026 Approved Budget includes funds for represented contracted wage increase.

## MESSAGE FROM THE MAYOR

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. 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 2026 Approved Budget includes the costs for the continuation of the new health plan design, at a rate increase of 5.67%. Additionally, the 2026 Approved Budget includes the implementation of a non-union employee monthly premium share of \$50 for single coverage and \$100 for family coverage.

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 6.95% in 2025 to 7.20% for 2026. The city contribution for public safety employees (police, firefighters, and paramedics) will decrease to 14.70% in 2026 from 14.95% in 2025. For all other employees, the city is required to pay 6.95% in 2025.

### 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 TID 8 closed 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)** – TID 9 does not receive an advance from the general fund. The project period for TID 9 closed 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 #11 (TID11)** – TID 11 currently does not receive assistance from the general fund. The fund continues to see new development and the 2025 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 had a general fund advance of approximately \$522,000 at year end of 2024. 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)** – The City has seen continued development in this district, which has significantly increased the value of the area. The project period for this TID ends in 2032, but the district could close as early as 2027.

**Tax Increment Financing District #14 (TID14)** – TID 14 was created in 2020 as a rehabilitation and conservation district and overlays with many parcels included in TID 8. Projects within this district include the construction of the

## MESSAGE FROM THE MAYOR

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Bougie building and the restoration of the bell tower on Old City Hall. TID 14 had a general fund advance of \$122,000 at year end of 2024. This advance is expected to grow through 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. TID 15 had a general fund advance of \$54,000 at year end of 2024.

**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. TID 16 had a general fund advance of \$4,000 at year end of 2024.

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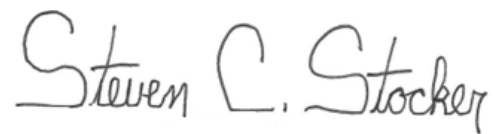
## LOOKING AHEAD

The 2026 Approved Budget falls within state levy limit restrictions. 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 2027-2029 budget seasons, staff have been directed to propose net-neutral initiatives and engage the community as we look towards a need for referendum.

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## CONCLUSION

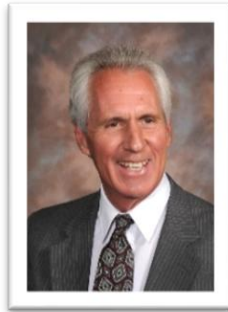
I am pleased to present a budget that reinforces the priorities of our Common Council as well as the desired services that our community expects of us. I believe the 2026 Approved Budget maintains investment in our existing infrastructure as well as builds and maintains operational service levels.



Steven C. Stocker  
Mayor



## MAYOR &amp; CITY COUNCIL



**Steve Stocker**  
Mayor



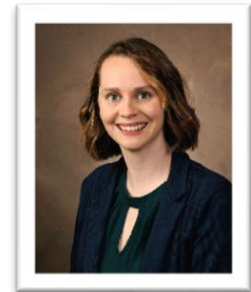
**Casey Drengler**  
Aldermanic District 1



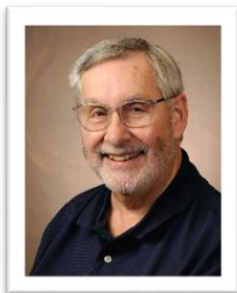
**Bill Baker**  
Aldermanic District 2



**Maureen Crombie**  
Aldermanic District 3



**Cassi Benedict**  
Aldermanic District 4



**Rex Owens**  
Aldermanic District 1



**Santiago Rosas**  
Aldermanic District 2



**Michael Jacobs**  
Aldermanic District 3



**Emily Comstock**  
Aldermanic District 4

## DIRECTORY OF STAFF

**Aaron Oppenheimer**  
City Administrator

**Scott Kugler**  
Director of Community Development

[Vacant]  
Director of Parks, Recreation,  
and Forestry

**Caitlin Stene**  
Director of Administrative  
Services

[Vacant]  
Sun Prairie Media Center  
Director

**Cindy Burtley**  
Parks and Forestry Director

**Renee Schwass**  
Finance Director

**Dennis Wilken**  
Chief Code Official

**Chad Shelton**  
Recreation Director

**Kathleen McDaniel**  
City Attorney

[Vacant]  
Public Works Operations Manager

**Svetha Hetzler**  
Director of Library Services

**Peter Krystowiak**  
City Assessor

**Taylor Brown**  
Economic Development Director

**Joshua Clements**  
Planning Director

**Elena Hilby**  
City Clerk

**Christopher Garrison**  
Fire/EMS Chief

**Kevin Warych**  
Chief of Police

[Vacant]  
Director of Public Services

**Tom Veith**  
Engineering Director

**Jill Weiss**  
Sun Prairie Utilities Manager

[Vacant]  
Human Resources Director

**Donald McDermott**  
Information Technology Director

**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                   | 2025 to 2026  |               |               |               |               |             |
|-----------------------------------------|---------------|---------------|---------------|---------------|---------------|-------------|
|                                         | 2022 FTE      | 2023 FTE      | 2024 FTE      | 2025 FTE      | 2026 FTE      | Change      |
| <b>GENERAL GOVERNMENT</b>               |               |               |               |               |               |             |
| Mayor & Council <sup>1</sup>            | *             | *             | *             | *             |               | *           |
| Municipal Court                         | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          | 0.00        |
| City Attorney                           | 2.00          | 2.00          | 2.75          | 2.88          | 2.88          | 0.00        |
| City Clerk & Elections                  | 3.00          | 3.00          | 4.00          | 4.00          | 4.00          | 0.00        |
| Administration                          | 4.00          | 4.00          | 5.00          | 5.50          | 6.00          | 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                                 | 6.60          | 7.60          | 7.60          | 7.60          | 7.60          | 0.00        |
| Assessing                               | 4.00          | 4.00          | 4.00          | 4.00          | 4.00          | 0.00        |
| Information Technology                  | 6.00          | 6.00          | 6.00          | 6.00          | 6.00          | 0.00        |
| Building Maintenance                    | 3.00          | 4.50          | 4.60          | 6.60          | 6.60          | 0.00        |
| <b>PUBLIC SAFETY</b>                    |               |               |               |               |               |             |
| Police Department <sup>2</sup>          | 83.00         | 84.00         | 84.00         | 85.00         | 85.00         | 0.00        |
| Fire Department <sup>3</sup>            | -             | -             | 23.50         | 23.50         | 23.50         | 0.00        |
| Emergency Medical Services <sup>4</sup> | 15.00         | 31.00         | 29.50         | 29.50         | 29.50         | 0.00        |
| Building Inspection                     | 7.00          | 8.00          | 8.00          | 8.00          | 8.00          | 0.00        |
| <b>PUBLIC WORKS</b>                     |               |               |               |               |               |             |
| Public Services                         | 3.00          | 4.00          | 3.00          | 3.00          | 3.00          | 0.00        |
| Public Works                            | 10.00         | 11.00         | 11.20         | 11.20         | 11.20         | 0.00        |
| Engineering                             | 6.00          | 6.00          | 6.00          | 6.00          | 6.00          | 0.00        |
| GIS                                     | 2.00          | 3.00          | 3.00          | 3.00          | 3.00          | 0.00        |
| Transportation                          | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          | 0.00        |
| Sanitation <sup>2</sup>                 | seasonal      | seasonal      | seasonal      | 1.00          | 1.00          | 0.00        |
| Wastewater Utility                      | 14.00         | 14.00         | 14.40         | 14.40         | 14.40         | 0.00        |
| Stormwater Utility                      | 5.00          | 5.00          | 5.40          | 6.40          | 6.40          | 0.00        |
| Fleet In-Service Fund                   | 4.00          | 4.00          | 4.00          | 4.00          | 4.00          | 0.00        |
| <b>CULTURE &amp; RECREATION</b>         |               |               |               |               |               |             |
| Museum                                  | 1.00          | 2.00          | 2.00          | 2.00          | 2.00          | 0.00        |
| Recreation Programs                     | 4.00          | 4.81          | 5.09          | 5.09          | 5.09          | 0.00        |
| Family Aquatic Center <sup>2</sup>      | seasonal      | seasonal      | seasonal      | seasonal      | seasonal      |             |
| Parks Maintenance                       | 8.00          | 8.00          | 8.00          | 8.00          | 8.00          | 0.00        |
| Sun Prairie Media Center                | 4.00          | 4.00          | 4.00          | 4.00          | 4.00          | 0.00        |
| Sun Prairie Public Library              | 23.40         | 23.40         | 24.20         | 24.20         | 24.20         | 0.00        |
| <b>COMMUNITY DEVELOPMENT</b>            |               |               |               |               |               |             |
| Community Development                   | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          | 0.00        |
| Planning                                | 5.00          | 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                                | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          | 0.00        |
| <b>SUN PRAIRIE UTILITIES</b>            |               |               |               |               |               |             |
| Sun Prairie Utilities                   | 35.00         | 35.00         | 34.00         | 35.00         | 35.00         | 0.00        |
| <b>Total All Funds</b>                  | <b>271.00</b> | <b>296.31</b> | <b>321.24</b> | <b>327.87</b> | <b>328.37</b> | <b>0.50</b> |

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

<sup>1</sup>The City Mayor and City Council members are elected positions.

<sup>2</sup>LTE and seasonal positions are not included in the FTE count.

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

<sup>4</sup>EMS shares 2.5 positions with Fire Department (Chief, Deputy Chief, Business Mngr, Admin Asst.)

# SUN PRAIRIE, WI

POPULATION

40,079

2.40% GROWTH

MEDIAN AGE

37

MEDIAN HOUSEHOLD INCOME

\$102,725

UNEMPLOYMENT RATE

2.7%

NUMBER OF BUSINESSES

\*1050

MEDIAN HOME VALUE

\$392,663

\* This number may include vacant businesses.

## GROWING COMMUNITY

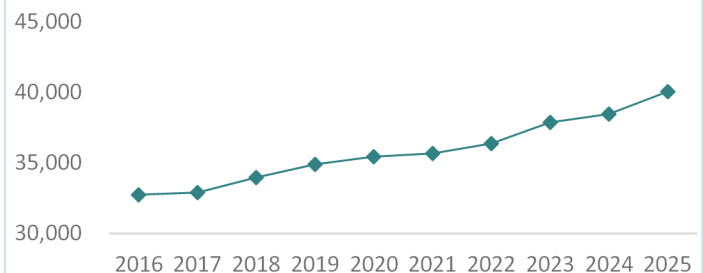
Sun Prairie is a vibrant and thriving community; known in the region for its high quality of life, its excellent parks and recreation programs, historic downtown, its exceptional public school system, and progressive approach to the development and redevelopment of the community.

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.

Over the last ten years, Sun Prairie's population has increased 22 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.

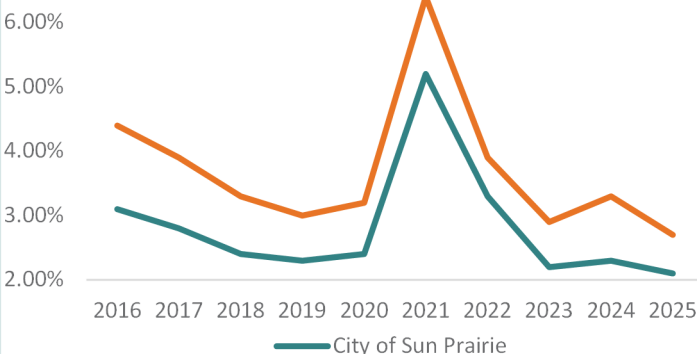
### City of Sun Prairie, Population

Source: U.S. Census Bureau, Population Division



### Unemployment Rate

Source: Wisconsin Department of Workforce Development  
7.00%



## ECONOMY

Sun Prairie also benefits from a strong and diverse local economy. The City's 2025 unemployment rate of 2.7 percent was lower than the State of Wisconsin as a whole (3.2 percent) and significantly lower than that of the United States as a whole (4.5 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         | 337       |
| 2    | City of Sun Prairie         | 758       | 7    | Axim Geospatial                | 286       |
| 3    | Colony Brands               | 505       | 8    | Prairie Athletic Club          | 280       |
| 4    | QBE Insurance               | 500       | 9    | Target                         | 274       |
| 5    | Costco                      | 419       | 10   | Trachte Building Systems, Inc. | 270       |

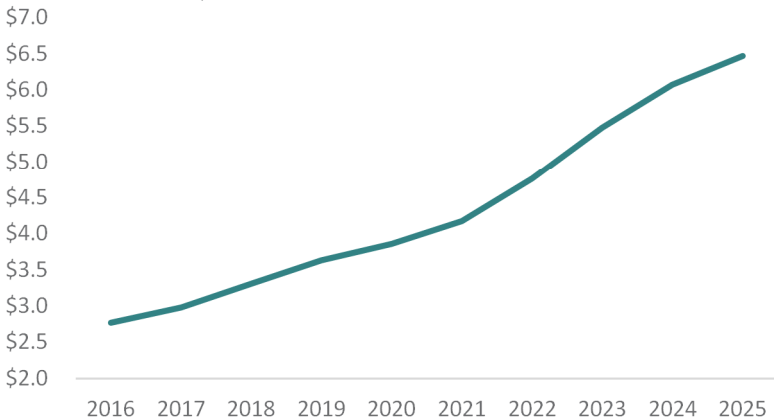
Over the last ten years, the City has seen significant increases in its equalized value. Equalized value increased by 14.98 percent in 2023, surpassing a total of \$5 Billion for the first time. This continues the trend since 2013 in which the City's tax base has increased over the previous year. Over 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 2024, the City had net new construction growth of 3.31 percent or \$181.3 million. Through August, the City had net new construction of \$165.16 million for 2025.

### 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 \$42,632. 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. 97.3 percent of the working population (residents 25 years or older) are high school graduates or higher, compared to 93.4 percent in the State of Wisconsin. Nearly 50 percent of this same population have earned a Bachelor's degree or higher, compared to just 32.8% 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 fun, accomplishment, quirk, and charm 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.

#### Madison Metropolitan Statistical Area

Source: Wisconsin Department of Workforce Development



### 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.

### 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 11.19% from the 2024-25 school district tax levy to the 2025-26 levy. Several school districts, including Sun Prairie Area (12.62%), showed an increase of more than 10%. Madison, by far the largest district in the county, increased its levy by 20.39%.

#### Dane County School District Levies

Source: Wisconsin Department of Public Instruction

| District Name          | 24-25 Total Levy  | 25-26 Total Levy  | Change           | % Change      |
|------------------------|-------------------|-------------------|------------------|---------------|
| Belleville             | 8,005,611         | 9,554,798         | 1,549,187        | 19.35%        |
| Cambridge              | 9,180,293         | 9,498,038         | 317,745          | 3.46%         |
| Deerfield Community    | 6,128,068         | 6,719,569         | 591,501          | 9.65%         |
| Deforest Area          | 40,237,003        | 44,809,894        | 4,572,891        | 11.36%        |
| Elk Mound Area         | 3,348,221         | 3,753,916         | 405,695          | 12.12%        |
| Madison Metropolitan   | 397,550,416       | 478,618,790       | 81,068,374       | 20.39%        |
| Marshall               | 6,209,707         | 7,140,493         | 930,786          | 14.99%        |
| McFarland              | 20,111,874        | 23,136,017        | 3,024,143        | 15.04%        |
| Middleton-Cross Plains | 91,157,215        | 101,150,743       | 9,993,528        | 10.96%        |
| Monona Grove           | 33,286,881        | 38,892,164        | 5,605,283        | 16.84%        |
| Oregon                 | 43,626,855        | 46,325,322        | 2,698,467        | 6.19%         |
| Stoughton Area         | 28,651,093        | 31,717,901        | 3,066,808        | 10.70%        |
| Sun Prairie Area       | 86,592,535        | 93,906,896        | 7,314,361        | 8.45%         |
| Verona Area            | 78,335,620        | 83,225,538        | 4,889,918        | 6.24%         |
| Waunakee Community     | 44,823,271        | 47,501,003        | 2,677,732        | 5.97%         |
| Wisconsin Heights      | 11,315,799        | 12,141,272        | 825,473          | 7.29%         |
| <b>Average</b>         | <b>56,785,029</b> | <b>64,880,772</b> | <b>8,095,743</b> | <b>11.19%</b> |

## COMMUNITY PROFILE

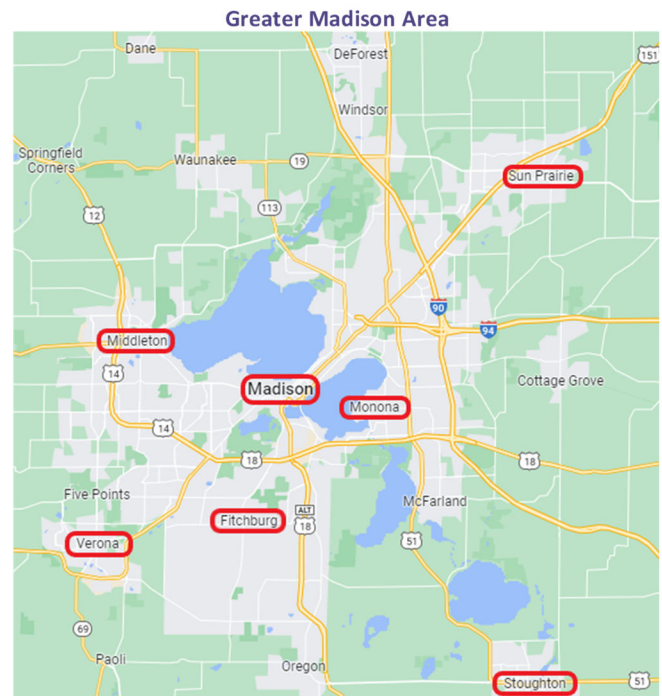
### POLITICS

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     | 296,147    |
| City of Sun Prairie | 40,079     |
| City of Fitchburg   | 36,197     |
| City of Middleton   | 24,595     |
| City of Verona      | 16,796     |
| City of Stoughton   | 13,461     |
| City of Monona      | 9,084      |

| 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<br>\$ in millions |
|---------------------|-----------------------------------|
| City of Madison     | 50,670.11                         |
| City of Fitchburg   | 6,702.04                          |
| City of Sun Prairie | 6,473.74                          |
| City of Middleton   | 5,805.06                          |
| City of Verona      | 4,693.08                          |
| City of Monona      | 2,270.40                          |
| City of Stoughton   | 2,118.07                          |

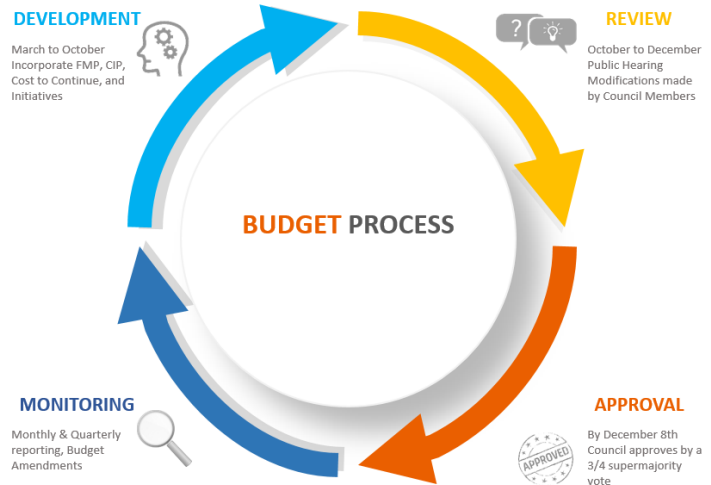
## BUDGET PROCESS

### 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

Public hearing regarding the budget document.

##### NOVEMBER

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.

The 2026 funded capital projects and the impact on the 2026 operating budget can be found in [Appendix G or page 345](#).

## FIVE-YEAR FINANCIAL MANAGEMENT PLAN

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

Examples include:

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

## ANNUAL CITY BUDGET

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

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

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

## BUDGET PROCESS

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

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

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

The budget takes effect January 1 of each year.

## BUDGET 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 A](#)

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. Custodial 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.

#### **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. TIF 8 and TIF 9 have reached the end of the expenditure period as defined by [Wisconsin State Statutes](#).

## SPECIAL REVENUE FUNDS

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

### Grants and Donations Fund

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

### Transportation Impact Fee Fund

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

### Sun Prairie Media Center Fund

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

### Refuse and Recycle Fund

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

### Park Fund

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

### Street Tree Fund

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

### Tourism Fund

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

### Transportation Fund

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

### 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.



**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) is authorized to lease select TIF property and improvements to the City. Currently, the CDA does not have any leases and there has not been any activity reported in the CDA for 2025.

**The Business Improvement District (BID)**

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 FUND**

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.

**CUSTODIAL FUNDS****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.

[illegible]

## 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 &amp; HUMAN SERVICES

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

## CULTURE &amp; 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   |
| 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     |

## DEBT SERVICE FUND

| FUND # | FUND              |
|--------|-------------------|
| 300    | Debt Service 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    |

## ENTERPRISE FUNDS

| FUND # | FUND                  |
|--------|-----------------------|
| 610    | Wastewater Utility    |
| 650    | Stormwater Utility    |
|        | Sun Prairie Utilities |

## INTERNAL SERVICE FUNDS

| FUND # | FUND                   |
|--------|------------------------|
| 700    | Fleet In-Service Fund  |
| 750    | Health In-Service Fund |

## COMPONENT FUNDS

| FUND # | FUND |
|--------|------|
| 810    | BID  |
| 850    | CDA  |

## CUSTODIAL FUNDS

| FUND # | FUND            |
|--------|-----------------|
| 900    | MPSISC          |
| 910    | Tax Agency Fund |

## PERMANENT FUND

| FUND              |
|-------------------|
| Ashley Trust Fund |



# SUN PRAIRIE

*revolves around you*



## 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        |
|-------------------------------------------------|-----|-----------------|---------------|-----------------|
| <b>Revenue Initiatives</b>                      |     |                 |               |                 |
| Triple Fee On Work Completed Without Permit     | -   | (8,000)         | 8,000         | (8,000)         |
| Commercial Plumbing Permit Fee Increase         | -   | (2,250)         | 2,250         | (2,250)         |
| Photovoltaic Fee Increase                       | -   | (650)           | 650           | (650)           |
| State Seal Fee Increase                         | -   | (1,503)         | 1,503         | (1,503)         |
| Summer Workshop Fee Increase                    | -   | (1,180)         | 1,180         | -               |
| KIDS4 Crew Fee Increase                         | -   | (1,180)         | 1,180         | -               |
| Dog Park Pass Fee Increase                      | -   | (1,800)         | 1,800         | (1,800)         |
| Alarm Permit Fee Increase                       | -   | (360)           | 360           | (360)           |
| False Alarm Fee Increase                        | -   | (7,700)         | 7,700         | (7,700)         |
| Officer Stand-By Fee Increase                   | -   | (12,394)        | 12,394        | (12,394)        |
| <b>Subtotal</b>                                 | -   | <b>(37,017)</b> | <b>37,017</b> | <b>(34,657)</b> |
| <b>Complete Transportation Network</b>          |     |                 |               |                 |
| Crosswalk/Pedestrian Improvements               | -   | 528,231         | -             | -               |
| Traffic Calming Demonstration                   | -   | 50,000          | -             | -               |
| Near-Miss Analysis                              | -   | 13,000          | -             | -               |
| Roundabout Traffic Study                        | -   | 6,000           | -             | -               |
| Sun Prairie Loop Crosswalks                     | -   | 12,000          | -             | -               |
| Sun Prairie Loop Centerlines                    | -   | 17,000          | -             | -               |
| <b>Subtotal</b>                                 | -   | <b>626,231</b>  | -             | -               |
| <b>Downtown &amp; Central Corridor Vibrancy</b> |     |                 |               |                 |
| Farmer's Market 40th Anniversary                | -   | 5,200           | -             | -               |
| Central Main Street Plan Update                 | -   | 50,000          | -             | -               |
| Bike Sun Prairie Map                            | -   | 16,000          | -             | -               |
| <b>Subtotal</b>                                 | -   | <b>71,200</b>   | -             | -               |
| <b>Dynamic Economy</b>                          |     |                 |               |                 |
| Site Marketing & Expansion                      | -   | 25,000          | -             | -               |
| <b>Subtotal</b>                                 | -   | <b>25,000</b>   | -             | -               |

## BUDGET INITIATIVES SUMMARY

| Description                             | FTE | Total            | Revenues      | Tax Levy        |
|-----------------------------------------|-----|------------------|---------------|-----------------|
| <b>Housing &amp; Neighborhoods</b>      |     |                  |               |                 |
| Housing Case Management                 | -   | 130,000          | -             | -               |
| Owner Occupied Development Loan Program | -   | 600,000          | -             | -               |
| Homeowner Rehab Loan Program            | -   | 276,000          | -             | -               |
| <b>Subtotal</b>                         | -   | <b>1,006,000</b> | -             | -               |
| <b>Human Services</b>                   |     |                  |               |                 |
| Capital Campaign                        | -   | 10,000           | -             | -               |
| Marketing & Communication               | -   | 10,000           | -             | -               |
| <b>Subtotal</b>                         | -   | <b>20,000</b>    | -             | -               |
| <b>Quality City Services</b>            |     |                  |               |                 |
| Raze Order Funds                        | -   | 20,000           | -             | -               |
| Communications Outreach                 | -   | 20,000           | -             | -               |
| Partial Tabulator Update/Replacement    | -   | 38,145           | -             | -               |
| Replace Badger Books                    | -   | 48,000           | -             | -               |
| Aerial Imagery Flight (Fly Dane)        | -   | 23,800           | -             | -               |
| AV Service Support                      | -   | 11,699           | -             | -               |
| Furniture & Equipment                   | -   | 50,000           | -             | -               |
| Continuing Education                    | -   | 15,000           | -             | -               |
| HDV Mixer Video Podcast                 | -   | 10,700           | -             | -               |
| CARES Program                           | -   | 23,720           | -             | -               |
| Flock Cameras Continuation              | -   | 15,000           | -             | -               |
| Flock Cameras at Prairie Lakes          | -   | 12,750           | -             | -               |
| <b>Subtotal</b>                         | -   | <b>288,814</b>   | -             | -               |
| <b>Quality City Services</b>            |     |                  |               |                 |
| Solar Array Maintenance Fund            | -   | 5,000            | -             | 5,000           |
| <b>Subtotal</b>                         | -   | <b>5,000</b>     | -             | <b>5,000</b>    |
| <b>Grand Total - All Initiatives</b>    | -   | <b>2,005,228</b> | <b>37,017</b> | <b>(29,657)</b> |

## SUMMARY OF BUDGET AMENDMENTS

Budget amendments approved by Committee of the Whole during budget work sessions:

|                         | Increase /<br>(Decrease) |                  |                   |                                                                             |  |
|-------------------------|--------------------------|------------------|-------------------|-----------------------------------------------------------------------------|--|
|                         | Expenditures             | Revenues         | Tax Levy          | Notes                                                                       |  |
| Amendment 1             | 35,933                   | 35,933           | -                 | Neighborhood Navigator Program continuation with use of Finance Contingency |  |
| Amendment 2             | 61,924                   | 61,924           | -                 | FT Sustainability Coordinator using IRA Funding                             |  |
| Amendment 3             | (1,500)                  | -                | (1,500)           | Reduce City Council Membership & Training to \$2,500                        |  |
| <b>Total Amendments</b> | <b>\$ 96,357</b>         | <b>\$ 97,857</b> | <b>\$ (1,500)</b> |                                                                             |  |



## 2026 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; 2026 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 2025 (budget year 2026) was 2.72%. 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, 2.3 in 2025, 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%                                                |
| 2025 | 165.2                | 6,077.2               | 2.72%                                                |

\*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

## 2026 COMPREHENSIVE FINANCIAL PLAN

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.

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          | 2026    | 2025    | 2024    | 2023    | 2022    | 2021    |
| State Shared Revenue          | 1,690.7 | 1,610.7 | 1,578.7 | 685.8   | 655.8   | 691.0   |
| State Aid – Exempt Computers  | 291.6   | 291.6   | 291.6   | 291.6   | 291.4   | 291.4   |
| State Aid – Personal Property | 326.9   | 326.9   | 106.7   | 106.7   | 106.7   | 88.4    |
| Total State Shared Revenue    | 2,309.2 | 2,229.2 | 1,977.0 | 1,084.1 | 1,053.9 | 1,070.4 |
| Percent Change                | 3.6%    | 12.8%   | 82.4%   | 2.9%    | -1.5%   | -1.5%   |
| State Expenditure Restraint   | 650.2   | 457.3   | 457.3   | 0       | 494.8   | 514.3   |
| Percent Change                | 42.2%   | 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, 2025, and 2026 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, 2025, and 2026 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, 2025, and 2026. 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.

## 2026 FUND BALANCE SUMMARY

| FUND TYPE                           | Projected<br>2026 Beginning | 2026 Approved Budget  |                       | Projected<br>2026 Ending | Property<br>Tax Levy |
|-------------------------------------|-----------------------------|-----------------------|-----------------------|--------------------------|----------------------|
|                                     | Fund Balance                | Revenues              | Expenditures          | Fund Balance             | Contribution         |
| GENERAL FUND                        | \$ 13,504,164               | \$ 45,356,572         | \$ 45,356,572         | \$ 13,504,164            | \$ 27,442,098        |
| <b>SPECIAL REVENUE FUNDS</b>        |                             |                       |                       |                          |                      |
| Park Improvement Fund               | 1,075,694                   | 290,000               | 1,296,570             | 69,124                   | -                    |
| Street Tree Fund                    | 329,192                     | 59,300                | 35,000                | 353,492                  | -                    |
| Grants and Donations Fund           | 287,195                     | 367,178               | 205,264               | 449,109                  | -                    |
| Sun Prairie Media Fund              | 90,129                      | 445,686               | 519,168               | 16,647                   | -                    |
| Westside Traffic Impact Fee         | 584,478                     | 180,000               | -                     | 764,478                  | -                    |
| Sanitation Fund                     | 521,507                     | 2,125,109             | 1,963,496             | 683,120                  | -                    |
| Tourism Fund                        | 252,019                     | 340,000               | 444,063               | 147,956                  | -                    |
| Transportation Fund                 | 992,734                     | 1,503,243             | 1,920,525             | 575,452                  | 250,000              |
| Transportation Improvement Fund     | 879,500                     | 879,500               | 1,194,865             | 564,135                  | -                    |
| Recreation Fund                     | -                           | 494,206               | 494,206               | -                        | -                    |
| Housing Fund                        | 41,512                      | 6,583,024             | 1,181,937             | 5,442,599                | -                    |
| <b>Total Special Revenue Funds</b>  | <b>5,053,960</b>            | <b>13,267,246</b>     | <b>9,255,094</b>      | <b>9,066,112</b>         | <b>250,000</b>       |
| <b>CAPITAL PROJECTS FUNDS</b>       |                             |                       |                       |                          |                      |
| Capital Projects                    | 24,947,339                  | 16,344,508            | 15,714,295            | 25,577,552               | -                    |
| TIF No. 8                           | 1,439,441                   | 2,675,712             | 4,115,153             | -                        | -                    |
| TIF No. 9                           | 3,104,802                   | 4,013,153             | 7,117,955             | -                        | -                    |
| TIF No. 11                          | 2,592,681                   | 1,843,152             | 1,414,545             | 3,021,288                | -                    |
| TIF No. 12                          | (428,775)                   | 1,593,447             | 636,150               | 528,522                  | -                    |
| TIF No. 13                          | 226,702                     | 1,423,054             | 451,716               | 1,198,040                | -                    |
| TIF No. 14                          | (290,134)                   | 2,091,441             | 2,019,489             | (218,182)                | -                    |
| TIF No. 15                          | 179,250                     | 541,010               | 582,120               | 138,140                  | -                    |
| TIF No. 16                          | 14,109                      | 187,236               | 173,397               | 27,948                   | -                    |
| Development Projects                | 27,170                      | 400,000               | 400,000               | 27,170                   | -                    |
| <b>Total Capital Projects Funds</b> | <b>31,812,585</b>           | <b>31,112,713</b>     | <b>32,624,820</b>     | <b>30,300,478</b>        | <b>-</b>             |
| <b>DEBT SERVICE FUNDS</b>           |                             |                       |                       |                          |                      |
| Debt Service Fund                   | 1,273,763                   | 10,344,563            | 10,608,871            | 1,009,455                | 9,446,027            |
| <b>Total Debt Service Funds</b>     | <b>1,273,763</b>            | <b>10,344,563</b>     | <b>10,608,871</b>     | <b>1,009,455</b>         | <b>9,446,027</b>     |
| <b>PERMANENT FUNDS</b>              |                             |                       |                       |                          |                      |
| Ashley Trust Fund                   | 1,000                       | -                     | -                     | 1,000                    | -                    |
| <b>Total Permanent Funds</b>        | <b>1,000</b>                | <b>-</b>              | <b>-</b>              | <b>1,000</b>             | <b>-</b>             |
| <b>ENTERPRISE FUNDS</b>             |                             |                       |                       |                          |                      |
| Fleet Fund                          | 707,402                     | 5,196,332             | 5,100,332             | 803,402                  | -                    |
| Health Insurance Fund               | 881,382                     | 5,066,359             | 5,189,524             | 758,217                  | -                    |
| <b>Total Enterprise Funds</b>       | <b>1,588,784</b>            | <b>10,262,691</b>     | <b>10,289,856</b>     | <b>1,561,619</b>         | <b>-</b>             |
| Wastewater Utility                  | 67,669,159                  | 51,539,910            | 49,196,514            | 70,012,555               | -                    |
| Stormwater Utility                  | 59,896,413                  | 5,162,255             | 5,818,840             | 59,239,828               | -                    |
| Water & Light                       | 107,455,017                 | 48,849,431            | 42,912,287            | 113,392,161              | -                    |
| <b>Total Enterprise Funds</b>       | <b>235,020,589</b>          | <b>105,551,596</b>    | <b>97,927,641</b>     | <b>242,644,544</b>       | <b>-</b>             |
| <b>AGENCY FUNDS</b>                 |                             |                       |                       |                          |                      |
| MPSISC                              | 346,957                     | 809,780               | 809,780               | 346,957                  | -                    |
| <b>Total Agency Funds</b>           | <b>346,957</b>              | <b>809,780</b>        | <b>809,780</b>        | <b>346,957</b>           | <b>-</b>             |
| <b>COMPONENT UNITS</b>              |                             |                       |                       |                          |                      |
| Business Improvement District       | 74,476                      | 232,994               | 225,436               | 82,034                   | -                    |
| Community Development Authority     | -                           | -                     | -                     | -                        | -                    |
| <b>Total Component Units</b>        | <b>74,476</b>               | <b>232,994</b>        | <b>225,436</b>        | <b>82,034</b>            | <b>-</b>             |
| <b>Grand Total</b>                  | <b>\$ 288,676,278</b>       | <b>\$ 216,938,155</b> | <b>\$ 207,098,070</b> | <b>\$ 298,516,363</b>    | <b>\$ 37,138,125</b> |

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

**TOTAL CITY PROPERTY TAX LEVY CONTRIBUTION**

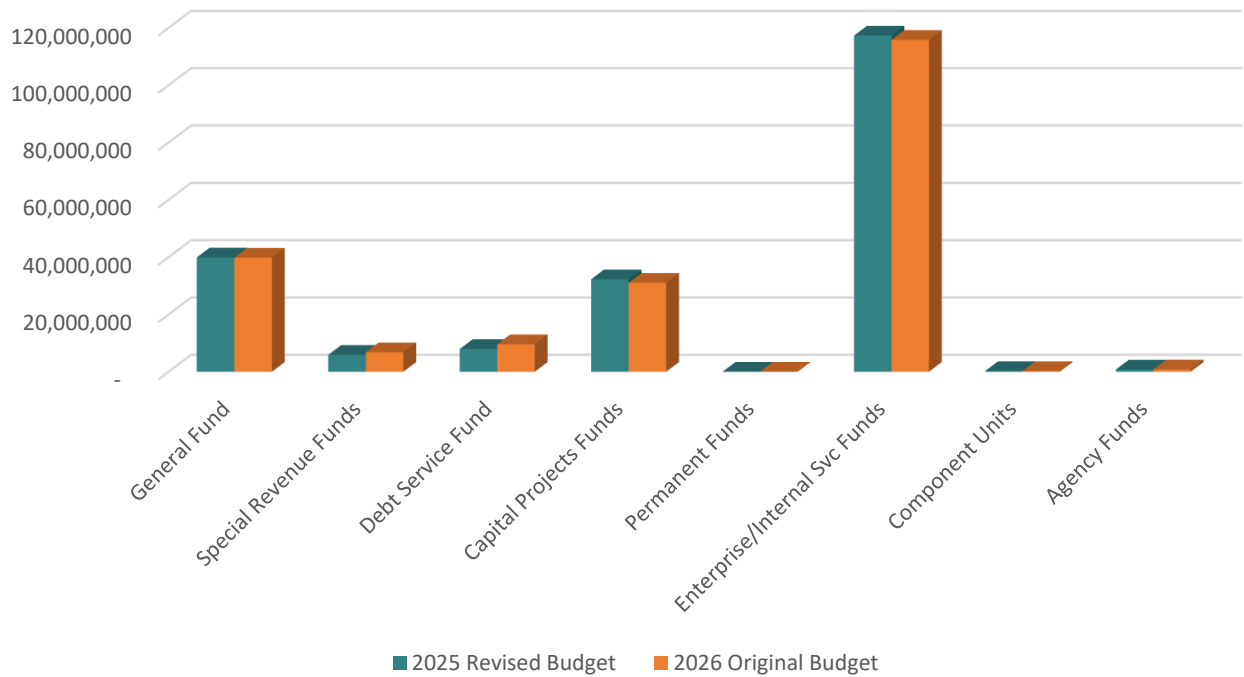
**\$ 37,138,125**

## BUDGET COMPARISON

| REVENUES                          | 2024<br>Actual        | 2025<br>Org. Budget   | % vs. '24<br>Actual | 2025<br>Rev. Budget   | % vs. '25<br>Org. Budget | 2026<br>Org. Budget   | % vs. '25<br>Rev. Budget |
|-----------------------------------|-----------------------|-----------------------|---------------------|-----------------------|--------------------------|-----------------------|--------------------------|
| General Fund                      | 36,792,226            | 39,881,239            | 8.4%                | 39,881,239            | 0.0%                     | 39,802,178            | -0.2%                    |
| Special Revenue Funds             | 5,813,650             | 5,735,193             | -1.3%               | 5,902,183             | 2.9%                     | 6,801,391             | 15.2%                    |
| Debt Service Fund                 | 7,422,753             | 7,943,352             | 7.0%                | 7,943,352             | 0.0%                     | 9,580,103             | 20.6%                    |
| Capital Projects Funds            | 41,127,632            | 32,226,784            | -21.6%              | 32,257,446            | 0.1%                     | 31,036,713            | -3.8%                    |
| Permanent Funds                   | -                     | -                     |                     | -                     | 0.0%                     | -                     | 0.0%                     |
| Enterprise/Internal Service Funds | 64,130,101            | 117,313,176           | 82.9%               | 117,313,176           | 0.0%                     | 115,814,287           | -1.3%                    |
| Component Units                   | 194,106               | 223,600               | 15.2%               | 223,600               | 0.0%                     | 232,994               | 4.2%                     |
| Agency Funds                      | 755,686               | 768,053               | 1.6%                | 768,053               | 0.0%                     | 809,780               | 5.4%                     |
| <b>Total Revenues/Resources</b>   | <b>\$ 156,236,153</b> | <b>\$ 204,091,397</b> | <b>30.6%</b>        | <b>\$ 204,289,049</b> | <b>0.1%</b>              | <b>\$ 204,077,446</b> | <b>-0.1%</b>             |

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

Revenues - 2025 Revised Budget vs 2026 Original Budget

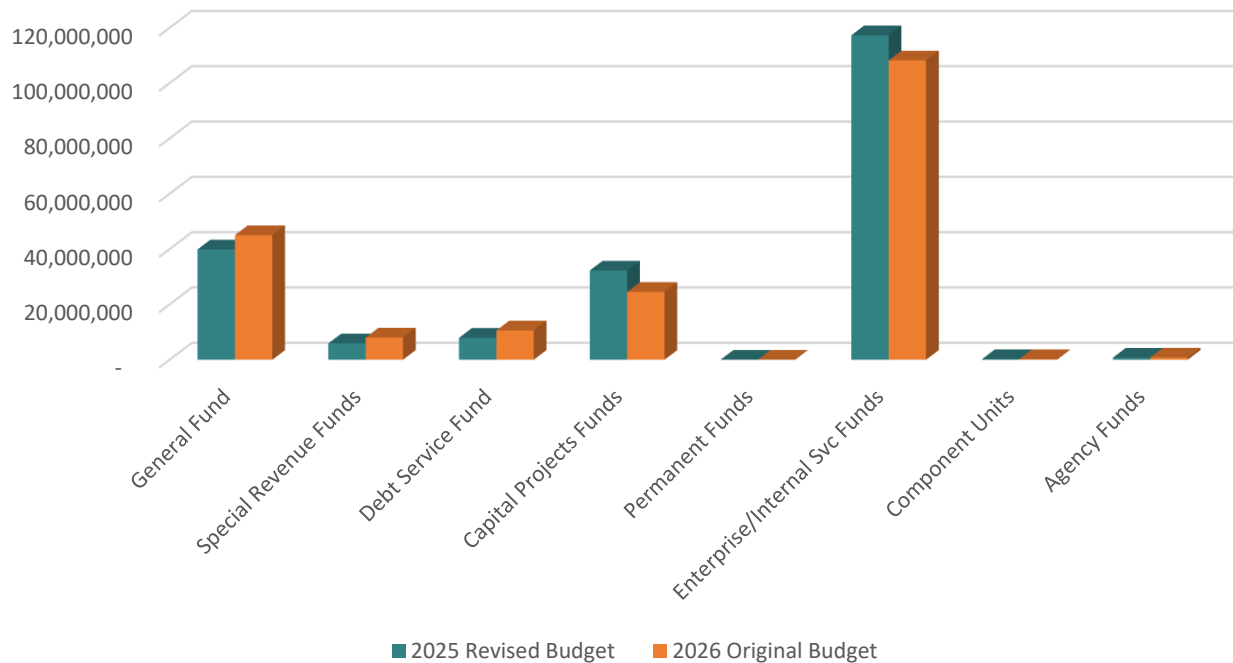


## BUDGET COMPARISON

| EXPENDITURES                      | 2024<br>Actual        | 2025<br>Org. Budget   | % vs. '24<br>Actual | 2025<br>Rev. Budget   | % vs. '25<br>Org. Budget | 2026<br>Org. Budget   | % vs. '25<br>Rev. Budget |
|-----------------------------------|-----------------------|-----------------------|---------------------|-----------------------|--------------------------|-----------------------|--------------------------|
| General Fund                      | 39,242,783            | 42,661,566            | 8.7%                | 43,744,443            | 2.5%                     | 45,039,012            | 3.0%                     |
| Special Revenue Funds             | 5,620,620             | 6,816,033             | 21.3%               | 8,480,250             | 24.4%                    | 8,053,229             | -5.0%                    |
| Debt Service Fund                 | 7,858,061             | 9,597,410             | 22.1%               | 9,597,410             | 0.0%                     | 10,608,871            | 10.5%                    |
| Capital Projects Funds            | 21,938,627            | 25,560,854            | 16.5%               | 49,052,303            | 91.9%                    | 24,542,390            | -50.0%                   |
| Permanent Funds                   | -                     | -                     | -                   | -                     | 0.0%                     | -                     | 0.0%                     |
| Enterprise/Internal Service Funds | 58,438,960            | 129,382,174           | 121.4%              | 134,542,197           | 4.0%                     | 108,217,497           | -19.6%                   |
| Component Units                   | 219,393               | 222,741               | 1.5%                | 227,591               | 2.2%                     | 225,436               | -0.9%                    |
| Agency Funds                      | 747,089               | 768,053               | 2.8%                | 768,053               | 0.0%                     | 809,780               | 5.4%                     |
| <b>Total Expenditures/Uses</b>    | <b>\$ 134,065,533</b> | <b>\$ 215,008,831</b> | <b>60.4%</b>        | <b>\$ 246,412,247</b> | <b>14.6%</b>             | <b>\$ 197,496,215</b> | <b>-19.9%</b>            |

Excludes 572000 - Transfer Out

Expenditures - 2025 Revised Budget vs 2026 Original Budget



## 2026 APPROVED BUDGET SUMMARY

## 2026 Approved Budget Summary

| REVENUES                                       | General Fund         | Special<br>Revenue<br>Funds | Debt Service<br>Fund | Capital<br>Projects Funds | Permanent<br>Funds | Enterprise/<br>Internal Service<br>Funds | Component<br>Units | Custodial<br>Funds | Total                 |
|------------------------------------------------|----------------------|-----------------------------|----------------------|---------------------------|--------------------|------------------------------------------|--------------------|--------------------|-----------------------|
| Taxes                                          | 27,601,598           | 250,000                     | 9,446,027            | 11,217,849                | -                  | -                                        | -                  | -                  | 48,515.5              |
| Special Assessments                            | -                    | 3,300                       | -                    | -                         | -                  | -                                        | 178,244            | -                  | 181.5                 |
| Intergovernmental Revenues                     | 6,004,492            | 1,604,117                   | -                    | 4,159,931                 | -                  | 1,696,000                                | -                  | -                  | 13,464.5              |
| Licenses and Permits                           | 819,075              | 250,015                     | -                    | -                         | -                  | 200,000                                  | -                  | -                  | 1,269.1               |
| Fines and Forfeitures                          | 207,400              | -                           | -                    | -                         | -                  | -                                        | -                  | -                  | 207.4                 |
| Charges for Services                           | 3,923,088            | 3,003,457                   | -                    | 400,000                   | -                  | 59,952,591                               | -                  | 809,780            | 68,088.9              |
| Investment Income                              | 1,101,000            | 389,500                     | 103,591              | 123,050                   | -                  | 8,284,771                                | -                  | -                  | 10,001.9              |
| Interdepartmental Charges                      | -                    | -                           | -                    | -                         | -                  | -                                        | -                  | -                  | -                     |
| Misc. Revenues                                 | 816,387              | 86,002                      | 30,485               | 2,654,038                 | -                  | 135,505                                  | 54,750             | -                  | 3,777.2               |
| Other Financing Sources                        | -                    | -                           | -                    | 12,481,845                | -                  | 45,545,420                               | -                  | -                  | 58,027.3              |
| Other                                          | -                    | 1,215,000                   | -                    | -                         | -                  | -                                        | -                  | -                  | 1,215.0               |
| General Obligation Debt                        | -                    | -                           | -                    | -                         | -                  | -                                        | -                  | -                  | -                     |
| <b>Sub-Total Revenues</b>                      | <b>40,473,040</b>    | <b>6,801,391</b>            | <b>9,580,103</b>     | <b>31,036,713</b>         | <b>-</b>           | <b>115,814,287</b>                       | <b>232,994</b>     | <b>809,780</b>     | <b>204,748,308</b>    |
| Transfers In                                   | 4,786,833            | 6,465,755                   | 764,460              | 76,000                    | -                  | -                                        | -                  | -                  | 12,093.0              |
| Fund Balance Applied/Cash Reserves             | 96,699               | 894,678                     | 987,934              | -                         | -                  | 1,652,165                                | -                  | -                  | 3,631.5               |
| Less: Transfers Out                            | (317,560)            | (1,201,865)                 | -                    | (8,082,430)               | -                  | -                                        | -                  | -                  | (9,601,855)           |
| <b>Sub-Total Transfers and Applied Balance</b> | <b>4,565,972</b>     | <b>6,158,568</b>            | <b>1,752,394</b>     | <b>(8,006,430)</b>        | <b>-</b>           | <b>1,652,165</b>                         | <b>-</b>           | <b>-</b>           | <b>6,122,669</b>      |
| <b>Total Funding Sources</b>                   | <b>\$ 45,039,012</b> | <b>\$ 12,959,959</b>        | <b>\$ 11,332,497</b> | <b>\$ 23,030,283</b>      | <b>\$ -</b>        | <b>\$ 117,466,452</b>                    | <b>\$ 232,994</b>  | <b>\$ 809,780</b>  | <b>\$ 210,870,977</b> |
| <b>EXPENDITURES</b>                            |                      |                             |                      |                           |                    |                                          |                    |                    |                       |
| General Government                             | 8,022,304            | 43,800                      | -                    | -                         | -                  | -                                        | -                  | -                  | 8,066.1               |
| Public Safety                                  | 23,503,554           | 10,000                      | -                    | -                         | -                  | -                                        | -                  | 809,780            | 24,323.3              |
| Public Works                                   | 4,756,976            | 1,963,496                   | -                    | -                         | -                  | -                                        | -                  | -                  | 6,720.5               |
| Health & Human Services                        | 461,121              | -                           | -                    | -                         | -                  | -                                        | -                  | -                  | 461.1                 |
| Culture, Recreation, and Education             | 6,238,544            | 2,420,408                   | -                    | -                         | -                  | -                                        | -                  | -                  | 8,659.0               |
| Conservation and Development                   | 1,659,809            | 3,615,525                   | -                    | -                         | -                  | -                                        | -                  | -                  | 5,275.3               |
| Water Pollution Control Facility               | -                    | -                           | -                    | -                         | -                  | 49,196,514                               | -                  | -                  | 49,196.5              |
| Stormwater Facility                            | -                    | -                           | -                    | -                         | -                  | 5,818,840                                | -                  | -                  | 5,818.8               |
| Sun Prairie Utilities                          | -                    | -                           | -                    | -                         | -                  | 42,912,287                               | -                  | -                  | 42,912.3              |
| Fleet In-Service Fund                          | -                    | -                           | -                    | -                         | -                  | 5,100,332                                | -                  | -                  | 5,100.3               |
| Health In-Service Fund                         | -                    | -                           | -                    | -                         | -                  | 5,189,524                                | -                  | -                  | 5,189.5               |
| Business Improvement District (BID)            | -                    | -                           | -                    | -                         | -                  | -                                        | 225,436            | -                  | 225.4                 |
| Capital Outlay                                 | -                    | -                           | -                    | 22,886,875                | -                  | -                                        | -                  | -                  | 22,886.9              |
| Debt Service                                   | -                    | -                           | 10,608,871           | 1,655,515                 | -                  | -                                        | -                  | -                  | 12,264.4              |
| Contingency                                    | 396,704              | -                           | -                    | -                         | -                  | -                                        | -                  | -                  | 396.7                 |
| <b>Total Expenditures</b>                      | <b>\$ 45,039,012</b> | <b>\$ 8,053,229</b>         | <b>\$ 10,608,871</b> | <b>\$ 24,542,390</b>      | <b>\$ -</b>        | <b>\$ 108,217,497</b>                    | <b>\$ 225,436</b>  | <b>\$ 809,780</b>  | <b>\$ 197,496,215</b> |

## TRANSFER SCHEDULE

| Transfer In                 |                     | Transfer Out                |                     |
|-----------------------------|---------------------|-----------------------------|---------------------|
| General Fund                | 7,000               | Grants Special Revenue Fund | 7,000               |
| General Fund                | 20,000              | Capital Projects Fund       | 20,000              |
| General Fund                | 1,194,865           | Transportation Improvement  | 1,194,865           |
| General Fund                | 462,386             | TID 8                       | 462,386             |
| General Fund                | 653,620             | TID 9                       | 653,620             |
| Grants Special Revenue Fund | 7,000               | General Fund                | 7,000               |
| Media Center Fund           | 53,500              | General Fund                | 53,500              |
| Affordable Housing Fund     | 10,000              | General Fund                | 10,000              |
| Recreation Fund             | 6,298               | General Fund                | 6,298               |
| Affordable Housing Fund     | 2,569,119           | TID 8                       | 2,569,119           |
| Affordable Housing Fund     | 3,748,905           | TID 9                       | 3,748,905           |
| Debt Service Fund           | 171,060             | General Fund                | 171,060             |
| Debt Service Fund           | 593,400             | TID 9                       | 593,400             |
| Capital Projects Fund       | 76,000              | General Fund                | 76,000              |
| Grants Special Revenue Fund | 35,933              | General Fund                | 35,933              |
| Grants Special Revenue Fund | 35,000              | TID 14                      | 35,000              |
| <b>Total Transfer In</b>    | <b>\$ 9,644,086</b> | <b>Total Transfer Out</b>   | <b>\$ 9,644,086</b> |

- Transfers between funds are budgeted and determined on an annual basis
- Any funds not transferred do not roll over to the subsequent year



**SUN PRAIRIE**

*revolves around you*



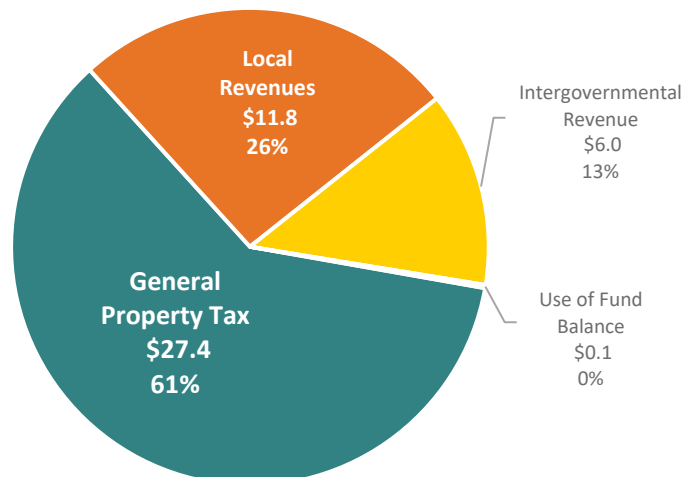


## REVENUE SUMMARY

| General Fund Revenue Summary            | 2023<br>Actual       | 2024<br>Actual       | 8/31/2025<br>Actual  | 2025<br>Projected    | 2025<br>Budget       | 2026<br>Approved     | Increase<br>(Decrease) |
|-----------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Taxes (excluding Levy)                  | 159,594              | 177,529              | 80,198               | 153,308              | 177,600              | 161,000              | (16,600)               |
| Special Assessments                     | (28,381)             | (118,863)            | (30,296)             | (523)                | 5,050                | -                    | (5,050)                |
| Licenses and Permits                    | 1,039,563            | 890,462              | 629,652              | 869,990              | 1,053,156            | 819,075              | (234,081)              |
| Fines, Forfeits & Penalties             | 150,736              | 172,750              | 138,369              | 209,965              | 209,500              | 207,400              | (2,100)                |
| Public Charges for Services             | 3,394,178            | 4,375,343            | 3,414,881            | 4,573,689            | 4,766,145            | 3,923,088            | (843,057)              |
| Investment Income                       | 1,023,598            | 1,293,279            | 783,815              | 1,084,775            | 1,131,245            | 1,101,000            | (30,245)               |
| Miscellaneous Revenue                   | 520,411              | 292,513              | 153,166              | 288,673              | 277,882              | 816,387              | 538,505                |
| Other Financing Sources                 | 2,892,613            | 3,316,771            | 610,601              | 3,540,097            | 3,318,840            | 4,786,833            | 1,467,993              |
| <b>Sub-Total Local Revenues</b>         | <b>9,152,311</b>     | <b>10,399,784</b>    | <b>5,780,386</b>     | <b>10,719,974</b>    | <b>10,939,418</b>    | <b>11,814,783</b>    | <b>875,365</b>         |
| Intergovernmental Revenue               | 4,026,616            | 5,640,752            | 3,699,144            | 6,155,815            | 5,554,063            | 6,004,492            | 450,429                |
| <b>Total Revenues</b>                   | <b>13,178,927</b>    | <b>16,040,536</b>    | <b>9,479,530</b>     | <b>16,875,789</b>    | <b>16,493,481</b>    | <b>17,819,275</b>    | <b>1,325,794</b>       |
| Use of Fund Balance                     | -                    | -                    | -                    | -                    | 977,236              | 96,699               | (880,537)              |
| <b>Total Revenue &amp; Fund Balance</b> | <b>13,178,927</b>    | <b>16,040,536</b>    | <b>9,479,530</b>     | <b>16,875,789</b>    | <b>17,470,717</b>    | <b>17,915,974</b>    | <b>445,257</b>         |
| General Property Tax Levy               | 21,405,139           | 24,958,013           | 26,894,617           | 26,894,618           | 26,894,618           | 27,440,598           | 545,980                |
| <b>Total Sources</b>                    | <b>\$ 34,584,067</b> | <b>\$ 40,998,549</b> | <b>\$ 36,374,147</b> | <b>\$ 43,770,407</b> | <b>\$ 44,365,335</b> | <b>\$ 45,356,572</b> | <b>\$ 991,237</b>      |

Beginning in 2022, the Library and Recreation Funds were integrated into the General Fund. In 2025, the Recreation Fund was removed from the General Fund.

**2026 General Fund Revenues**  
(in millions)



## FUNCTION SUMMARY

| Function Summary                               | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Approved  | Increase<br>(Decrease) |
|------------------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-------------------|------------------------|
| <b>PROPERTY TAXES</b>                          |                   |                   |                     |                   |                   |                   |                        |
| General Property Taxes                         | 21,405,139        | 24,958,013        | 26,894,617          | 26,894,618        | 26,894,618        | 27,440,598        | 545,980                |
| Illegal Taxes                                  | (9,297)           | (125,362)         | (47,622)            | (17,850)          | -                 | -                 | -                      |
| Omitted Property Taxes                         | (19.6)            | -                 | -                   | -                 | -                 | -                 | -                      |
| Property Tax Chargebacks                       | 462               | 6,445             | 17,327              | 17,327            | 5,000             | -                 | (5,000)                |
| <b>Sub-Total Property Taxes</b>                | <b>21,376,730</b> | <b>24,839,096</b> | <b>26,864,322</b>   | <b>26,894,095</b> | <b>26,899,618</b> | <b>27,440,598</b> | <b>540,980</b>         |
| <b>OTHER TAXES</b>                             |                   |                   |                     |                   |                   |                   |                        |
| Public Accommodation Tax                       | 142,215           | 149,570           | 69,624              | 142,734           | 160,000           | 150,000           | (10,000)               |
| Payments In Lieu Of Taxes                      | 12,188            | 11,968            | 10,541              | 10,541            | 16,500            | 11,000            | (5,500)                |
| Interest And Penalty On Taxes                  | 5,191             | 1,205             | 33                  | 33                | 1,100             | -                 | (1,100)                |
| <b>Sub-Total Other Taxes</b>                   | <b>159,594</b>    | <b>162,744</b>    | <b>80,198</b>       | <b>153,308</b>    | <b>177,600</b>    | <b>161,000</b>    | <b>(16,600)</b>        |
| <b>SPECIAL ASSESSMENTS</b>                     |                   |                   |                     |                   |                   |                   |                        |
| Interest Special Assessments                   | 29                | 55                | -                   | -                 | 50                | -                 | (50)                   |
| <b>Sub-Total Special Assessments</b>           | <b>29</b>         | <b>55</b>         | <b>-</b>            | <b>-</b>          | <b>50</b>         | <b>-</b>          | <b>(50)</b>            |
| <b>INTERGOVERNMENTAL REVENUE</b>               |                   |                   |                     |                   |                   |                   |                        |
| Federal Grants - Public Safety                 | -                 | -                 | -                   | 514,190           | -                 | 250,000           | 250,000                |
| Federal Grants                                 | -                 | -                 | 41,310              | 57,142            | -                 | 19,048            | 19,048                 |
| State Shared Revenue                           | 722,860           | 1,578,694         | 241,611             | 1,610,740         | 1,610,740         | 1,690,740         | 80,000                 |
| State Expenditure Restraint                    | -                 | 457,261           | -                   | -                 | -                 | -                 | -                      |
| State Aid - Exempt Computers                   | 291,690           | 291,690           | 291,690             | 291,690           | 291,690           | 291,690           | -                      |
| State Fire Insurance Tax                       | 190,638           | 220,443           | 254,246             | 254,246           | 225,000           | 255,000           | 30,000                 |
| State Aid- Personal Property                   | 106,709           | 106,709           | 326,930             | 326,930           | 326,930           | 326,930           | -                      |
| State Grants - General                         | -                 | 25,000            | -                   | -                 | -                 | -                 | -                      |
| State Grants - Police                          | 7,840             | 13,820            | 11,689              | 27,369            | 24,240            | 15,040            | (9,200)                |
| State Grants - Library                         | -                 | 1,925             | 1,272               | 1,525             | 2,000             | 3,025             | 1,025                  |
| State Aid - Road Allotment                     | 1,816,228         | 1,891,842         | 1,427,693           | 1,903,591         | 1,905,251         | 1,910,000         | 4,749                  |
| State Aid - Connecting Streets                 | 62,667            | 89,171            | 66,976              | 89,301            | 89,301            | 89,500            | 199                    |
| School District - Pd Liasion                   | 182,174           | 194,745           | 209,640             | 209,640           | 208,861           | 227,770           | 18,909                 |
| Misc.Grants                                    | -                 | 14,426            | -                   | -                 | -                 | -                 | -                      |
| County Aid - Library                           | 645,809           | 755,027           | 869,451             | 869,451           | 870,050           | 925,749           | 55,699                 |
| <b>Sub-Total Intergovernmental Revenue</b>     | <b>4,026,616</b>  | <b>5,640,752</b>  | <b>3,742,508</b>    | <b>6,155,815</b>  | <b>5,554,063</b>  | <b>6,004,492</b>  | <b>450,429</b>         |
| <b>LICENSES AND PERMITS</b>                    |                   |                   |                     |                   |                   |                   |                        |
| Liquor & Malt Bev. Licenses                    | 42,093            | 44,218            | 52,060              | 50,000            | 75,000            | 50,000            | (25,000)               |
| Bartender Licenses                             | 14,625            | 15,660            | 13,995              | 15,000            | 25,000            | 16,000            | (9,000)                |
| Cigarette Licenses                             | 3,225             | 3,950             | 3,125               | 4,000             | 4,000             | 4,000             | -                      |
| Other Business Licenses                        | 9,710             | 13,368            | 11,963              | 12,000            | 12,000            | 12,000            | -                      |
| Dog Licenses                                   | 9,659             | 8,957             | 3,511               | 9,000             | 9,000             | 9,000             | -                      |
| Chicken Keeping License                        | 70                | 140               | 130                 | 75                | 70                | 75                | 5                      |
| Building Permits                               | 263,350           | 224,340           | 146,618             | 220,000           | 264,448           | 200,000           | (64,448)               |
| Occupancy Permits                              | 23,100            | 12,900            | 8,450               | 15,000            | 23,201            | 17,000            | (6,201)                |
| Plumbing Permits                               | 225,990           | 180,616           | 118,316             | 165,000           | 219,090           | 166,500           | (52,590)               |
| Electrical Permits                             | 147,389           | 103,480           | 69,968              | 100,000           | 133,986           | 110,000           | (23,986)               |
| Hvac Permits                                   | 186,210           | 147,563           | 107,528             | 155,000           | 181,269           | 140,000           | (41,269)               |
| Street Opening Permits                         | 19,129            | 28,860            | 27,530              | 28,915            | 21,000            | 26,000            | 5,000                  |
| Stormwater Erosion Cont Fee                    | 30,495            | 53,695            | 37,251              | 40,000            | 21,592            | 20,000            | (1,592)                |
| Zoning And Plat Approval Fees                  | 38,555            | 28,565            | 25,785              | 32,000            | 32,000            | 32,000            | -                      |
| Other Permits And Fees                         | 21,361            | 16,648            | 12,619              | 15,000            | 24,000            | 7,500             | (16,500)               |
| Weights & Measures                             | 4,602             | 7,501             | -                   | 9,000             | 7,500             | 9,000             | 1,500                  |
| <b>Sub-Total Licenses And Permits</b>          | <b>1,039,563</b>  | <b>890,462</b>    | <b>638,848</b>      | <b>869,990</b>    | <b>1,053,156</b>  | <b>819,075</b>    | <b>(234,081)</b>       |
| <b>FINES, FORFEITS AND PENALTIES</b>           |                   |                   |                     |                   |                   |                   |                        |
| Court Penalties And Costs                      | 115,099           | 127,448           | 112,611             | 167,547           | 140,000           | 165,000           | 25,000                 |
| Parking Violations                             | 35,637            | 38,691            | 24,134              | 40,018            | 65,000            | 40,000            | (25,000)               |
| Library Fines                                  | -                 | 6,611             | 2,808               | 2,400             | 4,500             | 2,400             | (2,100)                |
| <b>Sub-Total Fines, Forfeits And Penalties</b> | <b>150,736</b>    | <b>172,750</b>    | <b>139,553</b>      | <b>209,965</b>    | <b>209,500</b>    | <b>207,400</b>    | <b>(2,100)</b>         |

## FUNCTION SUMMARY

| Function Summary, continued                  | 2023<br>Actual       | 2024<br>Actual       | 8/31/2025<br>Actual  | 2025<br>Projected    | 2025<br>Budget       | 2026<br>Approved     | Increase<br>(Decrease) |
|----------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <b>PUBLIC CHARGES FOR SERVICES</b>           |                      |                      |                      |                      |                      |                      |                        |
| Clerk Fees                                   | 27,790               | 33,050               | 20,840               | 28,303               | 25,000               | 26,000               | 1,000                  |
| Finance Fees                                 | 18                   | 150                  | 45                   | 100                  | 200                  | 100                  | (100)                  |
| Information Technology Fees                  | 19                   | -                    | -                    | -                    | -                    | -                    | -                      |
| Police Department Fees                       | 34,520               | 31,982               | 29,509               | 38,732               | 18,000               | 55,454               | 37,454                 |
| Fire Township Fees                           | -                    | 641,292              | 566,824              | 566,824              | 566,824              | 590,640              | 23,816                 |
| Ambulance Fees                               | 2,069,390            | 2,301,797            | 2,114,336            | 2,661,286            | 2,593,648            | 2,392,496            | (201,152)              |
| Ems Townships Charges                        | 423,545              | 529,043              | 516,794              | 516,795              | 608,228              | 414,845              | (193,383)              |
| Building Inspection Charges                  | 14,200               | 11,900               | 2,200                | 5,000                | 12,000               | 16,403               | 4,403                  |
| Sewer Inspection Charges                     | 4,160                | 2,820                | 2,610                | 4,000                | 3,600                | 4,000                | 400                    |
| Hvac Plan Review                             | 26,300               | 11,318               | 1,414                | 4,000                | 10,060               | 4,000                | (6,060)                |
| Building Plan Review                         | 60,400               | 47,821               | 18,967               | 28,000               | 39,039               | 28,000               | (11,039)               |
| Fire Alarm Plan Review                       | 12,240               | 6,300                | 2,320                | 3,600                | 7,910                | 4,000                | (3,910)                |
| Fire Supp Plan Review                        | 11,710               | 5,560                | 2,510                | 5,000                | 7,940                | 5,000                | (2,940)                |
| Plumbing Plan Reivew                         | 44,988               | 11,854               | 2,206                | 4,000                | 8,295                | 5,000                | (3,295)                |
| Public Works Misc Charges                    | 29,514               | 7,701                | 22,433               | 25,000               | 55,000               | 25,000               | (30,000)               |
| Engineering Review Fees                      | 37,161               | 30,284               | 14,265               | 20,000               | 35,000               | 20,000               | (15,000)               |
| Museum Fees                                  | -                    | 1,178                | 606                  | 1,500                | 3,000                | 3,000                | -                      |
| Parks Miscellaneous Charges                  | 50,089               | 46,322               | 71,610               | 74,100               | 75,705               | 74,550               | (1,155)                |
| Library Misc Charges                         | -                    | 10,728               | 7,211                | 7,300                | 9,000                | 15,800               | 6,800                  |
| Dog Park Use Fees                            | 23,268               | 20,088               | 15,333               | 30,000               | 30,000               | 31,800               | 1,800                  |
| Adult Program Fees                           | 33,483               | 39,266               | 27,749               | 34,788               | 39,700               | -                    | (39,700)               |
| Preschool Program Fees                       | 59,595               | 73,736               | 50,556               | 58,340               | 60,000               | -                    | (60,000)               |
| Youth Program Fees                           | 168,048              | 232,291              | 111,212              | 189,076              | 191,000              | -                    | (191,000)              |
| Teen Program Fees                            | 13,975               | 25,706               | 10,014               | 24,700               | 23,700               | -                    | (23,700)               |
| Family & Misc Program Fees                   | 6,300                | 11,526               | 3,173                | 16,400               | 22,200               | -                    | (22,200)               |
| Special Event Program Fees                   | 45,539               | 48,924               | 71,694               | 36,847               | 104,980              | -                    | (104,980)              |
| Planning Misc Charges                        | -                    | 0.1                  | -                    | -                    | -                    | -                    | -                      |
| Family Aquatic Center Fees                   | 197,927              | 192,656              | 189,998              | 189,998              | 216,116              | 207,000              | (9,116)                |
| <b>Sub-Total Public Charges For Services</b> | <b>3,394,178</b>     | <b>4,375,343</b>     | <b>3,876,427</b>     | <b>4,573,689</b>     | <b>4,766,145</b>     | <b>3,923,088</b>     | <b>(843,057)</b>       |
| <b>INVESTMENT INCOME</b>                     |                      |                      |                      |                      |                      |                      |                        |
| General Fund                                 | 1,023,598            | 1,293,279            | 783,815              | 1,084,775            | 1,131,245            | 1,101,000            | (30,245)               |
| <b>Sub-Total Investment Income</b>           | <b>1,023,598</b>     | <b>1,293,279</b>     | <b>783,815</b>       | <b>1,084,775</b>     | <b>1,131,245</b>     | <b>1,101,000</b>     | <b>(30,245)</b>        |
| <b>MISCELLANEOUS REVENUE</b>                 |                      |                      |                      |                      |                      |                      |                        |
| Miscellaneous Rents                          | 8,127                | 11,295               | 11,108               | 12,800               | 12,800               | 10,597               | (2,203)                |
| Police Auction                               | 3,000                | -                    | -                    | -                    | 2,000                | -                    | (2,000)                |
| Sale Of Material And Equipment               | 28,711               | 40,657               | 13,524               | 31,081               | 35,000               | 30,000               | (5,000)                |
| Insurance Dividend & Recovery                | 330,396              | 46,697               | 62,192               | 62,192               | 48,803               | 40,000               | (8,803)                |
| Miscellaneous Revenues                       | 110,209              | 125,170              | 45,514               | 124,916              | 113,652              | 60,000               | (53,652)               |
| Ag Use Penalties                             | (2,188)              | 14,786               | 4,393                | 4,393                | 10,000               | -                    | (10,000)               |
| City Attorney Chargebacks                    | 6,800                | 10,549               | -                    | -                    | 9,672                | 52,633               | 42,961                 |
| Human Resources Chargebakcs                  | 32,330               | 38,904               | -                    | 37,563               | 37,563               | 59,280               | 21,717                 |
| Finance Chargebacks                          | 2,800                | 3,200                | 3,200                | -                    | 3,200                | 15,397               | 12,197                 |
| Donations - Parks & Recreation               | -                    | -                    | 500                  | 500                  | -                    | 500                  | 500                    |
| Miscellaneous Revenues                       | 226                  | 222                  | 153                  | 228                  | 192                  | 4,428                | 4,236                  |
| Donations - Parks & Recreation               | -                    | 1,032                | 12,688               | 15,000               | 5,000                | -                    | (5,000)                |
| <b>Sub-Total Miscellaneous Revenue</b>       | <b>520,411</b>       | <b>292,513</b>       | <b>153,272</b>       | <b>288,673</b>       | <b>277,882</b>       | <b>272,835</b>       | <b>(5,047)</b>         |
| <b>OTHER FINANCING SOURCES</b>               |                      |                      |                      |                      |                      |                      |                        |
| Transfer In                                  | 520,712              | 858,402              | 572,221              | 689,907              | 393,650              | 2,337,871            | 1,944,221              |
| Transfer In - W&L Pilot                      | 1,934,405            | 2,049,167            | -                    | 2,446,109            | 2,446,109            | 2,448,962            | 2,853                  |
| Econ Dev Chargebacks                         | 205,996              | 163,202              | 38,380               | 146,081              | 221,081              | 315,592              | 94,511                 |
| Engineering Chargebacks                      | 231,500              | 246,000              | -                    | 258,000              | 258,000              | 227,960              | (30,040)               |
| Fund Balance Applied                         | -                    | -                    | -                    | -                    | 977,236              | 96,699               | (880,537)              |
| Fund Balance Applied                         | -                    | -                    | -                    | -                    | -                    | -                    | -                      |
| <b>Sub-Total Other Financing Sources</b>     | <b>2,892,613</b>     | <b>3,316,771</b>     | <b>610,601</b>       | <b>3,540,097</b>     | <b>4,296,076</b>     | <b>5,427,084</b>     | <b>1,131,008</b>       |
| <b>Total Revenues</b>                        | <b>\$ 34,584,067</b> | <b>\$ 40,983,764</b> | <b>\$ 36,889,543</b> | <b>\$ 43,770,407</b> | <b>\$ 44,365,335</b> | <b>\$ 45,356,572</b> | <b>\$ 991,237</b>      |

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



# SUN PRAIRIE

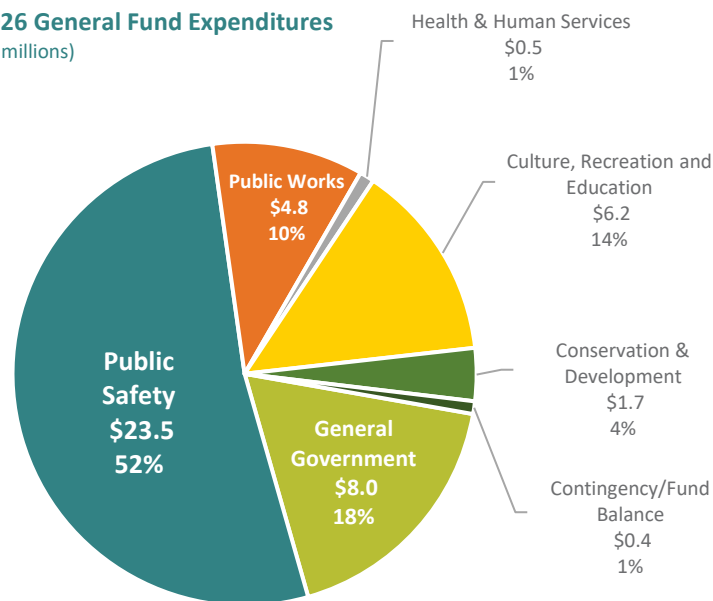
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## EXPENDITURE SUMMARY

| General Fund Exp. Summary         | 2023                 | 2024                 | 8/31/2025            | 2025                 | 2025                 | 2026                 | Increase            |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
|                                   | Actual               | Actual               | Actual               | Projected            | Budget               | Approved             | (Decrease)          |
| General Government                | 6,354,186            | 7,392,401            | 6,372,378            | 7,951,948            | 8,136,193            | 8,016,006            | (120,187)           |
| Public Safety                     | 17,527,491           | 20,551,691           | 17,172,369           | 21,757,972           | 22,621,769           | 23,503,554           | 881,785             |
| Public Works                      | 4,084,173            | 3,932,826            | 3,491,911            | 4,485,698            | 4,576,568            | 4,756,976            | 180,408             |
| Health & Human Services           | 453,777              | 440,217              | 293,586              | 481,250              | 481,136              | 461,121              | (20,015)            |
| Culture, Recreation and Education | 5,950,995            | 5,597,981            | 4,994,514            | 6,699,674            | 6,998,751            | 6,238,544            | (760,207)           |
| Conservation & Development        | 1,421,180            | 1,529,244            | 1,333,498            | 1,835,763            | 1,834,047            | 1,659,809            | (174,238)           |
| <b>Sub-Total</b>                  | <b>35,791,801</b>    | <b>39,444,359</b>    | <b>33,658,256</b>    | <b>43,212,305</b>    | <b>44,648,464</b>    | <b>44,636,010</b>    | <b>(12,454)</b>     |
| Contingency/Fund Balance          | -                    | -                    | -                    | -                    | 523,370              | 396,704              | (126,666)           |
| Transfers                         | 819,920              | 884,902              | 908,809              | 908,809              | 908,809              | 323,858              | (584,951)           |
| <b>Sub-Total</b>                  | <b>819,920</b>       | <b>884,902</b>       | <b>908,809</b>       | <b>908,809</b>       | <b>1,432,179</b>     | <b>720,562</b>       | <b>(711,617)</b>    |
| <b>Total General Expenditures</b> | <b>\$ 36,611,721</b> | <b>\$ 40,329,261</b> | <b>\$ 34,567,065</b> | <b>\$ 44,121,114</b> | <b>\$ 46,080,643</b> | <b>\$ 45,356,572</b> | <b>\$ (724,071)</b> |

**2026 General Fund Expenditures**  
(in millions)



## DIVISION SUMMARY

| Division Summary                                    | 2023<br>Actual       | 2024<br>Actual       | 8/31/2025<br>Actual  | 2025<br>Projected    | 2025<br>Budget       | 2026<br>Approved     | Increase<br>(Decrease) |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| <b>GENERAL GOVERNMENT</b>                           |                      |                      |                      |                      |                      |                      |                        |
| Mayor                                               | 45,299               | 45,667               | 42,553               | 46,677               | 46,710               | 48,326               | 1,616                  |
| Council                                             | 82,137               | 100,323              | 69,898               | 86,074               | 84,014               | 87,292               | 3,278                  |
| Municipal Court                                     | 161,547              | 174,524              | 197,579              | 164,641              | 186,474              | 143,554              | (42,920)               |
| City Attorney                                       | 341,235              | 425,314              | 362,601              | 429,900              | 425,535              | 442,516              | 16,981                 |
| City Clerk                                          | 412,438              | 552,132              | 506,851              | 558,813              | 562,539              | 636,458              | 73,919                 |
| Elections                                           | 129,727              | 263,855              | 134,435              | 141,893              | 174,139              | 325,544              | 151,405                |
| Administration                                      | 612,313              | 697,846              | 600,974              | 750,636              | 856,172              | 704,540              | (151,632)              |
| Administrative Services                             | 233,748              | 299,840              | 313,999              | 505,355              | 506,409              | 452,148              | (54,261)               |
| Human Resources                                     | 537,986              | 544,675              | 601,129              | 699,246              | 773,213              | 630,215              | (142,998)              |
| Finance                                             | 783,895              | 795,863              | 868,440              | 1,043,889            | 989,281              | 963,689              | (25,592)               |
| Risk Management                                     | 175,778              | 277,234              | 215,212              | 180,838              | 223,304              | 190,853              | (32,451)               |
| Assessing                                           | 555,277              | 551,114              | 494,767              | 570,306              | 578,817              | 602,374              | 23,557                 |
| Information Technology                              | 1,506,807            | 1,777,077            | 1,613,505            | 1,887,417            | 1,837,964            | 1,799,820            | (38,144)               |
| Building Maintenance                                | 775,999              | 886,937              | 734,764              | 886,263              | 891,366              | 994,975              | 103,609                |
| <b>Sub-Total General Government</b>                 | <b>6,354,186</b>     | <b>7,392,401</b>     | <b>6,756,707</b>     | <b>7,951,948</b>     | <b>8,135,937</b>     | <b>8,022,304</b>     | <b>(113,633)</b>       |
| <b>PUBLIC SAFETY</b>                                |                      |                      |                      |                      |                      |                      |                        |
| Police Department                                   | 10,432,525           | 11,404,475           | 10,006,130           | 11,595,060           | 12,381,915           | 12,938,261           | 556,346                |
| Fire Protection                                     | 2,295,033            | 3,352,699            | 3,139,540            | 3,718,425            | 3,719,315            | 4,072,695            | 353,381                |
| Emergency Medical Service                           | 3,766,230            | 4,482,005            | 4,152,628            | 4,953,597            | 4,872,380            | 5,383,110            | 510,731                |
| Building Inspection                                 | 1,029,240            | 1,037,234            | 872,586              | 999,076              | 1,112,499            | 1,089,488            | (23,011)               |
| Emergency Management                                | 4,461                | 1,509                | 4,684                | 17,500               | 17,500               | 20,000               | 2,500                  |
| <b>Sub-Total Public Safety</b>                      | <b>17,527,490</b>    | <b>20,277,922</b>    | <b>18,175,568</b>    | <b>21,283,658</b>    | <b>22,103,608</b>    | <b>23,503,554</b>    | <b>1,399,946</b>       |
| <b>PUBLIC WORKS</b>                                 |                      |                      |                      |                      |                      |                      |                        |
| Public Services                                     | 290,885              | 273,769              | 252,880              | 285,241              | 290,796              | 235,040              | (55,756)               |
| Public Works                                        | 2,874,671            | 3,055,916            | 2,610,595            | 3,217,808            | 3,257,668            | 3,466,863            | 209,195                |
| Engineering                                         | 573,157              | 591,701              | 544,723              | 636,867              | 641,192              | 644,920              | 3,728                  |
| GIS                                                 | 154,395              | 169,993              | 150,283              | 177,892              | 184,827              | 203,649              | 18,822                 |
| Transportation                                      | 191,066              | 115,216              | 162,851              | 167,890              | 202,085              | 206,504              | 4,419                  |
| <b>Sub-Total Public Works</b>                       | <b>4,084,173</b>     | <b>4,206,595</b>     | <b>3,721,332</b>     | <b>4,485,698</b>     | <b>4,576,568</b>     | <b>4,756,976</b>     | <b>180,408</b>         |
| <b>HEALTH &amp; HUMAN SERVICES</b>                  |                      |                      |                      |                      |                      |                      |                        |
| Colonial Club                                       | 240,000              | 250,000              | 216,667              | 260,000              | 260,000              | 260,000              | -                      |
| Youth & Families                                    | 13,146               | 19,339               | 1,581                | 15,619               | 15,505               | 15,490               | (15)                   |
| YMCA & Community Schools                            | 130,000              | 130,000              | -                    | 130,000              | 130,000              | 130,000              | -                      |
| Human Services                                      | 60,631               | 30,878               | 65,631               | 65,631               | 65,631               | 45,631               | (20,000)               |
| Cemetery                                            | 10,000               | 10,000               | 10,000               | 10,000               | 10,000               | 10,000               | -                      |
| <b>Sub-Total Health &amp; Human Services</b>        | <b>453,777</b>       | <b>440,217</b>       | <b>293,878</b>       | <b>481,250</b>       | <b>481,136</b>       | <b>461,121</b>       | <b>(20,015)</b>        |
| <b>CULTURE, RECREATION, AND EDUCATION</b>           |                      |                      |                      |                      |                      |                      |                        |
| Library                                             | 2,812,841            | 2,764,582            | 1,994,025            | 3,069,296            | 3,190,181            | 3,454,609            | 264,428                |
| Historical Museum                                   | 204,624              | 192,027              | 174,632              | 218,262              | 223,616              | 240,901              | 17,285                 |
| Parks Maintenance                                   | 1,322,967            | 1,501,464            | 1,366,105            | 1,503,150            | 1,561,127            | 1,516,581            | (44,546)               |
| Recreation                                          | 1,250,058            | 1,422,463            | 1,242,080            | 1,542,796            | 1,630,203            | 712,931              | (917,272)              |
| Family Aquatic Center                               | 360,505              | 372,277              | 366,976              | 366,170              | 393,624              | 313,522              | (80,102)               |
| <b>Sub-Total Culture, Recreation, and Education</b> | <b>5,950,995</b>     | <b>6,252,813</b>     | <b>5,143,818</b>     | <b>6,699,674</b>     | <b>6,998,751</b>     | <b>6,238,544</b>     | <b>(760,207)</b>       |
| <b>CONSERVATION AND DEVELOPMENT</b>                 |                      |                      |                      |                      |                      |                      |                        |
| Community Development                               | 180,253              | 193,912              | 178,820              | 241,895              | 245,353              | 217,151              | (28,202)               |
| Planning                                            | 568,407              | 671,520              | 561,471              | 785,036              | 793,350              | 661,169              | (132,181)              |
| Economic Development                                | 369,852              | 388,738              | 375,238              | 433,700              | 438,468              | 438,039              | (429)                  |
| Forestry                                            | 302,669              | 275,073              | 320,787              | 375,132              | 379,825              | 343,450              | (36,375)               |
| <b>Sub-Total Conservation and Development</b>       | <b>1,421,180</b>     | <b>1,529,244</b>     | <b>1,436,316</b>     | <b>1,835,763</b>     | <b>1,856,996</b>     | <b>1,659,809</b>     | <b>(197,187)</b>       |
| Transfers                                           | 819,920              | 984,902              | 908,809              | 908,809              | 908,809              | 317,560              | (591,249)              |
| General Contingency                                 | -                    | -                    | -                    | -                    | 523,370              | 396,704              | -                      |
| <b>Sub-Total Transfers &amp; Contingency</b>        | <b>819,920</b>       | <b>984,902</b>       | <b>908,809</b>       | <b>908,809</b>       | <b>1,432,179</b>     | <b>714,264</b>       | <b>(591,249)</b>       |
| <b>Total</b>                                        | <b>\$ 36,611,720</b> | <b>\$ 41,084,093</b> | <b>\$ 36,436,429</b> | <b>\$ 43,646,800</b> | <b>\$ 45,585,174</b> | <b>\$ 45,356,572</b> | <b>\$ (228,602)</b>    |

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

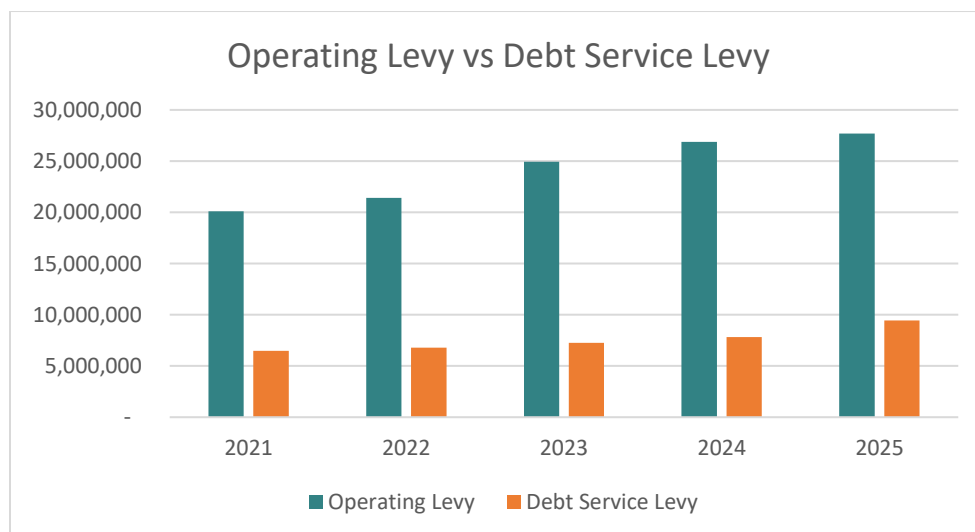
## 2025 PROPERTY VALUES AND TAX RATE

| ASSESSED VALUE BY CLASS     | 2021                    | 2022                    | 2023                    | 2024                    | 2025                    | Increase<br>(Decrease) | Percent<br>Change |
|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------------|-------------------|
| Residential                 | \$ 2,708,137,200        | \$ 2,786,552,200        | \$ 3,694,900,600        | \$ 3,749,190,300        | \$ 3,807,299,900        | \$ 58,109,600          | 1.5%              |
| Commercial                  | 1,064,893,600           | 1,108,575,900           | 1,633,062,400           | 1,749,816,900           | 1,818,616,300           | \$ 68,799,400          | 3.9%              |
| Agricultural                | 126,300                 | 118,100                 | 138,400                 | 149,200                 | 153,800                 | \$ 4,600               | 3.1%              |
| Other                       | 441,600                 | 501,400                 | 506,300                 | 507,300                 | 507,200                 | \$ (100)               | 0.0%              |
| Personal Property           | 44,657,300              | 44,799,400              | 59,056,600              | -                       | -                       | \$ -                   | 0.0%              |
| Manufacturing               | 71,790,600              | 69,275,300              | 92,456,900              | 82,021,000              | 93,993,800              | \$ 11,972,800          | 14.6%             |
| <b>Total Assessed Value</b> | <b>\$ 3,890,046,600</b> | <b>\$ 4,009,822,300</b> | <b>\$ 5,480,121,200</b> | <b>\$ 5,581,684,700</b> | <b>\$ 5,720,571,000</b> | <b>\$ 138,886,300</b>  | <b>2.5%</b>       |

| EQUALIZED VALUE                     | 2021                  | 2022                  | 2023                  | 2024                  | 2025                  | Increase<br>(Decrease) | Percent<br>Change |
|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|-------------------|
| Equalized Value - TID Out           | 3,896,135,200         | 4,464,398,400         | 5,084,169,000         | 5,574,558,400         | 5,899,027,200         | 324,468,800            | 5.8%              |
| Equalized Value - TID In            | 4,176,130,900         | 4,767,506,600         | 5,481,682,200         | 6,077,193,700         | 6,473,743,000         | 396,549,300            | 6.5%              |
| <b>Difference - Total Increment</b> | <b>\$ 279,995,700</b> | <b>\$ 303,108,200</b> | <b>\$ 397,513,200</b> | <b>\$ 502,635,300</b> | <b>\$ 574,715,800</b> | <b>\$ 72,080,500</b>   | <b>14.3%</b>      |

| TAX INCREMENT BY DISTRICT | 2021 Increment        | 2022 Increment        | 2023 Increment        | 2024 Increment        | 2025 Increment        | (Decrease)           | Net % Change |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|--------------|
| TIF District No. 6        | \$ -                  | \$ -                  | \$ -                  | \$ -                  | \$ -                  | \$ -                 | -            |
| TIF District No. 8        | 112,401,800           | 107,202,900           | 124,204,600           | 115,379,600           | 131,621,800           | 16,242,200           | 14.1%        |
| TIF District No. 9        | 90,687,300            | 92,167,300            | 116,854,000           | 162,469,100           | 192,064,900           | 29,595,800           | 18.2%        |
| TIF District No. 11       | 53,661,700            | 56,185,600            | 70,485,100            | 88,860,700            | 89,926,100            | 1,065,400            | 1.2%         |
| TIF District No. 12       | 12,671,000            | 14,350,500            | 16,490,100            | 28,364,300            | 31,383,400            | 3,019,100            | 10.6%        |
| TIF District No. 13       | 10,573,900            | 31,824,900            | 57,720,300            | 67,397,200            | 70,315,600            | 2,918,400            | 4.3%         |
| TIF District No. 14       | -                     | 1,377,000             | 4,534,200             | 12,008,100            | 24,856,700            | 12,848,600           | 107.0%       |
| TIF District No. 15       | -                     | -                     | 7,224,900             | 26,733,400            | 24,954,800            | (1,778,600)          | -6.7%        |
| TIF District No. 16       | -                     | -                     | -                     | 1,422,900             | 9,592,500             | 8,169,600            | 574.2%       |
| <b>Total Increment</b>    | <b>\$ 279,995,700</b> | <b>\$ 303,108,200</b> | <b>\$ 397,513,200</b> | <b>\$ 502,635,300</b> | <b>\$ 574,715,800</b> | <b>\$ 72,080,500</b> | <b>14.3%</b> |

| CITY TAX RATE                   | 2021              | 2022              | 2023              | 2024              | 2025              | Increase<br>(Decrease) | Percent<br>Change |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------------|-------------------|
| Operating Levy                  | 20,106,531        | 21,403,208        | 24,957,744        | 26,894,618        | 27,690,598        | 795,980                | 3.0%              |
| Debt Service Levy               | 6,469,805         | 6,796,436         | 7,275,747         | 7,823,245         | 9,446,027         | 1,622,782              | 20.7%             |
| <b>Total Levy</b>               | <b>26,576,336</b> | <b>28,199,644</b> | <b>32,233,491</b> | <b>34,717,863</b> | <b>37,136,625</b> | <b>2,418,762</b>       | <b>7.0%</b>       |
| Mill Rate                       | 7.3229            | 7.5101            | 6.3418            | 6.7808            | 7.1400            | 0.3592                 | 5.3%              |
| Average Home Value              | 301,200           | 304,100           | 377,200           | 379,800           | 381,500           | 1,700                  | 0.4%              |
| <b>City Tax on Average Home</b> | <b>2,206</b>      | <b>2,284</b>      | <b>2,392</b>      | <b>2,575</b>      | <b>2,723</b>      | <b>148</b>             | <b>5.7%</b>       |
| Median Home Value               | 286,400           | 288,900           | 356,600           | 360,200           | 361,700           | 3,600                  | 1.0%              |
| <b>City Tax on Median Home</b>  | <b>2,097</b>      | <b>2,170</b>      | <b>2,261</b>      | <b>2,442</b>      | <b>2,583</b>      | <b>140</b>             | <b>5.7%</b>       |





# SUN PRAIRIE

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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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

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

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Mayor & Council        | *              | *              | *                   | *                 | *              | *                   |                        |
| <b>Total Personnel</b> | *              | *              | *                   | *                 | *              | *                   |                        |

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

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Mayor                                   | 45.3            | 45.7            | 37.5                | 46.7              | 46.7            | 48.3                | 1.6                    |
| Council                                 | 82.1            | 100.3           | 69.3                | 86.1              | 84.0            | 88.8                | 4.8                    |
| <b>Total Expenditures</b>               | <b>\$ 127.4</b> | <b>\$ 146.0</b> | <b>\$ 106.8</b>     | <b>\$ 132.8</b>   | <b>\$ 130.7</b> | <b>\$ 137.1</b>     | <b>\$ 6.4</b>          |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 88.3            | 90.8            | 60.2                | 92.0              | 92.0            | 92.1                | 0.1                    |
| Materials & Supplies                    | 0.6             | 1.6             | 1.6                 | 1.3               | 2.1             | 1.9                 | (0.2)                  |
| Contractual Services                    | 16.5            | 32.5            | 24.1                | 16.6              | 10.9            | 15.9                | 5.0                    |
| Professional Development                | 22.0            | 21.1            | 20.9                | 22.8              | 25.8            | 27.2                | 1.4                    |
| <b>Total Expenditures</b>               | <b>\$ 127.4</b> | <b>\$ 146.0</b> | <b>\$ 106.8</b>     | <b>\$ 132.8</b>   | <b>\$ 130.7</b> | <b>\$ 137.1</b>     | <b>\$ 6.4</b>          |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 127.4             | 146.0             | 106.8               | 132.8             | 130.7             | 137.1               | 6.4                    |
| <b>Net Operating Result</b>      | <b>\$ (127.4)</b> | <b>\$ (146.0)</b> | <b>\$ (106.8)</b>   | <b>\$ (132.8)</b> | <b>\$ (130.7)</b> | <b>\$ (137.1)</b>   | <b>\$ (6.4)</b>        |



**SUN PRAIRIE**

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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.

2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2025 BUDGET OVERVIEW

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

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**  
\*2025 data reflects information through June 30, 2025

Adjudicate city ordinance violations.

| Measure                     | 2019  | 2020 | 2021 | 2022  | 2023  | 2024  | 2025* | 2025 (year-end) |
|-----------------------------|-------|------|------|-------|-------|-------|-------|-----------------|
| Traffic Citations Processed | 1,145 | 865  | 857  | 1,116 | 1,243 | 1,267 | 825   | 1,518           |
| Ordinance Citations         | 485   | 424  | 376  | 328   | 434   | 480   | 294   | 588             |
| Court Trials                | 10    | 13   | 6    | 6     | 2     | 7     | 4     | 8               |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Municipal Court        | 1.00           | 1.00           | 1.00                | 1.00              | 1.00           | 1.00                | -                      |
| <b>Total Personnel</b> | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>         | <b>1.00</b>       | <b>1.00</b>    | <b>1.00</b>         | <b>-</b>               |

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

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Municipal Court                         | 161.5           | 174.5           | 117.5               | 164.6             | 186.5           | 143.6               | (42.9)                 |
| <b>Total Expenditures</b>               | <b>\$ 161.5</b> | <b>\$ 174.5</b> | <b>\$ 117.5</b>     | <b>\$ 164.6</b>   | <b>\$ 186.5</b> | <b>\$ 143.6</b>     | <b>\$ (42.9)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 151.7           | 164.4           | 114.2               | 154.1             | 175.5           | 132.5               | (43.0)                 |
| Materials & Supplies                    | 0.1             | 0.3             | 0.3                 | 0.2               | 0.2             | 0.2                 | -                      |
| Contractual Services                    | 7.2             | 8.1             | 1.4                 | 8.4               | 8.2             | 8.4                 | 0.2                    |
| Professional Development                | 2.6             | 1.7             | 1.6                 | 2.0               | 2.6             | 2.5                 | (0.1)                  |
| <b>Total Expenditures</b>               | <b>\$ 161.5</b> | <b>\$ 174.5</b> | <b>\$ 117.5</b>     | <b>\$ 164.6</b>   | <b>\$ 186.5</b> | <b>\$ 143.6</b>     | <b>\$ (42.9)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|-----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 150.7            | 166.1           | 135.6               | 207.6             | 205.0          | 205.0               | -                      |
| Total Expenditures               | 161.5            | 174.5           | 117.5               | 164.6             | 186.5          | 143.6               | (42.9)                 |
| <b>Net Operating Result</b>      | <b>\$ (10.8)</b> | <b>\$ (8.4)</b> | <b>\$ 18.2</b>      | <b>\$ 42.9</b>    | <b>\$ 18.5</b> | <b>\$ 61.4</b>      | <b>\$ 42.9</b>         |

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 (35 hrs/week), and a full-time Paralegal.

2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2025 BUDGET OVERVIEW

- ✓ Maintained outside counsel budget reduction from 2023 at lowest levels in five years

|      |             |
|------|-------------|
| 2021 | \$241,047   |
| 2022 | \$210,921   |
| 2023 | \$80,550    |
| 2024 | \$44,785    |
| 2025 | \$9,921 YTD |

- ✓ 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                                   | 2021 | 2022                   | 2023 | 2024 | 2025 YTD                    |
|-------------------------------------------|------|------------------------|------|------|-----------------------------|
| Development Agreements                    | 6    | 18                     | 1    | 5    | 0                           |
| Ordinance Amendments                      | 6    | 7                      | 11   | 7    | 8                           |
| Collective Bargaining Agreements Settled* |      |                        | 2    | 2    | No contract open this year. |
| Legal Opinions Issued                     |      | Not tracked until 2025 |      |      | 5                           |

\*The department began negotiating contracts in-house in 2023.

#### 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.

| <u>Location</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025*</u> |
|-----------------|-------------|-------------|-------------|--------------|
| Internal        | 2           | 3           | 5           | 5            |
| External        | 1           | 1           | 3           | 2            |

\*2025 data reflects information through July 31, 2025.



| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| City Attorney          | 2.00           | 2.00           | 2.75                | 2.75              | 2.75           | 2.75                | -                      |
| Allocated FTE          | (0.16)         | (0.28)         | (0.28)              | (0.28)            | (0.28)         | (0.28)              | -                      |
| <b>Total Personnel</b> | <b>1.84</b>    | <b>1.72</b>    | <b>2.47</b>         | <b>2.47</b>       | <b>2.47</b>    | <b>2.47</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| City Attorney                           | 341.2           | 425.3           | 286.8               | 429.9             | 425.5           | 442.5               | 17.0                   |
| <b>Total Expenditures</b>               | <b>\$ 341.2</b> | <b>\$ 425.3</b> | <b>\$ 286.8</b>     | <b>\$ 429.9</b>   | <b>\$ 425.5</b> | <b>\$ 442.5</b>     | <b>\$ 17.0</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 256.8           | 356.1           | 237.0               | 365.3             | 368.3           | 384.9               | 16.6                   |
| Materials & Supplies                    | 0.2             | 0.9             | 0.6                 | 1.5               | 1.5             | 1.5                 | -                      |
| Contractual Services                    | 79.4            | 57.9            | 41.7                | 54.9              | 44.9            | 44.9                | -                      |
| Professional Development                | 4.9             | 9.6             | 7.5                 | 8.2               | 10.9            | 11.3                | 0.4                    |
| <b>Total Expenditures</b>               | <b>\$ 341.2</b> | <b>\$ 425.3</b> | <b>\$ 286.8</b>     | <b>\$ 429.9</b>   | <b>\$ 425.5</b> | <b>\$ 442.5</b>     | <b>\$ 17.0</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 341.2             | 425.3             | 286.8               | 429.9             | 425.5             | 442.5               | 17.0                   |
| <b>Net Operating Result</b>      | <b>\$ (341.2)</b> | <b>\$ (425.3)</b> | <b>\$ (286.8)</b>   | <b>\$ (429.9)</b> | <b>\$ (425.5)</b> | <b>\$ (442.5)</b>   | <b>\$ (17.0)</b>       |



# SUN PRAIRIE

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## 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.

## 2026 BUDGET HIGHLIGHTS

- Continue to modernize Sun Prairie's election infrastructure.
- Continue efforts to expand and further implement our plan to digitize and catalogue all records kept by the City into OnBase.
- Complete development and expansion of OpenGov, the cloud-based software for citizen services.

## 2025 BUDGET OVERVIEW

- ✓ We completed the citywide project to digitize nearly all official records into the OnBase system. This initiative has transformed record access, improving transparency, speeding up retrieval times, and breaking down silos between departments.
- ✓ On June 1, 2025, the Clerk's Office in conjunction with IT rolled out OneMeeting, the City's new agenda and meeting management system. Staff were trained prior to launch, and the transition was smooth. All agendas and minutes are now created and managed through OneMeeting.
- ✓ This year, we moved Fireworks Permit applications to the OpenGov platform and are preparing to launch the same online process for Special Event Permits. These tools offer easier access for applicants and streamline internal workflows.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

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

| Measure                       | 2018 | 2019      | 2020      | 2021      | 2022      | 2023      | 2024      | 2025*     |
|-------------------------------|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Council & Special Meetings    | 23   | 25        | 25        | 28        | 23        | 22        | 25        | 18        |
| Committee of the Whole        | 26   | 25        | 28        | 27        | 26        | 23        | 27        | 22        |
| Municipal Board of Canvassers | 2    | 1         | 5         | 3         | 4         | 5         | 3         | 3         |
| Board of Review               | 4    | 3         | 5         | 6         | 3         | 3         | 6         | 1         |
| Alcohol License Review Board  | 3    | 6         | 4         | 1         | 2         | 2         | 3         | 1         |
| <b>TOTAL</b>                  |      | <b>59</b> | <b>34</b> | <b>58</b> | <b>54</b> | <b>24</b> | <b>58</b> | <b>45</b> |

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

| Measure                      | 2018       | 2019       | 2020       | 2021       | 2022       | 2023       | 2024       | 2025*      |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Special Event Permit         | 4          | 2          | 0          | 2          | 2          | 3          | 3          | 0          |
| Tobacco Retail License       | 24         | 25         | 23         | 25         | 27         | 29         | 30         | 29         |
| Liquor Establishment License | 56         | 58         | 57         | 56         | 61         | 62         | 63         | 63         |
| Operator License             | 471        | 337        | 268        | 311        | 494        | 412        | 441        | 335        |
| Temporary Nightclub License  | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| Nightclub License            | 8          | 10         | 9          | 9          | 10         | 10         | 8          | 9          |
| Secondhand Dealer License    | 4          | 3          | 3          | 3          | 4          | 4          | 4          | 4          |
| Solicitor's Permit           | 41         | 45         | 15         | 28         | 33         | 56         | 55         | 10         |
| Temporary Beer/Wine License  | 16         | 10         | 1          | 11         | 6          | 4          | 6          | 2          |
| Street Use Permit            | 23         | 21         | 5          | 13         | 20         | 21         | 22         | 4          |
| Taxi Cab Driver License      | 26         | 22         | 19         | 17         | 12         | 12         | 11         | 0          |
| Amusement Device License     | 143        | 131        | 131        | 116        | 125        | 143        | 136        | 144        |
| Blasting Permit              | 1          | 0          | 0          | 0          | 3          | 0          | 0          | 0          |
| Chicken License              | 4          | 6          | 3          | 4          | 5          | 9          | 15         | 12         |
| Mobile Food Cart             | 1          | 0          | 0          | 0          | 0          | 3          | 2          | 4          |
| Mobile Food Vendor           | 4          | 0          | 0          | 0          | 0          | 7          | 2          | 4          |
| Temporary Change of Premises | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          |
| Fireworks Permit             | 0          | 0          | 0          | 0          | 0          | 2          | 4          | 4          |
| <b>TOTAL</b>                 | <b>826</b> | <b>670</b> | <b>534</b> | <b>595</b> | <b>802</b> | <b>512</b> | <b>818</b> | <b>624</b> |

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 | 2025* |
|------------------------------------|-------|-------|-------|-------|-------|-------|------|-------|
| Number of Elections                | 4     | 1     | 4     | 5     | 3     | 2     | 4    | 2     |
| Average Election Officials         | 68    | 64    | 97    | 46    | 150   | 122   | 137  | 140   |
| Average Voted at the Polls         | 5,369 | 6,064 | 2,351 | 1,255 | 5,147 | 6,100 | 4484 | 5649  |
| Average Voted In-Person Absentee   | 1,623 | 2,148 | 1,903 | 121   | 1,800 | 1,323 | 2467 | 1848  |
| Average Voted Absentee by Mail/SVD | 452   | 391   | 7,087 | 1,443 | 4,222 | 3,505 | 2603 | 2316  |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| City Clerk             | 4.56           | 4.00           | 4.00                | 4.00              | 4.00           | 4.00                | -                      |
| <b>Total Personnel</b> | <b>4.56</b>    | <b>4.00</b>    | <b>4.00</b>         | <b>4.00</b>       | <b>4.00</b>    | <b>4.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| City Clerk                              | 412.4           | 552.1           | 357.9               | 558.8             | 562.5           | 517.5               | (45.1)                 |
| Elections                               | 129.7           | 263.9           | 172.0               | 141.9             | 174.1           | 174.1               | -                      |
| <b>Total Expenditures</b>               | <b>\$ 542.2</b> | <b>\$ 816.0</b> | <b>\$ 529.9</b>     | <b>\$ 700.7</b>   | <b>\$ 736.7</b> | <b>\$ 691.6</b>     | <b>\$ (45.1)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 418.1           | 593.7           | 393.3               | 512.2             | 537.4           | 683.6               | 146.2                  |
| Materials & Supplies                    | 24.3            | 39.2            | 26.9                | 28.9              | 39.4            | 48.9                | 9.5                    |
| Contractual Services                    | 89.9            | 174.9           | 102.6               | 142.2             | 142.2           | 126.7               | (15.5)                 |
| Professional Development                | 9.0             | 8.3             | 7.1                 | 17.4              | 17.6            | 16.7                | (1.0)                  |
| Capital Items                           | 0.8             | -               | -                   | -                 | -               | 86.1                | 86.1                   |
| <b>Total Expenditures</b>               | <b>\$ 542.2</b> | <b>\$ 816.0</b> | <b>\$ 529.9</b>     | <b>\$ 700.7</b>   | <b>\$ 736.7</b> | <b>\$ 962.0</b>     | <b>\$ 225.3</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 69.7              | 77.3              | 80.9                | 81.1              | 116.1             | 82.1                | (34.0)                 |
| Total Expenditures               | 542.2             | 816.0             | 529.9               | 700.7             | 736.7             | 962.0               | 225.3                  |
| <b>Net Operating Result</b>      | <b>\$ (472.4)</b> | <b>\$ (738.7)</b> | <b>\$ (449.0)</b>   | <b>\$ (619.6)</b> | <b>\$ (620.6)</b> | <b>\$ (879.9)</b>   | <b>\$ (259.3)</b>      |



# SUN PRAIRIE

*revolves around you*



## 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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 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 events and initiatives that support the city's values of diversity, equity, and inclusion.
- ✓ Began work on 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  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Administration         | 3.00           | 4.00           | 5.00                | 5.00              | 5.00           | 5.00                | -                      |
| Allocated FTE          | (0.23)         | (0.18)         | (0.77)              | (0.77)            | (0.77)         | (0.77)              | -                      |
| <b>Total Personnel</b> | <b>2.77</b>    | <b>3.82</b>    | <b>4.23</b>         | <b>4.23</b>       | <b>4.23</b>    | <b>4.23</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Administration                          | 618.5           | 705.6           | 477.6               | 750.6             | 990.3           | 704.5               | (285.7)                |
| <b>Total Expenditures</b>               | <b>\$ 618.5</b> | <b>\$ 705.6</b> | <b>\$ 477.6</b>     | <b>\$ 750.6</b>   | <b>\$ 990.3</b> | <b>\$ 704.5</b>     | <b>\$ (285.7)</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 432.5           | 578.4           | 412.2               | 581.7             | 681.2           | 613.5               | (67.7)                 |
| Materials & Supplies                    | 8.3             | 4.7             | 1.1                 | 4.0               | 22.6            | 5.5                 | (17.1)                 |
| Contractual Services                    | 151.3           | 96.1            | 45.8                | 148.0             | 257.6           | 65.3                | (192.2)                |
| Professional Development                | 19.9            | 21.5            | 18.5                | 16.9              | 19.1            | 19.3                | 0.2                    |
| Capital Items                           | 6.5             | 4.8             | -                   | -                 | 9.9             | 1.0                 | (8.9)                  |
| <b>Total Expenditures</b>               | <b>\$ 618.5</b> | <b>\$ 705.6</b> | <b>\$ 477.6</b>     | <b>\$ 750.6</b>   | <b>\$ 990.3</b> | <b>\$ 704.5</b>     | <b>\$ (285.7)</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 618.5             | 705.6             | 477.6               | 750.6             | 990.3             | 704.5               | (285.7)                |
| <b>Net Operating Result</b>      | <b>\$ (618.5)</b> | <b>\$ (705.6)</b> | <b>\$ (477.6)</b>   | <b>\$ (750.6)</b> | <b>\$ (990.3)</b> | <b>\$ (704.5)</b>   | <b>\$ 285.7</b>        |



## 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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 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   | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b>  | <b>0.93</b>    | <b>0.93</b>    | <b>0.93</b>         | <b>0.93</b>       | <b>0.93</b>    | <b>0.93</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Administrative Services                 | 233.7           | 299.8           | 219.6               | 505.4             | 506.4           | 452.1               | (54.3)                 |
| <b>Total Expenditures</b>               | <b>\$ 233.7</b> | <b>\$ 299.8</b> | <b>\$ 219.6</b>     | <b>\$ 505.4</b>   | <b>\$ 506.4</b> | <b>\$ 452.1</b>     | <b>\$ (54.3)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 171.9           | 182.8           | 125.6               | 189.2             | 191.3           | 202.3               | 10.9                   |
| Materials & Supplies                    | 0.1             | 0.4             | 0.4                 | 0.5               | 0.5             | 58.1                | 57.6                   |
| Contractual Services                    | 55.6            | 109.3           | 87.2                | 308.5             | 307.6           | 184.6               | (123.0)                |
| Professional Development                | 4.3             | 7.4             | 6.5                 | 7.2               | 7.0             | 7.2                 | 0.2                    |
| <b>Total Expenditures</b>               | <b>\$ 233.7</b> | <b>\$ 299.8</b> | <b>\$ 219.6</b>     | <b>\$ 505.4</b>   | <b>\$ 506.4</b> | <b>\$ 452.1</b>     | <b>\$ (54.3)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 233.7             | 299.8             | 219.6               | 505.4             | 506.4             | 452.1               | (54.3)                 |
| <b>Net Operating Result</b>      | <b>\$ (233.7)</b> | <b>\$ (299.8)</b> | <b>\$ (219.6)</b>   | <b>\$ (505.4)</b> | <b>\$ (506.4)</b> | <b>\$ (452.1)</b>   | <b>\$ 54.3</b>         |

## 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.

## 2026 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.

## 2025 BUDGET OVERVIEW

- ✓ New HR staff were onboarded after two anticipated retirements and one position vacancy. Work procedures for critical processes were created and new staff has been participating in training.
- ✓ Changes made to the Sun Prairie Utilities' Ordinance provided an opportunity for HR to work more closely with staff to improve policies and procedures.
- ✓ HR continues to support the employee gym and recognition program; and provides the multi-session Guide & Grow training program to all new supervisors to provide continued support of our city-wide Values.
- ✓ A significant amount of time was involved in the recruitment and selection for several department head and hard-to-fill positions. These included extensive candidate sourcing and administering Assessment Centers.
- ✓ Participated in a successful mediation with IAFF Local #311 EMS unit for the new 2025-2027 contract.

## PERFORMANCE METRICS

Council Strategic Priority: **Employer of Choice**

\*2025 data reflects information through June 30, 2025

**Improve recruitment efforts and fill vacancies in a timely manner.**

| Measure                                  | 2020  | 2021  | 2022  | 2023  | 2024  | 2025* | 2025 (year-end) | GOAL |
|------------------------------------------|-------|-------|-------|-------|-------|-------|-----------------|------|
| Positions filled (PT/FT)                 | 30    | 52    | 62    | 52    | 69    | 40    | 65              | 60   |
| Average number of days to fill positions | 32    | 63    | 94    | 62    | 58    | 57    | 60              | 60   |
| Applications received                    | 1,221 | 1,656 | 1,445 | 1,351 | 1,230 | 1,137 | 1,350           | 1200 |
| % minority new hires (FT)                | 17%   | 18%   | 22%   | 22%   | 11%   | 10%   | 11%             | 15%  |

**Promote safety and wellness in the workplace.**

| Measure                                                   | 2020      | 2021      | 2022     | 2023      | 2024      | 2025*    | 2025 (year-end) | GOAL      |
|-----------------------------------------------------------|-----------|-----------|----------|-----------|-----------|----------|-----------------|-----------|
| Number of workers' compensation claims                    | 29        | 21        | 22       | 23        | 29        | 3        | 12              | 15        |
| Cost of worker's compensation claims                      | \$129,665 | \$244,054 | \$77,442 | \$183,247 | \$178,051 | \$68,758 | \$120,000       | \$100,000 |
| Lost days due to worker's compensation injuries/illnesses | 46        | 85        | 14       | 50        | 159       | 42       | 70              | 60        |
| % of eligible members visiting wellness clinic            | n/a       | 34%       | 37%      | 39%       | 26%       | 30%      | 21%             | 60%       |
| Rating of Good/Very Good experience @ wellness clinic     | n/a       | 100%      | 100%     | 98%       | 97%       | 99%      | 98%             | 95%       |

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

| Measure                                              | 2020          | 2021           | 2022           | 2023          | 2024          | 2025*         | 2025 (year-end) | GOAL          |
|------------------------------------------------------|---------------|----------------|----------------|---------------|---------------|---------------|-----------------|---------------|
| Annual Turnover rate non-seasonal (FT Turnover rate) | 11%<br>(9.4%) | 16%<br>(12.5%) | 13%<br>(13.8%) | 10%<br>(8.2%) | 10%<br>(9.8%) | 6%<br>(6.4%)  | 10%<br>(10%)    | 8%<br>(8%)    |
| FMLA Requests (hours used)                           | 47<br>(6,227) | 24<br>(7,332)  | 38<br>(7,284)  | 52<br>(7,735) | 54<br>(9,091) | 34<br>(4,936) | 50<br>(7,000)   | 40<br>(6,000) |
| Paid Parent/Caregiver Requests                       | 21            | 15             | 27             | 31            | 34            | 16            | 30              | 25            |
| Increase in Health Plan Cost                         | 6.9%          | 7.7%           | 5%             | 7.9%          | 5.7%          | 6%            | 6%              | 8%            |
| Health Plan Medical Loss Ratio (MLR)                 | 106%          | 122%           | 133%           | 142%          | 84.3%         | n/a           | 87%             | 90%           |
| Authorized FT positions                              | 202           | 209            | 217            | 231           | 254           | 259           | 259             | 259           |
| Authorized PT positions                              | 33            | 34             | 42             | 43            | 43            | 43            | 43              | 43            |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)                 |
| <b>Total Personnel</b> | <b>3.60</b>    | <b>3.60</b>    | <b>3.55</b>         | <b>3.55</b>       | <b>3.55</b>    | <b>3.55</b>         | <b>(0.00)</b>          |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Human Resources                         | 538.0           | 544.7           | 374.3               | 699.2             | 773.2           | 630.2               | (143.0)                |
| <b>Total Expenditures</b>               | <b>\$ 538.0</b> | <b>\$ 544.7</b> | <b>\$ 374.3</b>     | <b>\$ 699.2</b>   | <b>\$ 773.2</b> | <b>\$ 630.2</b>     | <b>\$ (143.0)</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 450.8           | 479.5           | 327.9               | 606.7             | 680.5           | 547.8               | (132.7)                |
| Materials & Supplies                    | 2.4             | 2.1             | 1.3                 | 1.3               | 1.3             | 1.3                 | -                      |
| Contractual Services                    | 68.5            | 44.6            | 28.6                | 68.1              | 68.1            | 58.5                | (9.6)                  |
| Professional Development                | 16.3            | 18.5            | 16.6                | 23.2              | 23.3            | 22.6                | (0.7)                  |
| <b>Total Expenditures</b>               | <b>\$ 538.0</b> | <b>\$ 544.7</b> | <b>\$ 374.3</b>     | <b>\$ 699.2</b>   | <b>\$ 773.2</b> | <b>\$ 630.2</b>     | <b>\$ (143.0)</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 32.3              | 38.9              | -                   | 37.6              | 37.6              | 59.3                | 21.7                   |
| Total Expenditures               | 538.0             | 544.7             | 374.3               | 699.2             | 773.2             | 630.2               | (143.0)                |
| <b>Net Operating Result</b>      | <b>\$ (505.7)</b> | <b>\$ (505.8)</b> | <b>\$ (374.3)</b>   | <b>\$ (661.7)</b> | <b>\$ (735.6)</b> | <b>\$ (570.9)</b>   | <b>\$ 164.7</b>        |



# SUN PRAIRIE

*revolves around you*



## **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.

## **2026 BUDGET HIGHLIGHTS**

- There are no notable changes in the budget.

## **2025 BUDGET OVERVIEW**

- ✓ There are no notable changes.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

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                        | 2020       | 2021       | 2022       | 2023       | 2024       | 2025*      | 2025<br>(year-end) |
|--------------------------------|------------|------------|------------|------------|------------|------------|--------------------|
| Payments by ETF                | 18,156,564 | 18,396,271 | 30,692,496 | 15,564,289 | 23,027,259 | 18,723,712 | 24,000,000         |
| Payments by procurement card   | 4,599,448  | 3,977,362  | 3,855,138  | 4,776,214  | 4,466,352  | 2,278,157  | 5,100,000          |
| Payments by physical checks    | 15,687,675 | 12,737,534 | 14,538,618 | 17,082,067 | 19,449,740 | 8,847,692  | 19,000,000         |
| Total Payments made            | 38,236,179 | 35,170,848 | 49,088,273 | 37,424,592 | 46,940,351 | 29,846,561 | 49,000,000         |
| Percent of Electronic Payments | 58.97%     | 63.78%     | 70.38%     | 54.36%     | 58.57%     | 70.36%     | 60%                |

| Measure                            | 2020       | 2021       | 2022       | 2023       | 2024       | 2025*      | 2025<br>(year-end) |
|------------------------------------|------------|------------|------------|------------|------------|------------|--------------------|
| Cash Collections Received          | 128,481    | 63,018     | 77,530     | 134,358    | 163,023    | 64,853     | 120,000            |
| Check Collections Received         | 20,521,920 | 18,362,607 | 21,001,818 | 21,254,399 | 21,240,851 | 9,431,206  | 21,000,000         |
| Collections by credit card/e-Check | 419,602    | 770,848    | 1,038,497  | 1,247,270  | 1,329,695  | 706,254    | 1,400,000          |
| Total Collections received         | 21,070,003 | 19,196,772 | 22,117,846 | 22,636,027 | 22,733,569 | 10,202,313 | 22,000,000         |
| Percent of Electronic Collections  | 1.99%      | 4.02%      | 4.70%      | 5.51%      | 5.84%      | 6.92%      | 6.36%              |

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

### AUTO PHYSICAL DAMAGE LOSS REPORT

| Year            | Total<br>Claims | Total \$<br>Incurred |
|-----------------|-----------------|----------------------|
| 2016            | 9               | 39,300               |
| 2017            | 2               | 289                  |
| 2018            | 18              | 27,689               |
| 2019            | 9               | 7,763                |
| 2020            | 10              | 52,495               |
| 2021            | 6               | 33,688               |
| 2022            | 8               | 11,314               |
| 2023            | 14              | 188,604              |
| 2024            | 8               | 32,176               |
| 2025*           | 10              | 36,371               |
| 2025 (year-end) | 16              | 75,000               |



| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b> | <b>4.99</b>    | <b>5.58</b>    | <b>6.58</b>         | <b>6.58</b>       | <b>6.58</b>    | <b>6.58</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Finance                                 | 781.1           | 793.7           | 515.9               | 1,043.9           | 1,512.4           | 1,360.4             | (152.0)                |
| Risk Management                         | 175.8           | 199.4           | 87.5                | 180.8             | 223.3             | 190.9               | (32.5)                 |
| <b>Total Expenditures</b>               | <b>\$ 956.9</b> | <b>\$ 993.2</b> | <b>\$ 603.4</b>     | <b>\$ 1,224.7</b> | <b>\$ 1,735.7</b> | <b>\$ 1,551.2</b>   | <b>\$ (184.5)</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 615.7           | 578.2           | 415.2               | 715.2             | 731.0             | 761.0               | 30.0                   |
| Materials & Supplies                    | 77.3            | 89.3            | 2.9                 | 159.3             | 159.3             | 106.0               | (53.3)                 |
| Contractual Services                    | 80.7            | 129.8           | 89.1                | 143.2             | 100.1             | 85.1                | (15.0)                 |
| Insurance                               | 129.2           | 143.9           | 87.5                | 180.6             | 178.9             | 180.9               | 1.9                    |
| Professional Development                | 6.4             | 5.4             | 5.4                 | 5.5               | 8.6               | 8.5                 | (0.1)                  |
| Transfers/Bad Debt                      | 42.7            | 37.6            | 3.3                 | 20.9              | 34.4              | 13.0                | (21.4)                 |
| Contingency                             | -               | -               | -                   | -                 | 523.4             | 396.7               | (126.7)                |
| Capital Items                           | -               | -               | -                   | -                 | -                 | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 951.9</b> | <b>\$ 984.4</b> | <b>\$ 603.4</b>     | <b>\$ 1,224.7</b> | <b>\$ 1,735.7</b> | <b>\$ 1,551.2</b>   | <b>\$ (184.5)</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Total Revenues                   | 40.3              | 45.4              | 27.3                | 37.4                | 37.4                | 50.5                | 13.1                   |
| Total Expenditures               | 951.9             | 984.4             | 603.4               | 1,224.7             | 1,735.7             | 1,551.2             | (184.5)                |
| <b>Net Operating Result</b>      | <b>\$ (911.6)</b> | <b>\$ (939.0)</b> | <b>\$ (576.1)</b>   | <b>\$ (1,187.3)</b> | <b>\$ (1,698.3)</b> | <b>\$ (1,500.7)</b> | <b>\$ 197.6</b>        |



# SUN PRAIRIE

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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.

## 2026 BUDGET HIGHLIGHTS

- The 2026 assessment year will be a revaluation year. The entire city will be revaluated at market value as of January 1, 2026. Notices are anticipated to be sent out in late summer 2026.

## 2025 BUDGET OVERVIEW

- ✓ The 2025 assessment year was a maintenance year.
- ✓ 726 Notices of Changes Assessment were sent out in late April
- ✓ Reviewed all 2024 sale and maintenance properties either in office or with an exterior or interior inspection.
- ✓ The review of all property descriptions in the city began in 2024 with all condominiums. Our office used a self-reporting form to achieve over 80% response rate on the condominiums.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through July 1, 2025

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             | 2020<br>Reval | 2021<br>Non-Reval | 2022<br>Non-Reval | 2023<br>Reval | 2024<br>Non-Reval | 2025*<br>Non-Reval | 2025 (year-end)<br>Non-Reval | GOAL |
|---------------------|---------------|-------------------|-------------------|---------------|-------------------|--------------------|------------------------------|------|
| Level of Assessment | 96.06%        | 93.82%            | 84.09%            | 99.99%        | 93.9%             | 89.5%              | 89.5%                        | 100% |

Annually maintain Real Estate parcels for accuracy.

| Measure                   | 2020<br>Reval | 2021<br>Non-Reval | 2022<br>Non-Reval | 2023<br>Reval | 2024<br>Non-Reval | 2025*<br>Non-Reval | 2025 (year-end)<br>Non-Reval | GOAL  |
|---------------------------|---------------|-------------------|-------------------|---------------|-------------------|--------------------|------------------------------|-------|
| Total Real Estate Parcels | 12,137        | 12,272            | 12,353            | 12414         | 12419             | 12445              | 12445                        | 12445 |

Update real estate parcels to reflect physical and valuation changes

| Measure                        | 2020<br>Reval | 2021<br>Non-Reval | 2022<br>Non-Reval | 2023<br>Reval | 2024<br>Non-Reval | 2025*<br>Non-Reval | 2025 (year-end)<br>Non-Reval | GOAL |
|--------------------------------|---------------|-------------------|-------------------|---------------|-------------------|--------------------|------------------------------|------|
| Interior Inspections           | 221           | 82                | 598               | 414           | 451               | 178                | 400                          | 400  |
| Exterior Inspections           | 97            | 103               | 181               | 190           | 106               | 32                 | 80                           | 80   |
| Other On-site Visits           | 1             | 0                 | 0                 | 0             | 0                 | 0                  | 0                            | 0    |
| Drive-by Reviews               | 679           | 320               | 132               | 116           | 94                | 43                 | 100                          | 100  |
| Ag Reviews                     | 392           | 381               | 301               | 301           | 295               | 0                  | 295                          | 295  |
| Office Reviews                 | 492           | 619               | 1317              | 1254          | 1994              | 660                | 1500                         | 1500 |
| Real Estate Transfers Reviewed | 1,211         | 1,399             | 1161              | 890           | 1072              | 453                | 1000                         | 1000 |
| Permits Reviewed               | 1,945         | 2,564             | 2359              | 2228          | 2228              | 869                | 1800                         | 1800 |

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                       | 2020<br>Reval | 2021<br>Non-Reval | 2022<br>Non-Reval | 2023<br>Reval | 2024<br>Non-Reval | 2025*<br>Non-Reval | 2025 (year-end)<br>Non-Reval | GOAL       |
|-------------------------------|---------------|-------------------|-------------------|---------------|-------------------|--------------------|------------------------------|------------|
| Parcels Reviewed              | 626           | 25                | 10                | 350           | 35                | 34                 | 34                           | 35         |
| Number of Adjustments         | 510           | 10                | 10                | 247           | 16                | 19                 | 19                           | 10         |
| Net \$ Adjustments (-) or (+) | -\$22,904,300 | -\$160,900        | -1,879,3030       | -21,802,200   | -12,007,200       | -25,036,300        | -25,036,300                  | -2,000,000 |

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

| Measure                       | 2020<br>Reval | 2021<br>Non-Reval | 2022<br>Non-Reval | 2023<br>Reval | 2024<br>Non-Reval | 2025*<br>Non-Reval | 2025 (year-end)<br>Non-Reval | GOAL |
|-------------------------------|---------------|-------------------|-------------------|---------------|-------------------|--------------------|------------------------------|------|
| Parcels Reviewed              | 2             | 13                | 5                 | 1             | 2                 | 10                 | 10                           | 0    |
| Number of Adjustments         | 1             | 9                 | 5                 | 0             | 2                 | 10                 | 10                           | 0    |
| Net \$ Adjustments (-) or (+) | -\$591,900    | -\$1,653,850      | -\$8,941,200      | 0             | -\$977,400        | -\$1,110,200       | -\$1,110,200                 | 0    |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Assessing              | 4.00           | 4.00           | 4.00                | 4.00              | 4.00           | 4.00                | -                      |
| Allocated FTE          | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | <b>4.00</b>    | <b>4.00</b>    | <b>4.00</b>         | <b>4.00</b>       | <b>4.00</b>    | <b>4.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Assessing                               | 555.3           | 551.1           | 383.2               | 570.3             | 578.8           | 602.4               | 23.6                   |
| <b>Total Expenditures</b>               | <b>\$ 555.3</b> | <b>\$ 551.1</b> | <b>\$ 383.2</b>     | <b>\$ 570.3</b>   | <b>\$ 578.8</b> | <b>\$ 602.4</b>     | <b>\$ 23.6</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 492.4           | 517.0           | 355.0               | 526.8             | 535.2           | 548.3               | 13.1                   |
| Materials & Supplies                    | 16.2            | 17.8            | 0.2                 | 20.9              | 20.2            | 23.3                | 3.1                    |
| Contractual Services                    | 39.1            | 8.9             | 23.7                | 11.7              | 12.5            | 19.8                | 7.3                    |
| Professional Development                | 7.6             | 7.5             | 4.3                 | 10.9              | 10.9            | 11.0                | 0.1                    |
| Capital Items                           | -               | -               | -                   | -                 | -               | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 555.3</b> | <b>\$ 551.1</b> | <b>\$ 383.2</b>     | <b>\$ 570.3</b>   | <b>\$ 578.8</b> | <b>\$ 602.4</b>     | <b>\$ 23.6</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 555.3             | 551.1             | 383.2               | 570.3             | 578.8             | 602.4               | 23.6                   |
| <b>Net Operating Result</b>      | <b>\$ (555.3)</b> | <b>\$ (551.1)</b> | <b>\$ (383.2)</b>   | <b>\$ (570.3)</b> | <b>\$ (578.8)</b> | <b>\$ (602.4)</b>   | <b>\$ (23.6)</b>       |



# SUN PRAIRIE

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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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

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:

| 2020  | 2021  | 2022  | 2023  | 2024  | 2025* YTD | 2025 (year-end) |
|-------|-------|-------|-------|-------|-----------|-----------------|
| 2,560 | 2,375 | 2,285 | 2,157 | 2,150 | 1,124     | 2,200           |

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

| Measure                          | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025 (year-end) | GOAL |
|----------------------------------|------|------|------|------|------|-------|-----------------|------|
| Issues Resolved On-time          | 86%  | 80%  | 82%  | 69%  | 69%  | 69%   | 70%             | 80%  |
| Issues Resolved On First Contact | 71%  | 68%  | 65%  | 79%  | 50%  | 50%   | 60%             | 60%  |
| Issues Resolved to Satisfaction* | 100% | 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                        | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025 (year-end) | GOAL |
|--------------------------------|------|------|------|------|------|-------|-----------------|------|
| Average Time to First Response | 4:58 | 3:20 | 3:00 | 2:56 | 2:51 | 2:02  | 2:20            | 2:30 |

The time format above is hours:minutes.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b> | <b>4.77</b>    | <b>5.44</b>    | <b>5.62</b>         | <b>5.62</b>       | <b>5.62</b>    | <b>5.62</b>         | <b>-</b>               |

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

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Information Technology                  | 1,506.8           | 1,777.1           | 1,308.3             | 1,887.4           | 1,838.0           | 1,799.8             | (38.1)                 |
| <b>Total Expenditures</b>               | <b>\$ 1,506.8</b> | <b>\$ 1,777.1</b> | <b>\$ 1,308.3</b>   | <b>\$ 1,887.4</b> | <b>\$ 1,838.0</b> | <b>\$ 1,799.8</b>   | <b>\$ (38.1)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 698.2             | 760.2             | 521.2               | 786.2             | 810.4             | 822.0               | 11.6                   |
| Materials & Supplies                    | 698.1             | 854.3             | 13.2                | 852.0             | 851.6             | 859.6               | 8.1                    |
| Contractual Services                    | 84.1              | 92.3              | 728.3               | 150.7             | 76.9              | 101.3               | 24.4                   |
| Professional Development                | 7.7               | 8.6               | 8.6                 | 10.0              | 10.1              | 4.9                 | (5.2)                  |
| Capital Items                           | 18.8              | 61.6              | 37.1                | 88.4              | 89.0              | 12.0                | (77.0)                 |
| <b>Total Expenditures</b>               | <b>\$ 1,506.8</b> | <b>\$ 1,777.1</b> | <b>\$ 1,308.3</b>   | <b>\$ 1,887.4</b> | <b>\$ 1,838.0</b> | <b>\$ 1,799.8</b>   | <b>\$ (38.1)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual      | 2024<br>Actual      | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Total Revenues                   | 0.0                 | -                   | -                   | -                   | -                   | -                   | -                      |
| Total Expenditures               | 1,506.8             | 1,777.1             | 1,308.3             | 1,887.4             | 1,838.0             | 1,799.8             | (38.1)                 |
| <b>Net Operating Result</b>      | <b>\$ (1,506.8)</b> | <b>\$ (1,777.1)</b> | <b>\$ (1,308.3)</b> | <b>\$ (1,887.4)</b> | <b>\$ (1,838.0)</b> | <b>\$ (1,799.8)</b> | <b>\$ 38.1</b>         |



## MISSION

The Sun Prairie Building Maintenance Department is dedicated to efficiently maintaining and improving all city-owned facilities, ensuring a safe and productive environment for municipal operations and a welcoming infrastructure for the Sun Prairie community.

## DESCRIPTION

The Building Maintenance Department is responsible for the upkeep and operational integrity of various city facilities, including City Hall, Westside Community Service Building (WCSB), Fire, Police, EMS, Public Works, Library, Wastewater treatment, Fleet, and the Museum.

General Building Maintenance and Repair:

Structural Maintenance: Ensuring the integrity of building structures, including roofs, foundations, walls, and floors.

HVAC Systems: Maintenance, repair, and operation of heating, ventilation, and air conditioning systems to ensure comfortable and safe indoor environments.

Plumbing Systems: Upkeep and repair of water supply, drainage, and sewage systems.

Electrical Systems: Maintenance and repair of electrical wiring, lighting, power outlets, and other electrical components.

Preventive Maintenance: Implementing scheduled checks and servicing to prevent equipment failures and extend the lifespan of building systems and assets.

Routine Repairs: Addressing everyday wear and tear, such as patching walls, fixing doors, and repairing broken fixtures.

Painting and Finishing: Maintaining the aesthetic appeal and protective coatings of interior and exterior surfaces.

Specialized Services for Specific Facilities:

Police, Fire, and EMS Facilities: Given the 24/7 nature of these services, maintenance would prioritize rapid response to issues, ensuring the functionality of critical infrastructure like dispatch centers, vehicle bays, specialized equipment rooms, and security systems. This could also include maintenance of emergency generators and backup power systems.

Library: Maintaining a comfortable and conducive environment for public access, including lighting, temperature control, and accessibility features.

Administration: Ensuring a functional and presentable workspace for city staff, including offices, meeting rooms, and common areas.

Museum: Specialized care for environmental controls (temperature and humidity) to preserve artifacts and exhibits, as well as general building upkeep to ensure a safe and engaging visitor experience.

Support elections with voting location set up and tear down

Additional Services:

Groundskeeping: Maintenance of exterior areas around the buildings, including landscaping, snow removal, and parking lots.

Security Systems: Installation, maintenance, and repair of security systems (alarms, surveillance) in coordination with relevant departments.

Energy Management: Implementing strategies to optimize energy consumption and reduce operational costs.

Compliance: Ensuring all building systems and maintenance practices adhere to safety codes, regulations, and accessibility standards.

In essence, the Building Maintenance Department plays a vital role in supporting the City of Sun Prairie's ability to deliver essential public services by ensuring that all municipal buildings are safe, functional, and well-maintained.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 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**

\*2025 data reflects information through July 30, 2025

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

| Measure                         | 2020  | 2021  | 2022  | 2023  | 2024  | 2025* | 2025 (year –end) | GOAL  |
|---------------------------------|-------|-------|-------|-------|-------|-------|------------------|-------|
| Number of tickets received      | 407   | 410   | 797   | 803   | 1118  | 566   | 1200             | -     |
| Average response time (hours)   | 17:12 | 17:44 | 23:59 | 25:15 | 4:57  | 4:47  | 5:00             | 24:00 |
| Average resolution time (hours) | 29:16 | 64:04 | 36:39 | 42:38 | 23:24 | 26:07 | 24:00            | 48:00 |

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

| Measure                                 | 2020  | 2021  | 2022  | 2023  | 2024 | 2025* | 2025 (year –end) | GOAL |
|-----------------------------------------|-------|-------|-------|-------|------|-------|------------------|------|
| No. of urgent and high-priority tickets | 3     | 21    | 21    | 25    | 11   | 6     | 18               | -    |
| Average response time (hours)           | 5:15  | 11:49 | 3:30  | 4:15  | 5:26 | 2:07  | 2:30             | 4    |
| Average resolution time (hours)         | 11:19 | 50:35 | 15:02 | 20:00 | 9:47 | 6:57  | 8:00             | 24   |

**Maintenance tickets submitted.**

| Department           | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025 (year-end) |
|----------------------|------|------|------|------|------|-------|-----------------|
| Finance              | 34   | 23   | 33   | 38   | 31   | 12    | -               |
| Library              | 86   | 86   | 133  | 140  | 203  | 124   | -               |
| Fire                 | 94   | 65   | 52   | 55   | 8    | 10    | -               |
| EMS                  | 45   | 44   | 49   | 52   | 33   | 16    | -               |
| Building Maintenance | 3    | 25   | 66   | 75   | 383  | 194   | -               |
| Police               | 73   | 72   | 87   | 90   | 102  | 52    | -               |
| City Clerk           | 16   | 20   | 27   | 33   | 25   | 4     | -               |
| Others               | 54   | 78   | 335  | 299  | 713  | 152   | -               |
| Recreation           | 2    | 10   | 15   | 21   | 3    | 2     | -               |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Building Maintenance   | 3.00           | 4.00           | 4.60                | 4.60              | 4.60           | 4.60                | -                      |
| <b>Total Personnel</b> | <b>3.00</b>    | <b>4.00</b>    | <b>4.60</b>         | <b>4.60</b>       | <b>4.60</b>    | <b>4.60</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Building Maintenance                    | 790.0           | 892.1           | 575.4               | 736.9             | 905.4           | 995.0               | 89.6                   |
| <b>Total Expenditures</b>               | <b>\$ 790.0</b> | <b>\$ 892.1</b> | <b>\$ 575.4</b>     | <b>\$ 736.9</b>   | <b>\$ 905.4</b> | <b>\$ 995.0</b>     | <b>\$ 89.6</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 357.2           | 440.6           | 289.4               | 348.6             | 483.1           | 541.0               | 57.9                   |
| Materials & Supplies                    | 239.0           | 189.8           | 87.3                | 208.2             | 219.0           | 200.7               | (18.4)                 |
| Contractual Services                    | 151.3           | 198.7           | 180.5               | 148.6             | 141.2           | 186.8               | 45.6                   |
| Professional Development                | 0.8             | -               | -                   | 1.5               | 2.0             | 1.5                 | (0.5)                  |
| Capital Items                           | 41.8            | 63.0            | 18.2                | 30.0              | 60.0            | 65.0                | 5.0                    |
| <b>Total Expenditures</b>               | <b>\$ 790.0</b> | <b>\$ 892.1</b> | <b>\$ 575.4</b>     | <b>\$ 736.9</b>   | <b>\$ 905.4</b> | <b>\$ 995.0</b>     | <b>\$ 89.6</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2020<br>Actual    | 2021<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 790.0             | 892.1             | 575.4               | 736.9             | 905.4             | 995.0               | 89.6                   |
| <b>Net Operating Result</b>      | <b>\$ (790.0)</b> | <b>\$ (892.1)</b> | <b>\$ (575.4)</b>   | <b>\$ (736.9)</b> | <b>\$ (905.4)</b> | <b>\$ (995.0)</b>   | <b>\$ (89.6)</b>       |



# 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.

## **2026 BUDGET HIGHLIGHTS**

- Implement health premium share for all non-union employees. Single/Family \$50/\$100 per month of the lowest premium plan.

## **2025 BUDGET OVERVIEW**

- ✓ There are no notable changes.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| HealthCare InService   | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Health Ins Internal Svc Fund            | 3,737.5           | 4,350.9           | 3,556.0             | 6,000.8           | 6,000.8           | 5,189.5             | (811.2)                |
| <b>Total Expenditures</b>               | <b>\$ 3,737.5</b> | <b>\$ 4,350.9</b> | <b>\$ 3,556.0</b>   | <b>\$ 6,000.8</b> | <b>\$ 6,000.8</b> | <b>\$ 5,189.5</b>   | <b>\$ (811.2)</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Health Insurance                        | 3,507.8           | 4,097.1           | 2,979.6             | 4,532.1           | 4,753.9           | 4,881.0             | 127.0                  |
| Dental Insurance                        | 229.7             | 253.8             | 177.7               | 283.1             | 283.1             | 308.6               | 25.5                   |
| Transfers                               | -                 | -                 | 398.8               | 963.8             | 963.8             | -                   | (963.8)                |
| <b>Total Expenditures</b>               | <b>\$ 3,737.5</b> | <b>\$ 4,350.9</b> | <b>\$ 3,556.0</b>   | <b>\$ 5,778.9</b> | <b>\$ 6,000.8</b> | <b>\$ 5,189.5</b>   | <b>\$ (811.2)</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-----------------|-----------------|---------------------|-------------------|---------------------|---------------------|------------------------|
| Total Revenues                   | 4,016.3         | 4,822.8         | 3,247.8             | 4,871.1           | 4,918.6             | 5,066.4             | 147.8                  |
| Total Expenditures               | 3,737.5         | 4,350.9         | 3,556.0             | 5,778.9           | 6,000.8             | 5,189.5             | (811.2)                |
| <b>Net Operating Result</b>      | <b>\$ 278.8</b> | <b>\$ 471.8</b> | <b>\$ (308.3)</b>   | <b>\$ (907.8)</b> | <b>\$ (1,082.2)</b> | <b>\$ (123.2)</b>   | <b>\$ 959.0</b>        |

| FUND BALANCE<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------|-------------------|-------------------|---------------------|-------------------|-----------------|---------------------|
| Net Increase/(Decrease)     | 278.8             | 471.8             | (308.3)             | (907.8)           | (1,082.2)       | (123.2)             |
| Fund Balance Applied        | -                 | -                 | -                   | -                 | 118.4           | 123.2               |
| Beginning Fund Balance      | 761.8             | 1,040.6           | 1,512.4             | 1,512.4           | 1,512.4         | 604.7               |
| <b>Ending Fund Balance</b>  | <b>\$ 1,040.6</b> | <b>\$ 1,512.4</b> | <b>\$ 1,204.2</b>   | <b>\$ 604.7</b>   | <b>\$ 311.9</b> | <b>\$ 481.5</b>     |

## MISSION

We will build relationships and solve problems.

## DESCRIPTION

### Administration

There are seven members within the Administration Division.

- Six command-level sworn officers provide overall organizational leadership.
- The Chief of Police is responsible for the 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 fourth Lieutenant provides leadership and management for administrative services.
- 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, 33 patrol officers, one full-time community service officer and two part-time community service officers. The Patrol Lieutenant provides oversight.

### Canine Program

There are two K9 units within the organization. Both are assigned to the patrol division but provide support throughout the organization. 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.

### Detective Bureau

A team of five detectives that report directly to a Detective Sergeant 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 Detective Sergeant within that division. The Special Operations Lieutenant provides oversight.

### 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 may be better served by a mental health specialist. The coordinated response specialist, who reports to the Community Policing Sergeant, 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.

### 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 West High School, and one is based out of East High School. Time is spent at the alternative school and the middle schools respectively. These officers provide proactive problem-solving and relationship-building in the schools. The officers report directly to the Community Policing Sergeant. The Special Operations 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, processing both municipal and circuit court records, and receiving public inquiries both in person and via phone. Staff assist with carrying out a variety of tasks, including open records processing, city webpage 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.

## 2026 BUDGET HIGHLIGHTS

- The department is proposing several budget initiatives to include:
  - (2) Police Officer
  - Funding to continue the Cares Program
  - Flock Initiatives (3) which provides three separate options and funding sources
  - Lexipol Initiative

## 2025 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.
- ✓ Decreased overall Multijurisdictional Public Safety Information System (MPSIS) expenses due to contributions made by an additional agency; 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, including Crossing Guard service with a one-year contract extension.



- ✓ Added one new Police Officer position.
- ✓ Purchased and completed a training / demo team for Dragon Software to reduce overall Records workload and increase officer reporting efficiency. 2026 will see the full implementation of the program.
- ✓ Assessed the Police Department's facility needs for future growth. The final recommendation will be completed in 2025 with the next steps including making a proposal ready for CIP.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

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

| Type of Crime | 2023<br>Crime<br>Rate | 2024<br>Crime<br>Rate | 2025* | Projected<br>2025<br>Crime<br>Rate | Projected<br>Difference | Goal |
|---------------|-----------------------|-----------------------|-------|------------------------------------|-------------------------|------|
| Violent Crime | 9.17                  | 9.19                  | 4.61  | 9.22                               | +0.02                   | 4.99 |

Violent crime data consists of the following incidents: Abduction/False Imprisonment, Assault – Simple/Aggravated, Extortion, Homicide, Domestic Intimidation, Robbery, Sex Offenses, and Weapons Violations.

Utilizing CrimeGrade.org, the City of Sun Prairie has a Violent Crime Rate of **1.553** per 1,000 residents. The crime types included are Assaults, Robbery, Rape, and Murder.

Comparatively -

Fitchburg: 2.383      Middleton: 1.816      Monona: 1.977      Madison: 2.751      Dane County: 2.808

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

**Decrease police priority call response time by 10%.**

| 2023<br>Response<br>Time | 2024<br>Response<br>Time | 2025*           | Difference    | Projected<br>2025<br>Response Time | Projected<br>Difference | Goal             |
|--------------------------|--------------------------|-----------------|---------------|------------------------------------|-------------------------|------------------|
| 167<br>seconds           | 311<br>seconds           | 319<br>seconds  | +8<br>seconds | 320<br>seconds                     | +1<br>seconds           | 10%<br>reduction |
| 2.8<br>minutes           | 5.18<br>minutes          | 5.31<br>minutes |               | 5.33<br>minutes                    |                         |                  |

According to WifiTalents.com, nationally collected data indicates an average response time for emergency calls as approximately 8.1 minutes. It also indicates response times have increased by an average of 15% over the past decade in major cities. The National Response Time Benchmark established by the Department of Justice is under 7 minutes for priority incidents.

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

**The Police Department will increase proactive traffic enforcement and engagement in order to reduce crashes within the City.**

| 2023<br>Reportable<br>Crashes | 2024<br>Reportable<br>Crashes | 2025* | Projected<br>2025<br>Reportable Crashes | Projected<br>Difference | Goal             |
|-------------------------------|-------------------------------|-------|-----------------------------------------|-------------------------|------------------|
| 950                           | 932                           | 424   | 848                                     | -84                     | 10%<br>reduction |

| PERSONNEL BY DIVISION     | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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                   |
| <b>Total Personnel</b>    | <b>82.00</b>   | <b>83.00</b>   | <b>84.00</b>        | <b>85.00</b>      | <b>85.00</b>   | <b>86.00</b>        | <b>1.00</b>            |

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<br>\$ in '000s | 2023<br>Actual     | 2024<br>Actual     | 8/31/2025<br>Actual | 2025<br>Projected  | 2025<br>Budget     | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|---------------------|------------------------|
| Police Administration                   | 1,361.9            | 1,421.6            | 1,025.6             | 1,648.8            | 1,698.7            | 1,739.0             | 40.3                   |
| Police Patrol                           | 5,223.5            | 5,868.3            | 3,899.3             | 5,878.6            | 6,304.7            | 6,823.7             | 519.0                  |
| Police Investigation                    | 781.4              | 989.5              | 684.0               | 1,054.1            | 1,044.9            | 1,140.0             | 95.2                   |
| Police Communications                   | 894.5              | 1,017.1            | 720.6               | 995.9              | 1,074.2            | 1,098.8             | 24.7                   |
| Police Records                          | 620.9              | 562.3              | 402.4               | 569.4              | 674.1              | 629.5               | (44.6)                 |
| District Liaison Officers               | 673.0              | 571.7              | 377.9               | 437.3              | 580.9              | 376.1               | (204.8)                |
| Police Vehicles                         | 432.2              | 492.5              | 328.3               | 513.2              | 513.2              | 579.2               | 66.0                   |
| Police Community Policing               | 2.7                | 6.1                | 5.5                 | 5.5                | 5.5                | 5.5                 | -                      |
| Police Crossing Guards                  | 186.0              | 199.5              | 118.4               | 197.1              | 197.1              | 239.5               | 42.5                   |
| Police School Liaison                   | 256.4              | 275.9              | 181.4               | 295.2              | 290.5              | 306.9               | 16.4                   |
| Grants & Donations                      | 101.0              | 11.0               | 5.3                 | 5.0                | 19.0               | 10.0                | (9.0)                  |
| <b>Total Expenditures</b>               | <b>\$ 11,258.5</b> | <b>\$ 11,415.5</b> | <b>\$ 7,748.6</b>   | <b>\$ 11,600.1</b> | <b>\$ 12,402.6</b> | <b>\$ 12,948.3</b>  | <b>\$ 545.6</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual     | 2024<br>Actual     | 8/31/2025<br>Actual | 2025<br>Projected  | 2025<br>Budget     | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|---------------------|------------------------|
| Personnel                               | 9,797.8            | 9,889.6            | 6,644.0             | 10,029.4           | 10,824.1           | 11,385.1            | 561.0                  |
| Materials & Supplies                    | 591.7              | 649.2              | 436.2               | 760.4              | 767.9              | 768.1               | 0.2                    |
| Contractual Services                    | 566.5              | 630.1              | 497.1               | 683.1              | 669.5              | 669.2               | (0.3)                  |
| Professional Development                | 68.1               | 133.1              | 76.8                | 105.8              | 117.7              | 117.1               | (0.6)                  |
| Capital Items                           | 234.3              | 113.4              | 94.6                | 21.3               | 23.5               | 8.8                 | (14.7)                 |
| <b>Total Expenditures</b>               | <b>\$ 11,258.5</b> | <b>\$ 11,415.5</b> | <b>\$ 7,748.6</b>   | <b>\$ 11,600.1</b> | <b>\$ 12,402.6</b> | <b>\$ 12,948.3</b>  | <b>\$ 545.6</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual       | 2024<br>Actual       | 8/31/2025<br>Actual | 2025<br>Projected    | 2025<br>Budget       | 2026<br>Recommended  | Increase<br>(Decrease) |
|----------------------------------|----------------------|----------------------|---------------------|----------------------|----------------------|----------------------|------------------------|
| Total Revenues                   | 314.0                | 246.6                | 246.6               | 279.3                | 794.9                | 258.1                | (536.8)                |
| Total Expenditures               | 11,258.5             | 11,415.5             | 7,748.6             | 11,600.1             | 12,402.6             | 12,948.3             | 545.6                  |
| <b>Net Operating Result</b>      | <b>\$ (10,944.5)</b> | <b>\$ (11,168.9)</b> | <b>\$ (7,502.0)</b> | <b>\$ (11,320.8)</b> | <b>\$ (11,607.7)</b> | <b>\$ (12,690.2)</b> | <b>\$ (1,082.5)</b>    |

## MISSION

Deliver professional service to our community through public education and fire prevention, while providing highly trained staff of “All hazards” Response Personnel and doing so at a premium cost to the community. The Sun Prairie Fire Division will carry out its mission by providing courteous and effective responses through quality training with the highest standards of integrity and performance. In partnership with our community and public safety partners, we will continue to strive for excellence as a Public Safety Team member.

## DESCRIPTION

The Sun Prairie Fire Division provides 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, emergency management, and assistance to the Sun Prairie Emergency Medical Services and the Sun Prairie Police Department.

The Sun Prairie Fire Division’s response area encompasses approximately 96 square miles and serves over 47,000 residents within the City of Sun Prairie and the Townships of Bristol and Sun Prairie.

The Sun Prairie Fire Division staffs two stations 24 hours a day with a combination of career and Paid-on-Premises (POP) personnel.

## 2026 BUDGET HIGHLIGHTS

Recruiting and retaining qualified personnel, including Limited Term Employees (LTEs), is a recognized challenge for fire departments across the country. Sun Prairie, through its partnerships with Madison Technical College and Sun Prairie High School, has found great success in recruiting LTEs, who currently make up 45% of our staffing. This results in an annual savings of \$1.75 million for taxpayers.

In 2026, Sun Prairie Fire received \$310,000 from the 2025 2% distribution, which helps offset funding for our Fire Prevention Bureau.

## 2025 BUDGET OVERVIEW

- ✓ On January 21, 2025, the Sun Prairie Fire Division added a Business Manager to oversee budgeting and revenue operations. This role provides financial and executive support to the Fire/EMS Chief, manages budget development, and coordinates closely with department staff. The position enhances fiscal oversight and contributes to long-term planning and operational efficiency.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2024 data reflects information through June 30, 2024

### Respond to citizens' call for service.

| Measure                           | 2021   | 2022   | 2023   | 2024    | 2025 7/31/25 | 2026 GOAL |
|-----------------------------------|--------|--------|--------|---------|--------------|-----------|
| Total Call Volume                 |        |        |        |         |              |           |
| <b><u>City of Sun Prairie</u></b> |        |        |        |         |              |           |
| Average Chute Time                | 1m 28s | 1m 48s | 2m 19s | 1m 58s  | 2m 11s       | 1m 45s    |
| Average Response Time (To Call)   | 2m 59s | 2m 15s | 1m 52s | 2m 38s  | 2m 52s       | 2m 30s    |
| Total Response Time               | 4m 27s | 4m 9s  | 4m 11s | 4m 36s  | 5m 3s        | 4m 15s    |
| <b><u>Town of Sun Prairie</u></b> |        |        |        |         |              |           |
| Average Chute Time                | 2m 16  | 2m 21s | 2m 18s | 2m 20s  | 2m 7s        | 1m 45     |
| Average Response (Time to Call)   | 6m 8s  | 7m 47s | 6m 13s | 8m 25s  | 6m 18s       | 6m 30s    |
| Average Total Response Time       | 8m 24s | 10m 8s | 8m 31s | 10m 45s | 8m 25s       | 8m 15s    |
| <b><u>Town of Bristol</u></b>     |        |        |        |         |              |           |
| Average Chute Time                | 2m 32  | 2m 15s | 2m 24s | 1m 58s  | 2m 5s        | 1m 45     |
| Average Response (Time to Call)   | 6m 16s | 4m 45s | 6m 33s | 6m 50s  | 6m 8s        | 6m 30s    |
| Average Total Call Time           | 8m 48s | 7m     | 8m 57s | 7m 48s  | 8m 3s        | 8m 15s    |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Fire Protection        | -              | -              | 23.50               | 23.50             | 23.50          | 23.50               | -                      |
| Undefined              |                |                |                     |                   |                |                     | -                      |
| <b>Total Personnel</b> | <b>-</b>       | <b>-</b>       | <b>23.50</b>        | <b>23.50</b>      | <b>23.50</b>   | <b>23.50</b>        | <b>-</b>               |

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

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Fire Protection                         | 2,436.0           | 3,366.3           | 2,481.6             | 3,718.4           | 3,719.3           | 4,072.7             | 353.4                  |
| <b>Total Expenditures</b>               | <b>\$ 2,436.0</b> | <b>\$ 3,366.3</b> | <b>\$ 2,481.6</b>   | <b>\$ 3,718.4</b> | <b>\$ 3,719.3</b> | <b>\$ 4,072.7</b>   | <b>\$ 353.4</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2020<br>Actual    | 2021<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               |                   | 3,011.3           | 2,159.3             | 3,221.0           | 3,221.0           | 3,540.4             | 319.4                  |
| Materials & Supplies                    | 96.4              | 276.7             | 249.5               | 370.9             | 371.3             | 402.1               | 30.8                   |
| Contractual Services                    | 2,208.1           | 66.1              | 50.0                | 77.4              | 74.4              | 75.9                | 1.5                    |
| Insurance                               | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Professional Development                | -                 | 12.1              | 22.8                | 49.1              | 52.6              | 54.3                | 1.7                    |
| Transfers/Bad Debt                      | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Contingency                             | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Capital Items                           | 131.5             | -                 | -                   | -                 | -                 | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 2,436.0</b> | <b>\$ 3,366.3</b> | <b>\$ 2,481.6</b>   | <b>\$ 3,718.4</b> | <b>\$ 3,719.3</b> | <b>\$ 4,072.7</b>   | <b>\$ 353.4</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual      | 2024<br>Actual      | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Total Revenues                   | 214.6               | 873.6               | 821.1               | 821.1               | 791.8               | 845.6               | 53.8                   |
| Total Expenditures               | 2,436.0             | 3,366.3             | 2,481.6             | 3,718.4             | 3,719.3             | 4,072.7             | 353.4                  |
| <b>Net Operating Result</b>      | <b>\$ (2,221.4)</b> | <b>\$ (2,492.7)</b> | <b>\$ (1,660.6)</b> | <b>\$ (2,897.4)</b> | <b>\$ (2,927.5)</b> | <b>\$ (3,227.1)</b> | <b>\$ (299.6)</b>      |



# SUN PRAIRIE

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## MISSION

Our mission is to provide a safe, professional, and courteous team of highly trained personnel who strive to exceed the expectations of both our community and our organization.

## DESCRIPTION

Sun Prairie Emergency Medical Services (EMS) provides paramedic-level care 24 hours a day, seven days a week, serving the City of Sun Prairie, the Town of Bristol, Town of Sun Prairie, and the Villages of Marshall, York, and Medina.

However, recent developments indicate that Sun Prairie will end its current EMS service contracts with the Village of Marshall and the Towns of York and Medina. This decision is driven by rising costs and increased service demands resulting from the city's rapid growth.

Paramedics represent the highest level of pre-hospital care, capable of performing advanced procedures such as intubation and administering intravenous medications. Sun Prairie EMS maintains a dual-paramedic staffing model on its ambulances, a standard consistent across the region. This allows Sun Prairie EMS to offer Advanced Life Support (ALS) intercepts to neighboring communities, making it a vital partner in delivering high-quality emergency medical care both within and beyond city limits.

As Sun Prairie continues to grow, the demand for EMS services within the city has surged. The relocation of the Marshall ambulance into Sun Prairie is expected to result in a short-term revenue loss, but it is designed to improve response times and enhance service delivery. With increasing call volumes, revenue is projected to rise over time.

Sun Prairie EMS has adapted to meet evolving community needs. Its services now include preventative outreach programs such as CPR and AED training, as well as support for public and private events. The department collaborates closely with the Sun Prairie Fire and Police Departments to ensure coordinated emergency response.

In 2020, Sun Prairie EMS rejoined the Dane County ALS Consortium, a collaborative network of ALS providers working to standardize patient care, improve operational efficiency, and share resources to strengthen emergency medical services across the region.

## 2026 BUDGET HIGHLIGHTS

- Through a \$160,000 FAP Grant, four of our six cardiac monitors were replaced with updated versions. This upgrade improves technology and extends the lifespan of these critical units.
- Sun Prairie EMS employs 28 full-time (FTE) personnel and 10 part-time (LTE) personnel. Sun Prairie has historically benefited from having part-time staff available to supplement coverage. However, many communities, including ours, are facing increasing difficulty maintaining adequate part-time staffing levels as EMS call volumes rise and part-time rosters shrink. This challenge is further intensified by high turnover rates within the profession. It is becoming more difficult to attract younger generations to public safety roles such as EMS and firefighting, as many prioritize work-life balance and explore alternative career paths.

## 2025 BUDGET OVERVIEW

Acting on the recommendation of Sun Prairie Fire Chief and Acting EMS Chief Chris Garrison, members of the Sun Prairie City Council's Committee of the Whole authorized the merger of the Fire and EMS Departments into a single unified department, effective in 2024, during their meeting on November 1.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through July 31, 2024

EMS response times are typically broken down into call processing, turnout, and travel time. Chute time is the time from when the call is received to when the ambulance starts moving, while travel time is the time it takes to reach the scene. Standards like NFPA 1710 set benchmarks, such as a 5-minute first response time for 90% of calls, but actual times can vary significantly based on location, priority and acuity of the call. Future numbers may be skewed due to the loss of the Marshall District

| Measure                    | 2021    | 2022    | 2023    | 2024    | 2025 7/31/25 | 2026 GOAL  |
|----------------------------|---------|---------|---------|---------|--------------|------------|
| Total Call Volume          | 3,302   | 3790    | 4,321   | 4,851   | 2,816        | 4,900      |
| <b>City of Sun Prairie</b> |         |         |         |         |              |            |
| Average Chute Time         | 1m 35s  | 1m 43s  | 1m 44s  | 1m 43s  | 1m 48        | 1m30s      |
| Average Response Time      | 4m 55s  | 4m 54s  | 5m 20s  | 4m 59   | 5m 43s       | 4m59s      |
| Average Transport Time     | 17m 34s | 16m 30s | 19m 21  | 20m 25s | 19m 34s      | 18 minutes |
| <b>Town of Sun Prairie</b> |         |         |         |         |              |            |
| Average Chute Time         | N/A     | N/A     | 1m 35s  | 1m 41s  | 1m 35s       | 1m30s      |
| Average Response Time      | N/A     | N/A     | 11m 25s | 12m 3s  | 11m 25s      | 11m        |
| Average Transport Time     | N/A     | N/A     | 22m 07s | 22m 07s | 21m          | 20m        |
| <b>Town of Bristol</b>     |         |         |         |         |              |            |
| Average Chute Time         | 1m 46s  | 1m 37s  | 1m 44s  | 1m 48s  | 1m 46s       | 1m30s      |
| Average Response Time      | 11m 22s | 10m 55s | 11m 54s | 11m 9s  | 10m 57s      |            |
| Average Transport Time     | 20M 55s | 21m 43s | 24m 08s | 24m 19s | 27m 45s      | 24m        |

\*\*Response times are measured in minutes.

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

| Measure                                                      | 2021 | 2022 | 2023 | 2024 | 2025(8/8/2025) | 2026 GOAL |
|--------------------------------------------------------------|------|------|------|------|----------------|-----------|
| IV success rate                                              | 67%  | 70%  | 70%  | 72%  | 66%            | 75%       |
| First-pass intubation success rate<br>(National Average 68%) | 93%  | 91%  | 82%  | 68%  | 71%            | 75%       |



| PERSONNEL BY DIVISION     | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|---------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Emergency Medical Service | 14.00          | 31.00          | 29.50               | 29.50             | 29.50          | 29.50               | -                      |
| <b>Total Personnel</b>    | <b>14.00</b>   | <b>31.00</b>   | <b>29.50</b>        | <b>29.50</b>      | <b>29.50</b>   | <b>29.50</b>        | <b>-</b>               |

\* 1 FTE is 2,912 hours for paramedics.

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Emergency Medical Service               | 3,938.8           | 4,493.0           | 3,219.8             | 5,120.6           | 5,039.4           | 5,383.1             | 343.7                  |
| <b>Total Expenditures</b>               | <b>\$ 3,938.8</b> | <b>\$ 4,493.0</b> | <b>\$ 3,219.8</b>   | <b>\$ 5,120.6</b> | <b>\$ 5,039.4</b> | <b>\$ 5,383.1</b>   | <b>\$ 343.7</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 3,046.2           | 3,802.8           | 2,593.0             | 4,055.0           | 3,972.5           | 4,411.5             | 439.1                  |
| Materials & Supplies                    | 553.1             | 507.2             | 511.5               | 842.0             | 845.4             | 738.7               | (106.7)                |
| Contractual Services                    | 164.6             | 156.2             | 92.2                | 196.1             | 186.1             | 196.5               | 10.4                   |
| Professional Development                | 10.8              | 11.2              | 5.9                 | 27.5              | 35.4              | 36.4                | 1.1                    |
| <b>Total Expenditures</b>               | <b>\$ 3,938.8</b> | <b>\$ 4,493.0</b> | <b>\$ 3,219.8</b>   | <b>\$ 5,120.6</b> | <b>\$ 5,039.4</b> | <b>\$ 5,383.1</b>   | <b>\$ 343.7</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual      | 2024<br>Actual      | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Total Revenues                   | 2,591.8             | 2,840.1             | 2,798.1             | 3,345.1             | 3,368.9             | 2,807.3             | (561.5)                |
| Total Expenditures               | 3,938.8             | 4,493.0             | 3,219.8             | 5,120.6             | 5,039.4             | 5,383.1             | 343.7                  |
| <b>Net Operating Result</b>      | <b>\$ (1,347.1)</b> | <b>\$ (1,652.9)</b> | <b>\$ (421.7)</b>   | <b>\$ (1,775.5)</b> | <b>\$ (1,670.5)</b> | <b>\$ (2,575.8)</b> | <b>\$ (905.3)</b>      |



# SUN PRAIRIE

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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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 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  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Emergency Management   | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Emergency Management                    | 4.5            | 1.5            | 3.4                 | 17.5              | 17.5           | -                   | (17.5)                 |
| <b>Total Expenditures</b>               | <b>\$ 4.5</b>  | <b>\$ 1.5</b>  | <b>\$ 3.4</b>       | <b>\$ 17.5</b>    | <b>\$ 17.5</b> | <b>-</b>            | <b>\$ (17.5)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Materials & Supplies                    | -              | 0.5            | 0.2                 | 10.0              | 10.0           | 10.0                | -                      |
| Professional Development                | 3.2            | 1.0            | 3.2                 | 7.5               | 7.5            | 10.0                | 2.5                    |
| <b>Total Expenditures</b>               | <b>\$ 3.2</b>  | <b>\$ 1.5</b>  | <b>\$ 3.4</b>       | <b>\$ 17.5</b>    | <b>\$ 17.5</b> | <b>\$ 20.0</b>      | <b>\$ 2.5</b>          |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget   | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-----------------|-----------------|---------------------|-------------------|------------------|---------------------|------------------------|
| Total Revenues                   | -               | -               | -                   | -                 | -                | -                   | -                      |
| Total Expenditures               | 3.2             | 1.5             | 3.4                 | 17.5              | 17.5             | 20.0                | 2.5                    |
| <b>Net Operating Result</b>      | <b>\$ (3.2)</b> | <b>\$ (1.5)</b> | <b>\$ (3.4)</b>     | <b>\$ (17.5)</b>  | <b>\$ (17.5)</b> | <b>\$ (20.0)</b>    | <b>\$ (2.5)</b>        |

## **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.

## **2026 BUDGET HIGHLIGHTS**

- There are no notable changes in the budget.

## **2025 BUDGET OVERVIEW**

- ✓ Restructured the department with a Chief Building Inspector and a Building Inspection Business Manager.
- ✓ Implemented a new solar permit using Solar App+ for residential homes to streamline our plan review process
- ✓ Added Emphasis on closing out old building permits to ensure proper installation and building safety. This increased daily workload on inspectors.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through August 8th, 2025

### Inspections per staff member.

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

| Measure                       | 2020  | 2021  | 2022   | 2023   | 2024   | 2025* | 2025 (year-end) | GOAL   |
|-------------------------------|-------|-------|--------|--------|--------|-------|-----------------|--------|
| Field inspections             | 9,142 | 9,741 | 11,475 | 12,373 | 11,226 | 6,654 | 10,785          | 11,205 |
| Inspection staff              | 3.5   | 3.5   | 4.5    | 4.5    | 4.5    | 5     | 5               | -      |
| Annual inspections per staff  | 2,612 | 1,629 | 2,550  | 2,750  | 2,495  | 1,331 | 2,200           | 2,490  |
| Inspections per day per staff | 11.4  | 11.3  | 10.32  | 11.1   | 10     | 8.75  | 9               | 10     |

### Issue Permits within fifteen business days.

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

| Measure            | 2020  | 2021  | 2022  | 2023  | 2024  | 2025* | 2025 (year-end) | GOAL |
|--------------------|-------|-------|-------|-------|-------|-------|-----------------|------|
| Total applications | 2,384 | 2,552 | 2,871 | 2,719 | 2,432 | 1,786 | 2,500           |      |
| 1-5 days           | 32%   | 42%   | 70%   | 73%   | 75%   | 78%   | 78%             | 75%  |
| 6-10 days          | 26%   | 26%   | 13%   | 12%   | 12%   | 10%   | 10%             | 10%  |
| 11-15 days         | 18%   | 16%   | 6%    | 6%    | 5%    | 6%    | 5%              | 5%   |
| 16+ days           | 24%   | 16%   | 11%   | 9%    | 8%    | 5%    | 8%              | 10%  |

### Permit Applications per staff member.

Includes all applications submitted regardless of approval status.

| Measure                   | 2020  | 2021  | 2022  | 2023  | 2024  | 2025* | 2025 (year-end) | GOAL |
|---------------------------|-------|-------|-------|-------|-------|-------|-----------------|------|
| Permit applications       | 2,384 | 2,552 | 2,871 | 2,830 | 2,572 | 2,581 | 2,900           | -    |
| Inspection staff          | 3.5   | 3.5   | 4.5   | 4.5   | 4.5   | 5     | 5               | -    |
| Annual permits per staff  | 681   | 729   | 638   | 629   | 572   | -     | -               | 625  |
| Permits per day per staff | 2.96  | 2.94  | 2.58  | 2.54  | 2.3   | 3.37  | 3               | 2.5  |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Building Inspection    | 6.00           | 7.00           | 8.00                | 8.00              | 8.00           | 8.00                | -                      |
| <b>Total Personnel</b> | <b>6.00</b>    | <b>7.00</b>    | <b>8.00</b>         | <b>8.00</b>       | <b>8.00</b>    | <b>8.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Building Inspection                     | 1,101.5           | 1,037.2           | 732.0               | 999.1             | 1,112.5           | 1,089.5             | (23.0)                 |
| <b>Total Expenditures</b>               | <b>\$ 1,101.5</b> | <b>\$ 1,037.2</b> | <b>\$ 732.0</b>     | <b>\$ 999.1</b>   | <b>\$ 1,112.5</b> | <b>\$ 1,089.5</b>   | <b>\$ (23.0)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 1,013.1           | 963.9             | 674.4               | 932.5             | 1,040.3           | 984.9               | (55.4)                 |
| Materials & Supplies                    | 35.9              | 42.6              | 37.4                | 50.9              | 51.1              | 58.1                | 7.0                    |
| Contractual Services                    | 45.4              | 24.4              | 15.0                | 10.6              | 12.7              | 32.0                | 19.3                   |
| Professional Development                | 5.2               | 6.3               | 5.3                 | 5.0               | 8.4               | 8.0                 | (0.4)                  |
| Capital Items                           | 2.0               | -                 | -                   | -                 | -                 | 6.5                 | 6.5                    |
| <b>Total Expenditures</b>               | <b>\$ 1,101.5</b> | <b>\$ 1,037.2</b> | <b>\$ 732.0</b>     | <b>\$ 999.1</b>   | <b>\$ 1,112.5</b> | <b>\$ 1,089.5</b>   | <b>\$ (23.0)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 1,022.1          | 778.8             | 482.7               | 724.0             | 926.5             | 707.4               | (219.1)                |
| Total Expenditures               | 1,101.5          | 1,037.2           | 732.0               | 999.1             | 1,112.5           | 1,089.5             | (23.0)                 |
| <b>Net Operating Result</b>      | <b>\$ (79.4)</b> | <b>\$ (258.5)</b> | <b>\$ (249.3)</b>   | <b>\$ (275.1)</b> | <b>\$ (186.0)</b> | <b>\$ (382.1)</b>   | <b>\$ (196.1)</b>      |



# SUN PRAIRIE

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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; and GIS.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b> | <b>2.20</b>    | <b>3.20</b>    | <b>2.20</b>         | <b>2.20</b>       | <b>2.20</b>    | <b>2.20</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Public Services                         | 290.9           | 273.8           | 198.9               | 285.2             | 290.8           | 235.0               | (55.8)                 |
| <b>Total Expenditures</b>               | <b>\$ 290.9</b> | <b>\$ 273.8</b> | <b>\$ 198.9</b>     | <b>\$ 285.2</b>   | <b>\$ 290.8</b> | <b>\$ 235.0</b>     | <b>\$ (55.8)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 280.2           | 268.1           | 191.0               | 276.2             | 281.7           | 224.4               | (57.3)                 |
| Materials & Supplies                    | 1.1             | 2.7             | 0.9                 | 2.1               | 2.1             | 2.3                 | 0.2                    |
| Contractual Services                    | 0.9             | 1.0             | 0.6                 | 1.0               | 1.0             | 1.0                 | -                      |
| Professional Development                | 6.7             | 1.9             | 6.4                 | 6.0               | 6.0             | 7.4                 | 1.4                    |
| <b>Total Expenditures</b>               | <b>\$ 290.9</b> | <b>\$ 273.8</b> | <b>\$ 198.9</b>     | <b>\$ 285.2</b>   | <b>\$ 290.8</b> | <b>\$ 235.0</b>     | <b>\$ (55.8)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 290.9             | 273.8             | 198.9               | 285.2             | 290.8             | 235.0               | (55.8)                 |
| <b>Net Operating Result</b>      | <b>\$ (290.9)</b> | <b>\$ (273.8)</b> | <b>\$ (198.9)</b>   | <b>\$ (285.2)</b> | <b>\$ (290.8)</b> | <b>\$ (235.0)</b>   | <b>\$ 55.8</b>         |

## 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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ Transitioned the City's pavement maintenance program to mill and overlay from chip sealing. Streets addressed this year include St Albert the Great Drive.
- ✓ Contracted with an outside vendor to clear snow from City streets, parking lots, and sidewalks in certain sections of the City.
- ✓ Replaced the Stormwater tractor with a compact end loader.

## 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.

\*\* 2025 data is through August 1, 2025.

**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                                      | 2020 | 2021 | 2022 | 2023      | 2024       | 2025**     | 2025<br>(year-end) | GOAL    |
|----------------------------------------------|------|------|------|-----------|------------|------------|--------------------|---------|
| Miles of Road Chip Sealed or Mill & Overlaid | 0    | 6.34 | 4.45 | 0.5 (M&O) | 0.77 (M&O) | 0.62 (M&O) | 0.8 (M&O)          | 1 (M&O) |
| Percent of Roads Treated Rated 6, 7, or 8    | 0%   | 8.3% | 7.2% | 0.8%      | 1.19%      | 1.25%      | 1.25%              | 2%      |

WISLR (Wisconsin Information System for Local Roads) is an excellent tool for analyzing the existing pavement conditions within the City limits. The State requires city staff to provide updated ratings every other year. Pavement ratings 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 the amount of salt used in snow and ice removal operations to 200 pounds per mile or less.**

| Measure                 | 2020      | 2021      | 2022    | 2023      | 2024    | 2025    | GOAL    |
|-------------------------|-----------|-----------|---------|-----------|---------|---------|---------|
| Miles of Street Salted  | 5,400     | 6,019     | 5,431   | 9,270     | 1,165   | 4,219   | 9,000   |
| Pounds of Salt Used     | 1,388,332 | 1,419,680 | 982,168 | 1,546,800 | 108,823 | 891,243 | 900,000 |
| Pounds of Salt per Mile | 257       | 236       | 181     | 167       | 93      | 211     | 100     |

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

| Measure                                    | 2021 | 2022 | 2023 | 2024 | 2025 | GOAL |
|--------------------------------------------|------|------|------|------|------|------|
| Average Time to Plow Snow Routes (Hours)   | 3.6  | 2.4  | 2.5  | 2.4  | 3    | 6    |
| Average Time to Complete Full Plow (Hours) | 9.1  | 6.3  | 6.5  | 6.2  | 7    | 12   |

| PERSONNEL BY DIVISION       | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b>      | <b>8.05</b>    | <b>9.05</b>    | <b>10.65</b>        | <b>10.65</b>      | <b>10.65</b>   | <b>10.65</b>        | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Public Works Administration             | 200.0             | 203.2             | 112.3               | 144.0             | 210.2             | 199.4               | (10.8)                 |
| Public Works Operations                 | 1,228.0           | 1,433.3           | 984.5               | 1,507.5           | 1,515.9           | 1,596.6             | 80.7                   |
| Public Works Snow/Ice Control           | 590.3             | 457.8             | 350.0               | 549.0             | 557.0             | 553.0               | (4.1)                  |
| Public Works Traffic Control            | 107.4             | 129.0             | 109.6               | 160.2             | 114.6             | 125.9               | 11.3                   |
| Public Works Streets Maint              | 749.0             | 832.7             | 554.6               | 857.0             | 860.0             | 992.0               | 132.0                  |
| Grants & Donations                      | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 3,442.8</b> | <b>\$ 3,055.9</b> | <b>\$ 2,111.0</b>   | <b>\$ 3,217.8</b> | <b>\$ 3,257.7</b> | <b>\$ 3,466.9</b>   | <b>\$ 209.2</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 1,168.7           | 1,141.1           | 799.0               | 1,182.7           | 1,250.9           | 1,264.9             | 14.0                   |
| Materials & Supplies                    | 1,108.6           | 822.4             | 539.1               | 873.0             | 840.7             | 891.0               | 50.4                   |
| Contractual Services                    | 1,151.3           | 1,089.4           | 772.0               | 1,139.5           | 1,143.2           | 1,288.3             | 145.1                  |
| Professional Development                | 1.0               | 2.4               | 0.8                 | 8.7               | 9.0               | 8.7                 | (0.3)                  |
| Capital Items                           | 13.3              | 0.5               | -                   | 14.0              | 14.0              | 14.0                | -                      |
| <b>Total Expenditures</b>               | <b>\$ 3,442.8</b> | <b>\$ 3,055.9</b> | <b>\$ 2,111.0</b>   | <b>\$ 3,217.8</b> | <b>\$ 3,257.7</b> | <b>\$ 3,466.9</b>   | <b>\$ 209.2</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual      | 2024<br>Actual      | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(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               | 3,442.8             | 3,055.9             | 2,111.0             | 3,217.8             | 3,257.7             | 3,466.9             | 209.2                  |
| <b>Net Operating Result</b>      | <b>\$ (1,954.8)</b> | <b>\$ (1,391.9)</b> | <b>\$ (203.6)</b>   | <b>\$ (1,303.7)</b> | <b>\$ (1,341.5)</b> | <b>\$ (1,556.4)</b> | <b>\$ (214.9)</b>      |



**SUN PRAIRIE**

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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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

**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* | 2025<br>(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     | 4                  | 4     |
| Private Development Size (millions) | \$8.3  | \$6.0 | \$5.8 | \$8.1 | \$1.7 | \$4.8 | \$4.2              | \$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* | 2025<br>(year-end) | GOAL |
|----------------------------------------------------------|------|------|------|------|------|-------|--------------------|------|
| Total Contracts                                          |      | 8    | 5    | 7    | 7    | 4     | 3                  | 5    |
| Contracts advertised before March 31                     |      | 8    | 4    | 6    | 7    | 4     | 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<br>Miles | 2020<br>Miles | 2021<br>Miles | 2022<br>Miles | 2023<br>Miles | 2024* | 2025<br>(year-end) | GOAL |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|-------|--------------------|------|
| Street Projects with 3 Rating or less | 2.28          | 0.58          | 1.32          | 1.17          | 0.00          | 0.55  | 0.53               | 0.25 |
| Street Projects with 4 Rating         | 1.02          | 0.94          | 1.83          | 0.39          | 0.16          | 0.26  | 0.44               | 0.25 |
| Street Projects with 5 Rating         | 0.49          | 0.91          | 0.05          | 0.60          | 0.88          | 0.43  | 0.48               | 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* | 2025<br>(year-end) | GOAL |
|-------------------------------------------------------------|------|------|------|------|------|-------|--------------------|------|
| Street Projects with component requested by a Utility Owner | 6    | 4    | 4    | 5    | 4    | 3     | 5                  | 5    |
| Street Projects with Pedestrian component                   | 7    | 4    | 5    | 7    | 4    | 3     | 5                  | 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, 2025.

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  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b> | <b>4.29</b>    | <b>4.29</b>    | <b>4.42</b>         | <b>4.42</b>       | <b>4.42</b>    | <b>4.42</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Engineering                             | 578.9           | 591.7           | 434.5               | 636.9             | 641.2           | 644.9               | 3.7                    |
| <b>Total Expenditures</b>               | <b>\$ 578.9</b> | <b>\$ 591.7</b> | <b>\$ 434.5</b>     | <b>\$ 636.9</b>   | <b>\$ 641.2</b> | <b>\$ 644.9</b>     | <b>\$ 3.7</b>          |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 537.9           | 548.7           | 392.1               | 571.3             | 576.3           | 587.8               | 11.5                   |
| Materials & Supplies                    | 29.4            | 32.3            | 25.6                | 41.5              | 40.8            | 41.1                | 0.3                    |
| Contractual Services                    | 7.4             | 6.9             | 13.0                | 14.6              | 14.6            | 6.0                 | (8.6)                  |
| Professional Development                | 4.2             | 3.8             | 3.8                 | 9.4               | 9.4             | 9.9                 | 0.5                    |
| Capital Items                           | -               | -               | -                   | 0.2               | 0.2             | 0.2                 | -                      |
| <b>Total Expenditures</b>               | <b>\$ 578.9</b> | <b>\$ 591.7</b> | <b>\$ 434.5</b>     | <b>\$ 636.9</b>   | <b>\$ 641.2</b> | <b>\$ 644.9</b>     | <b>\$ 3.7</b>          |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 318.3             | 358.8             | 78.8                | 346.9             | 335.6             | 294.0               | (41.6)                 |
| Total Expenditures               | 578.9             | 591.7             | 434.5               | 636.9             | 641.2             | 644.9               | 3.7                    |
| <b>Net Operating Result</b>      | <b>\$ (260.6)</b> | <b>\$ (232.9)</b> | <b>\$ (355.7)</b>   | <b>\$ (290.0)</b> | <b>\$ (305.6)</b> | <b>\$ (351.0)</b>   | <b>\$ (45.4)</b>       |



# SUN PRAIRIE

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## 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.

## 2026 BUDGET HIGHLIGHTS

- The GIS Team began to leverage ESRI GIS software, Experience Builder, to create operational department pages. These pages allow for real-time asset management from the field to the office. This truly establishes a web-GIS (mobile GIS) collaboration not only within a department, but across the enterprise. The GIS Team is currently developing Experiences for Public Works, Wastewater, Storm Sewer, Engineering, and Forestry.
- The GIS Team is utilizing high-end scripting and an expression language to develop workorder approaches for Public Works, Forestry, and Wastewater. Just one more way the Team is leveraging web-GIS to automate and understand our asset inventory, maintenance, and knowledgebase.
- The Team is incorporating ESRI Solutions for CIP Planning, Parcel Valuation, etc. These are pre-configured, industry-specific maps and apps built on the ArcGIS platform. They are designed to help organizations address common challenges by leveraging location-based data and technology. Our goal is to potentially replace existing CIP Planning software with the ESRI Solution.

## 2025 BUDGET OVERVIEW

- ✓ Continue to modernize and 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. This has ensured the public is informed and helped to develop collaborative relationships.
- ✓ Leveraging ESRI GIS software to fulfill department asset management requests. This has saved the City around \$100,000 to implement and is currently saving the City over \$40,000 a year in software fees/licensing related to a 3<sup>rd</sup> party vendor approach.
- ✓ Finalized the new Roadway Management Experience allowing our enterprise organization to access road information including attributes, CIP, etc. This also enables engineering staff to develop, organize, and present the ongoing 3-year CIP.

## PERFORMANCE METRICS

### GIS Department Collaboration

\*2025 data reflects information through June 30, 2025

#### Quality City Services – Mobile GIS

The web maps, applications, story maps, dashboards, Survey 123, Experience Builder applications, etc. provide quality services and help with data driven decisions by both the public stakeholders and city staff. The number of services has leveled off and even begun to reduce in number recently. This is a result of new ESRI software products which allow for consolidation of individual applications/maps into one experience (Experience Builder). It may be time to consider a new KPI moving forward which considers this dynamic shift in software design.

| Internal Application<br>Development (City<br>Staff)          | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | End<br>of<br>2025 |
|--------------------------------------------------------------|------|------|------|------|------|-------|-------------------|
| Public Works                                                 | 8    | 14   | 26   | 31   | 33   | 34    | 35                |
| Engineering                                                  | 4    | 7    | 11   | 14   | 18   | 19    | 20                |
| Parks & Rec                                                  | 0    | 3    | 16   | 22   | 27   | 27    | 28                |
| EMS, Fire & Police                                           | 0    | 1    | 4    | 6    | 6    | 6     | 6                 |
| Wastewater                                                   | 0    | 6    | 18   | 22   | 33   | 33    | 34                |
| Stormwater                                                   | 1    | 2    | 10   | 15   | 24   | 25    | 26                |
| Clerk                                                        | 0    | 2    | 2    | 2    | 2    | 2     | 2                 |
| Finance                                                      | 0    | 1    | 2    | 2    | 0    | 0     | 0                 |
| Administration                                               | 0    | 0    | 0    | 1    | 1    | 1     | 1                 |
| Planning                                                     | 0    | 0    | 5    | 7    | 8    | 8     | 10                |
| Misc.                                                        | 0    | 0    | 3    | 5    | 8    | 8     | 8                 |
| External Application<br>Development (Public<br>Stakeholders) | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | End<br>of<br>2025 |
| Public Works                                                 | 2    | 3    | 3    | 5    | 6    | 6     | 7                 |
| Engineering                                                  | 2    | 3    | 3    | 5    | 6    | 7     | 8                 |
| Parks & Rec                                                  | 1    | 1    | 1    | 3    | 3    | 3     | 4                 |
| EMS, Fire & Police                                           | 0    | 1    | 1    | 2    | 3    | 3     | 4                 |
| Utilities                                                    | 0    | 0    | 0    | 2    | 3    | 3     | 4                 |
| Schools                                                      | 0    | 0    | 1    | 1    | 1    | 1     | 2                 |
| Clerk                                                        | 2    | 2    | 3    | 6    | 14   | 3     | 4                 |
| Administration                                               | 0    | 2    | 2    | 3    | 5    | 5     | 6                 |
| Finance                                                      | 2    | 2    | 2    | 2    | 0    | 0     | 0                 |
| Planning                                                     | 0    | 0    | 4    | 6    | 8    | 8     | 9                 |

#### Quality City Services – Mobile GIS Staff Views

The below represents web application views by City staff between 2020 - 2024 via our private facing Enterprise Site. When ESRI offers a reporting tool which provides calendar year figures, the below will be replaced.

| Web Application Title                          | Total View Count |
|------------------------------------------------|------------------|
| Combined Infrastructure System – Web Map       | 8,797            |
| Current Planning Projects – Web App            | 8,232            |
| Forestry Inventory – Web Map                   | 1,669            |
| Wastewater Collection System – Web App         | 1,326            |
| Street Repairs – Web Map                       | 1,039            |
| CIP Multimodal Construction Projects – Web Map | 523              |
| Wastewater Jetting – Web Map                   | 460              |
| Combined Dept. Winter Ops. – Web Map           | 313              |
| CIP Multimodal Construction Projects – Web App | 254              |
| EMS & Fire Incident – Dashboard                | 236              |

#### 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                        |

The below represents web application views by the public in 2024 via our public facing Hub Site.

| Web Application Title                  | Total View Count |
|----------------------------------------|------------------|
| School Locator – Web Map               | 8,745            |
| Vision Zero Hub Site                   | 13,606           |
| Prairie Map – Web App                  | 913              |
| Sun Prairie Hub Site                   | 15,031           |
| Winter Operations Outreach – Hub Site  | 4,301            |
| My Government Services – Web App       | 211              |
| Official Traffic Map – Web App         | 91               |
| Election Wait Times - Dashboard        | 8,833            |
| Bike & Pedestrian Facilities – Web App | 59               |
| Combined Map – Zoning                  | 1,225            |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b> | <b>1.44</b>    | <b>2.44</b>    | <b>1.44</b>         | <b>1.44</b>       | <b>1.44</b>    | <b>1.44</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| GIS                                     | 154.4           | 170.0           | 123.6               | 177.9             | 184.8           | 203.6               | 18.8                   |
| <b>Total Expenditures</b>               | <b>\$ 154.4</b> | <b>\$ 170.0</b> | <b>\$ 123.6</b>     | <b>\$ 177.9</b>   | <b>\$ 184.8</b> | <b>\$ 203.6</b>     | <b>\$ 18.8</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 117.9           | 130.3           | 94.0                | 136.2             | 138.1           | 161.3               | 23.2                   |
| Materials & Supplies                    | 25.4            | 26.2            | 25.3                | 27.5              | 27.8            | 27.3                | (0.6)                  |
| Contractual Services                    | 2.4             | 10.3            | 3.4                 | 5.2               | 10.0            | 4.8                 | (5.2)                  |
| Professional Development                | 3.2             | 3.2             | 0.9                 | 8.9               | 8.9             | 10.3                | 1.4                    |
| Capital Items                           | -               | -               | -                   | -                 | -               | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 149.0</b> | <b>\$ 170.0</b> | <b>\$ 123.6</b>     | <b>\$ 177.9</b>   | <b>\$ 184.8</b> | <b>\$ 203.6</b>     | <b>\$ 18.8</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 149.0             | 170.0             | 123.6               | 177.9             | 184.8             | 203.6               | 18.8                   |
| <b>Net Operating Result</b>      | <b>\$ (149.0)</b> | <b>\$ (170.0)</b> | <b>\$ (123.6)</b>   | <b>\$ (177.9)</b> | <b>\$ (184.8)</b> | <b>\$ (203.6)</b>   | <b>\$ (18.8)</b>       |



# SUN PRAIRIE

*revolves around you*





## MISSION

The community in Sun Prairie relies on a diverse range of transportation modes to safely, comfortably, and efficiently access everyday places including work, school, medical care, groceries, and social places. The City has a multimodal transportation system that provides transportation options for people walking, biking, taking public transit, and driving. This system is a backbone of the City's economy bringing goods and workers into and out of the City, while also connecting residents to the places they need to go. Continued investment in the transportation system will ensure that residents transportation needs are met while supporting Sun Prairie's ongoing growth, development, and connectivity to the region.

## DESCRIPTION

The City of Sun Prairie's transportation network facilitates the movement of people and goods via automobiles, fixed-route transit, bicycling, others mobility devices, 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 and Bike Subcommittee – acts as oversight authority for multimodal transportation in the city with an emphasis on public transit service, and walking and biking policies and projects.
- Public Works Committee – acts as oversight authority for traffic-related matters, including safety and Vision Zero related matters, and also awards contracts for public infrastructure projects, accepts public improvements, and reviews easements and right-of-way acquisition and changes.

## 2026 BUDGET HIGHLIGHTS

- Vision Zero activities including ongoing evaluation of traffic conditions and traffic safety issues within the City, delivering quick-build safety demonstrations, conducting community outreach, and implementing the Vision Zero Action Plan.
- Providing high-quality public transit service that meets residents needs and experiences ridership growth.
- Improving conditions for people walking and biking in Sun Prairie.
- Promoting walking, biking, and riding transit as a transportation option for trips within Sun Prairie and across the region.

## 2025 BUDGET OVERVIEW

- ✓ Metro Transit Route A – Rapid Transit Rollout.
- ✓ Metro Transit ridership growth.
- ✓ Adopted Vision Zero Action Plan.
- ✓ Leading City's Traffic Safety Team.
- ✓ Improved bus stops to meet accessibility guidelines and provide amenities.
- ✓ Promoted walking, biking, and riding transit.

PERFORMANCE METRICS

Council Strategic Priority: Quality City Services & Complete Transportation Network

Vision Zero - Goal of Zero Fatalities and Serious Injuries by 2035

Data provided by WisDOT, TOPS Lab, Community Maps

| Crashes resulting in... | 2021 | 2022 | 2023 | 2024 | 2025<br>Through July 31 | Goal | Average<br>(2021-2024) |
|-------------------------|------|------|------|------|-------------------------|------|------------------------|
| Fatality                | 1    | 1    | 1    | 1    | 0                       | 0    | 1                      |
| Serious Injury          | 6    | 10   | 11   | 6    | 2                       | 0    | 8                      |

Public Transit Ridership - Total Monthly Passengers

Data provided by Metro Transit

| Fixed-Route Bus | October<br>2024 | November<br>2024 | December<br>2024 | January<br>2025 | February<br>2025 | March<br>2025 | April<br>2025 | May<br>2025 |
|-----------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|-------------|
| Route A         | 5,068           | 4,060            | 3,555            | 2,993           | 3,368            | 4,123         | 5,112         | 4,302       |
| Route S         | 2,328           | 1,840            | 1,531            | 1,624           | 1,585            | 2,086         | 2,154         | 2,129       |
| Route W         | 2,241           | 1,792            | 1,679            | 1,988           | 1,697            | 2,177         | 2,678         | 2,600       |
| Total           | 9,637           | 7,692            | 6,765            | 6,605           | 6,650            | 8,386         | 9,944         | 9,031       |

| Paratransit    | Total Monthly<br>Passenger Trips |
|----------------|----------------------------------|
| January 2024   | 362                              |
| February 2024  | 440                              |
| March 2024     | 430                              |
| April 2024     | 449                              |
| May 2024       | 509                              |
| June 2024      | 442                              |
| July 2024      | 489                              |
| August 2024    | 489                              |
| September 2024 | 465                              |
| October 2024   | 376                              |
| November 2024  | 391                              |
| December 2024  | 369                              |
| January 2025   | 376                              |
| February 2025  | 318                              |
| March 2025     | 354                              |
| April 2025     | 357                              |

General Fund - Public Works - Public Services – Transportation

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Transporation          | 1.00           | 1.00           | 1.00                | 1.00              | 1.00           | 1.00                | -                      |
| <b>Total Personnel</b> | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>         | <b>1.00</b>       | <b>1.00</b>    | <b>1.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Transporation                           | 191.1           | 115.2           | 114.4               | 167.9             | 183.6           | 206.5               | 22.9                   |
| <b>Total Expenditures</b>               | <b>\$ 191.1</b> | <b>\$ 115.2</b> | <b>\$ 114.4</b>     | <b>\$ 167.9</b>   | <b>\$ 183.6</b> | <b>\$ 206.5</b>     | <b>\$ 22.9</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 94.4            | 73.4            | 45.2                | 116.4             | 123.4           | 107.8               | (15.7)                 |
| Materials & Supplies                    | 0.2             | 0.0             | 0.1                 | 0.2               | 0.7             | 1.5                 | 0.8                    |
| Contractual Services                    | 92.8            | 38.8            | 38.6                | 48.0              | 56.1            | 92.0                | 35.9                   |
| Professional Development                | 3.6             | 3.0             | 2.9                 | 3.3               | 3.3             | 5.3                 | 2.0                    |
| Capital Items                           | -               | -               | 27.7                | -                 | -               | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 191.1</b> | <b>\$ 115.2</b> | <b>\$ 114.4</b>     | <b>\$ 167.9</b>   | <b>\$ 183.6</b> | <b>\$ 206.5</b>     | <b>\$ 22.9</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 191.1             | 115.2             | 114.4               | 167.9             | 183.6             | 206.5               | 22.9                   |
| <b>Net Operating Result</b>      | <b>\$ (191.1)</b> | <b>\$ (115.2)</b> | <b>\$ (114.4)</b>   | <b>\$ (167.9)</b> | <b>\$ (183.6)</b> | <b>\$ (206.5)</b>   | <b>\$ (22.9)</b>       |

Special Revenue Fund – Transportation Fund

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Transportation Fund    | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Transportation Fund                     | 1,475.1           | 1,283.8           | 2,716.8             | 3,304.6           | 2,987.1           | 1,920.5             | (1,066.5)              |
| <b>Total Expenditures</b>               | <b>\$ 1,475.1</b> | <b>\$ 1,283.8</b> | <b>\$ 2,716.8</b>   | <b>\$ 3,304.6</b> | <b>\$ 2,987.1</b> | <b>\$ 1,920.5</b>   | <b>\$ (1,066.5)</b>    |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Materials & Supplies                    | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Contractual Services                    | 1,475.1           | 1,283.8           | 2,716.8             | 3,304.6           | 2,987.1           | 1,920.5             | (1,066.5)              |
| <b>Total Expenditures</b>               | <b>\$ 1,475.1</b> | <b>\$ 1,283.8</b> | <b>\$ 2,716.8</b>   | <b>\$ 3,304.6</b> | <b>\$ 2,987.1</b> | <b>\$ 1,920.5</b>   | <b>\$ (1,066.5)</b>    |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-----------------|-----------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 1,357.4         | 1,520.1         | 840.9               | 1,793.7           | 1,666.2           | 1,503.2             | (163.0)                |
| Transfer In                      | 353.4           | 400.0           | 424.8               | 566.3             | 566.3             | -                   | -                      |
| Total Expenditures               | 1,475.1         | 1,283.8         | 2,716.8             | 3,304.6           | 2,987.1           | 1,920.5             | (1,066.5)              |
| <b>Net Operating Result</b>      | <b>\$ 235.7</b> | <b>\$ 636.3</b> | <b>\$ (1,451.1)</b> | <b>\$ (944.5)</b> | <b>\$ (754.5)</b> | <b>\$ (417.3)</b>   | <b>\$ 337.2</b>        |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended |
|-----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|
| Net Change in Fund Balance        | 235.7             | 636.3             | (1,451.1)           | (944.5)           | (754.5)           | (417.3)             |
| Fund Balance Applied              | -                 | -                 | -                   | -                 | -                 | 417.3               |
| Fund Balance - Beginning of Year  | 1,065.3           | 1,301.0           | 1,937.3             | 1,937.3           | 1,937.3           | 992.7               |
| <b>Fund Balance - End of Year</b> | <b>\$ 1,301.0</b> | <b>\$ 1,937.3</b> | <b>\$ 486.1</b>     | <b>\$ 992.7</b>   | <b>\$ 1,182.8</b> | <b>\$ 575.5</b>     |

## **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.

## **2026 BUDGET HIGHLIGHTS**

- There are no notable changes in the budget.

## **2025 BUDGET OVERVIEW**

- ✓ This is a new fund started in 2025.

| PERSONNEL BY DIVISION       | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Transportation Improv. Fund | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b>      | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Transportation Improv. Fund             | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Expenditures</b>               | -              | -              | -                   | -                 | -              | \$ 1,194.9          | \$ 1,194.9             |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Personnel                               | -              | -              | -                   | -                 | -              | -                   | -                      |
| Materials & Supplies                    | -              | -              | -                   | -                 | -              | -                   | -                      |
| Insurance                               | -              | -              | -                   | -                 | -              | -                   | -                      |
| Capital Items                           | -              | -              | -                   | -                 | -              | -                   | -                      |
| Transfers                               | -              | -              | -                   | -                 | -              | 1,194.9             | 1,194.9                |
| <b>Total Expenditures</b>               | -              | -              | -                   | -                 | -              | \$ 1,194.9          | \$ 1,194.9             |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | -              | -              | 554.6               | 879.5             | 955.0          | 879.5               | (75.5)                 |
| Total Expenditures               | -              | -              | -                   | -                 | -              | 1,194.9             | 1,194.9                |
| <b>Net Operating Result</b>      | -              | -              | \$ 554.6            | \$ 879.5          | \$ 955.0       | \$ (315.4)          | \$ (1,270.4)           |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended |
|-----------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|
| Net Change in Fund Balance        | -              | -              | -                   | 879.5             | 955.0          | (315.4)             |
| Fund Balance Applied              | -              | -              | -                   | -                 | -              | -                   |
| Fund Balance - Beginning of Yea   | -              | -              | -                   | -                 | -              | 879.5               |
| <b>Fund Balance - End of Year</b> | -              | -              | -                   | \$ 879.5          | \$ 955.0       | \$ 564.1            |

## 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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ Fee increase for Recycle Center upgrades.
- ✓ Added a Recycle Center Technician.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

| Measure                             | 2020    | 2021   | 2022   | 2023    | 2024    | 2025*   | 2025 (year-end) | GOAL |
|-------------------------------------|---------|--------|--------|---------|---------|---------|-----------------|------|
| Number of Refuse Accounts           | 10,440  | 10,654 | 10,777 | 10,877  | 10,986  | 11,064  | 11,100          | N/A  |
| Contractor Monthly Cost per Account | \$10.10 | \$9.25 | \$9.50 | \$11.10 | \$11.40 | \$11.70 | \$12.00         | N/A  |
| Recycling Collection (tons)         | 3,172   | 2,785  | 2,627  | 2,876   | 2,196   | 1,398   | 2,200           | N/A  |
| Refuse Collection (tons)            | 8,621   | 8,293  | 8,738  | 8,339   | 8,491   | 5,511   | 8,500           | N/A  |
| Yard Waste Processed (Cu. Yards)    | 10,956  | 10,368 | 10,432 | 10,680  | 10,632  | 4,990   | 10,600          | N/A  |
| Waste Oil (Gallons)                 | 2,850   | 1,125  | 981    | 885     | 734     | 394     | 750             | N/A  |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Refuse & Recycling     | seasonal       | seasonal       | seasonal            | seasonal          | seasonal       | seasonal            |                        |
| Allocated In           | 0.2            | 0.2            | 0.1                 | 0.1               | 0.1            | 0.1                 | -                      |
| <b>Total Personnel</b> | <b>0.2</b>     | <b>0.2</b>     | <b>0.1</b>          | <b>0.1</b>        | <b>0.1</b>     | <b>0.1</b>          | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Refuse & Recycling                      | 1,702.5           | 1,739.4           | 1,229.7             | -                 | 1,988.7           | 1,963.5             | (25.2)                 |
| <b>Total Expenditures</b>               | <b>\$ 1,702.5</b> | <b>\$ 1,739.4</b> | <b>\$ 1,229.7</b>   | <b>-</b>          | <b>\$ 1,988.7</b> | <b>\$ 1,963.5</b>   | <b>\$ (25.2)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 32.4              | 29.9              | 51.7                | 87.4              | 87.4              | 105.6               | 18.2                   |
| Materials & Supplies                    | 91.6              | 97.7              | 68.3                | 104.2             | 102.2             | 6.3                 | (96.0)                 |
| Contractual Services                    | 1,545.1           | 1,606.7           | 1,104.1             | 1,715.0           | 1,713.7           | 1,814.6             | 100.9                  |
| Transfers/Bad Debt                      | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Capital Items                           | 33.5              | 5.2               | 5.6                 | 85.4              | 85.4              | 37.0                | (48.4)                 |
| <b>Total Expenditures</b>               | <b>\$ 1,702.5</b> | <b>\$ 1,739.4</b> | <b>\$ 1,229.7</b>   | <b>\$ 1,992.0</b> | <b>\$ 1,988.7</b> | <b>\$ 1,963.5</b>   | <b>\$ (25.2)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|-----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 1,614.9          | 1,997.4         | 2,068.4             | 2,136.1           | 2,063.7        | 2,125.1             | 61.4                   |
| Total Expenditures               | 1,702.5          | 1,739.4         | 1,229.7             | 1,992.0           | 1,988.7        | 1,963.5             | (25.2)                 |
| <b>Net Operating Result</b>      | <b>\$ (87.6)</b> | <b>\$ 258.0</b> | <b>\$ 838.6</b>     | <b>\$ 144.0</b>   | <b>\$ 75.0</b> | <b>\$ 161.6</b>     | <b>\$ 86.6</b>         |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|
| Net Change in Fund Balance        | (87.6)          | 258.0           | 838.6               | 144.0             | 75.0            | 161.6               |
| Fund Balance - Beginning of Year  | 207.2           | 119.5           | 377.5               | 377.5             | 377.5           | 521.5               |
| <b>Fund Balance - End of Year</b> | <b>\$ 119.5</b> | <b>\$ 377.5</b> | <b>\$ 1,216.1</b>   | <b>\$ 521.5</b>   | <b>\$ 452.5</b> | <b>\$ 683.1</b>     |



## 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.

## 2026 BUDGET HIGHLIGHTS

- No notable changes

## 2025 BUDGET OVERVIEW

- ✓ Reduced electricity consumption at the wastewater facility due to a 403 kW DC solar array being on-line. It is anticipated that 520,000 kWh will be produced in 2025 by the solar array and this will result in a reduction of energy being purchased by approximately 23%.
- ✓ The facility continues to meet and exceed exceptional treatment levels at a very cost-effective sewer rate for our residents.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

**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                                                        | 2020 | 2021 | 2022  | 2023  | 2024  | 2025* | 2025 (year-end) | GOAL  |
|----------------------------------------------------------------|------|------|-------|-------|-------|-------|-----------------|-------|
| WPDES Permit Requirement for Phosphorus Monthly Average (mg/L) | 0.56 | 0.56 | 0.165 | 0.055 | 0.062 | 0.058 | 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                                                    | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025 (year-end) | GOAL |
|------------------------------------------------------------|------|------|------|------|------|-------|-----------------|------|
| Kilowatt Hour per 1,000 lb of BOD treated (kWh/1000 lb/yr) | 1065 | 929  | 909  | 873  | 742  | 663   | 750             | 1000 |

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

| Measure                                            | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025 (year-end) | GOAL |
|----------------------------------------------------|------|------|------|------|------|-------|-----------------|------|
| Collection System cleaned and maintained (percent) | 29   | 37   | 39   | 37   | 39   | 16    | 35              | 25   |

**Removal of Phosphorus, Ammonia Nitrogen, Biochemical Oxygen Demand (BOD), and TSS from the wastewater.** Combined facility removal rates for all four WPDES permitted parameters (BOD, TSS, Total Phosphorus, and Ammonia) of 99% or greater each year. 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. This high level of treatment is also important due to potential fines that could be imposed if this high level of treatment was not met. Our permit limits for these parameters are very stringent.

| Measure                             | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025 (year-end) | GOAL |
|-------------------------------------|------|------|------|------|------|-------|-----------------|------|
| Monthly Percent Removal Average (%) | 96.7 | 97.4 | 98.5 | 99.0 | 98.7 | 98.9  | 99.0            | 99.0 |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Administration         | 1.00           | 1.00           | 1.00                | 1.00              | 1.00           | 1.00                | 0.00                   |
| Plant Operations       | 9.00           | 9.00           | 9.00                | 9.00              | 9.00           | 9.00                | 0.00                   |
| Collection System      | 4.00           | 4.00           | 4.40                | 4.40              | 4.40           | 4.40                | 0.00                   |
| Allocated FTE          | 2.28           | 4.44           | 4.44                | 4.44              | 4.44           | 4.44                | 0.00                   |
| <b>Total Personnel</b> | <b>16.28</b>   | <b>18.44</b>   | <b>18.84</b>        | <b>18.84</b>      | <b>18.84</b>   | <b>18.84</b>        | <b>0.00</b>            |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected  | 2025<br>Budget     | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------|---------------------|------------------------|
| Administration                          | 1,221.0           | 1,864.1           | 844.0               | 1,300.5            | 1,610.1            | 1,534.0             | (76.1)                 |
| Plant Operations                        | 3,702.9           | 3,914.1           | 1,274.4             | 2,380.1            | 2,654.2            | 2,647.8             | (6.4)                  |
| Collection System                       | 961.0             | 976.6             | 471.3               | 817.7              | 927.5              | 1,093.2             | 165.7                  |
| Debt Service                            | 438.9             | 397.8             | 2,398.3             | 2,566.5            | 2,565.7            | 1,642.7             | (923.0)                |
| Replacement Account                     | -                 | -                 | -                   | -                  | 579.7              | 562.8               | (16.9)                 |
| Plant Expansion                         | -                 | -                 | -                   | -                  | -                  | -                   | -                      |
| Capital Projects                        | 3.0               | -                 | 6,867.1             | 18,400.0           | 71,096.7           | 41,716.0            | (29,380.7)             |
| <b>Total Expenditures</b>               | <b>\$ 6,326.7</b> | <b>\$ 7,152.5</b> | <b>\$ 11,855.1</b>  | <b>\$ 25,464.7</b> | <b>\$ 79,433.9</b> | <b>\$ 49,196.5</b>  | <b>\$ (30,237.4)</b>   |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected  | 2025<br>Budget     | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------|---------------------|------------------------|
| Personnel                               | 1,909.2           | 2,675.3           | 1,473.6             | 2,179.4            | 2,273.3            | 2,430.0             | 156.7                  |
| Materials & Supplies                    | 531.6             | 537.1             | 402.1               | 896.5              | 1,047.1            | 1,121.3             | 74.2                   |
| Contractual Services                    | 1,025.6           | 978.8             | 1,076.5             | 3,763.8            | 2,031.9            | 3,507.3             | 1,475.4                |
| Insurance                               | 53.2              | 71.3              | 75.3                | 75.3               | 74.7               | 81.8                | 7.1                    |
| Professional Development                | 11.2              | 23.8              | 5.0                 | 48.2               | 84.2               | 46.8                | (37.4)                 |
| Debt Service                            | 438.9             | 397.8             | 2,398.3             | 2,566.5            | 2,565.7            | 1,642.7             | (923.0)                |
| Depreciation                            | 2,347.3           | 2,459.9           | -                   | -                  | -                  | -                   | -                      |
| Capital Items                           | 9.7               | 8.5               | 6,424.3             | 15,935.0           | 71,357.2           | 40,366.8            | (30,990.4)             |
| <b>Total Expenditures</b>               | <b>\$ 6,326.7</b> | <b>\$ 7,152.5</b> | <b>\$ 11,855.1</b>  | <b>\$ 25,464.7</b> | <b>\$ 79,433.9</b> | <b>\$ 49,196.5</b>  | <b>\$ (30,237.4)</b>   |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected    | 2025<br>Budget       | 2026<br>Recommended  | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|----------------------|----------------------|----------------------|------------------------|
| Total Revenues                   | 8,687.8           | 8,455.2           | 5,258.6             | 8,432.5              | 10,932.2             | 9,762.9              | (1,169.3)              |
| Total Expenditures               | 6,326.7           | 7,152.5           | 11,855.1            | 25,464.7             | 79,433.9             | 49,196.5             | (30,237.4)             |
| <b>Net Operating Result</b>      | <b>\$ 2,361.1</b> | <b>\$ 1,302.7</b> | <b>\$ (6,596.5)</b> | <b>\$ (17,032.2)</b> | <b>\$ (68,501.7)</b> | <b>\$ (39,433.6)</b> | <b>\$ 29,068.1</b>     |

| FUND BALANCE<br>\$ in '000s | 2023<br>Actual     | 2024<br>Actual     | 8/31/2025<br>Actual | 2025<br>Projected  | 2025<br>Budget     | 2026<br>Recommended |
|-----------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|---------------------|
| Net Increase/(Decrease)     | 2,361.1            | 1,302.7            | (6,596.5)           | (17,032.2)         | (68,501.7)         | (39,433.6)          |
| Long Term Financing         | 36.4               | 38.5               | 1,699.2             | 19,125.5           | 51,462.0           | 41,777.0            |
| Fund Balance Applied        | -                  | -                  | -                   | -                  | 7,102.0            | 140.0               |
| Beginning Fund Balance      | 34,819.2           | 37,216.6           | 38,557.9            | 38,557.9           | 38,557.9           | 40,651.2            |
| <b>Ending Fund Balance</b>  | <b>\$ 37,216.6</b> | <b>\$ 38,557.9</b> | <b>\$ 33,660.5</b>  | <b>\$ 40,651.2</b> | <b>\$ 14,416.1</b> | <b>\$ 42,854.6</b>  |



**SUN PRAIRIE**

*revolves around you*



## MISSION

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

## DESCRIPTION

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

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

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

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2024 data reflects information through June 30, 2025

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

### Yahara River Watershed (1,746 acres)

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

#### TMDL COMPLIANCE - Reduction of Total Suspended Solids (TSS)

| Watershed                                                          | 2021<br>Reduction | 2022<br>Reduction | 2023<br>Reduction | 2024<br>Reduction | 2025*<br>Reduction | 2025 (year-end)<br>Reduction | Required<br>Reduction |
|--------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|------------------------------|-----------------------|
| Mauneshia River<br>(Requirement met)                               | 77.6%             | 77.6%             | 77.6%             | 77.6%             | 77.6%              | 77.6%                        | 45%                   |
| Yahara River (Requirement<br>met with MMSD Adaptive<br>Management) | 49.5%             | 49.5%             | 49.5%             | 49.5%             | 49.5%              | 49.5%                        | 73%                   |
| Koshkonong Creek                                                   | 43.9%             | 53.9%             | 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<br>Reduction | 2022<br>Reduction | 2023<br>Reduction | 2024<br>Reduction | 2025*<br>Reduction | 2025 (year-end)<br>Reduction | Required<br>Reduction |
|--------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|------------------------------|-----------------------|
| Mauneshia River<br>(Requirement met)                               | 54.9%             | 54.9%             | 54.9%             | 54.9%             | 54.9%              | 54.9%                        | 36%                   |
| Yahara River (Requirement<br>met with MMSD Adaptive<br>Management) | 36.3%             | 36.3%             | 36.3%             | 36.3%             | 36.3%              | 36.3%                        | 61%                   |
| Koshkonong Creek                                                   | 30.4%             | 38.7%             | 38.7%             | 38.7%             | 38.7%              | 38.7%                        | 54%                   |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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                   |
| <b>Total Personnel</b> | <b>9.44</b>    | <b>9.44</b>    | <b>10.42</b>        | <b>10.42</b>      | <b>10.42</b>   | <b>11.42</b>        | <b>1.00</b>            |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Administration                          | 789.7             | 1,207.7           | 527.9               | 792.1             | 824.8             | 891.7               | 66.8                   |
| Maintenance Operations                  | 1,979.3           | 2,161.1           | 842.0               | 1,500.4           | 1,642.6           | 1,551.0             | (91.6)                 |
| Street Cleaning                         | 56.0              | 64.3              | 34.5                | 67.5              | 69.2              | 67.5                | (1.7)                  |
| Debt Service                            | 399.0             | 371.4             | 957.4               | 1,126.9           | 1,126.9           | 1,163.2             | 36.3                   |
| Capital Projects                        | 22.9              | 70.4              | 667.1               | 895.6             | 1,886.1           | 2,145.5             | 259.4                  |
| <b>Total Expenditures</b>               | <b>\$ 3,247.0</b> | <b>\$ 3,875.0</b> | <b>\$ 3,029.0</b>   | <b>\$ 4,382.5</b> | <b>\$ 5,549.6</b> | <b>\$ 5,818.8</b>   | <b>\$ 269.2</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 1,138.3           | 1,605.4           | 899.4               | 1,317.7           | 1,350.6           | 1,482.4             | 131.8                  |
| Materials & Supplies                    | 63.1              | 94.5              | 75.5                | 236.7             | 246.0             | 236.7               | (9.3)                  |
| Contractual Services                    | 309.3             | 420.0             | 421.4               | 790.1             | 927.0             | 774.9               | (152.1)                |
| Insurance                               | 1.5               | 1.7               | 1.7                 | 1.7               | 1.7               | 2.6                 | 0.9                    |
| Professional Development                | 4.7               | 7.7               | 4.1                 | 7.3               | 7.3               | 13.6                | 6.3                    |
| Transfer Out                            | 5.0               | -                 | 3.8                 | 5.0               | 5.0               | -                   | (5.0)                  |
| Depreciation                            | 1,325.0           | 1,362.6           | -                   | -                 | -                 | -                   | -                      |
| Debt Service                            | 399.0             | 371.4             | 957.4               | 1,126.9           | 1,126.9           | 1,163.2             | 36.3                   |
| Capital Items                           | 1.0               | 11.6              | 665.8               | 897.2             | 1,885.2           | 2,145.5             | 260.3                  |
| <b>Total Expenditures</b>               | <b>\$ 3,247.0</b> | <b>\$ 3,875.0</b> | <b>\$ 3,029.0</b>   | <b>\$ 4,382.5</b> | <b>\$ 5,549.6</b> | <b>\$ 5,818.8</b>   | <b>\$ 269.2</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual      | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|---------------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 4,565.0           | 179.1               | 2,594.0             | 4,985.6           | 5,611.5        | 5,162.3             | (449.2)                |
| Total Expenditures               | 3,247.0           | 3,875.0             | 3,029.0             | 4,382.5           | 5,549.6        | 5,818.8             | 269.2                  |
| <b>Net Operating Result</b>      | <b>\$ 1,318.0</b> | <b>\$ (3,695.9)</b> | <b>\$ (435.0)</b>   | <b>\$ 603.1</b>   | <b>\$ 61.9</b> | <b>\$ (656.6)</b>   | <b>\$ (718.5)</b>      |

| FUND BALANCE<br>\$ in '000s | 2023<br>Actual     | 2024<br>Actual     | 8/31/2025<br>Actual | 2025<br>Projected  | 2025<br>Budget     | 2026<br>Recommended |
|-----------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|---------------------|
| Net Increase/(Decrease)     | 1,318.0            | (3,695.9)          | (435.0)             | 603.1              | 61.9               | (656.6)             |
| Fund Balance Applied        | -                  | -                  | -                   | -                  | 40.0               | 1,258.0             |
| Beginning Fund Balance      | 19,317.0           | 20,635.0           | 17,040.1            | 17,040.1           | 17,040.1           | 18,755.8            |
| <b>Ending Fund Balance</b>  | <b>\$ 20,635.0</b> | <b>\$ 17,040.1</b> | <b>\$ 16,605.1</b>  | <b>\$ 18,755.8</b> | <b>\$ 18,629.0</b> | <b>\$ 19,486.7</b>  |



# SUN PRAIRIE

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## MISSION

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

## DESCRIPTION

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

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

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

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

## 2026 BUDGET HIGHLIGHTS

- As in the past several years we have still been experiencing an 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 the 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 has begun working collectively and collaboratively on this goal with our sustainability team and the community.
- 2026 Fleet will be evaluating the overall fleet numbers in departments along with utilization and department needs for comparison of benchmarks and right sizing of the city fleet.

## 2025 BUDGET OVERVIEW

- ✓ Fleet added another EV pickup in the Engineering Department along with 7 new Hybrid squads which follow 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 slightly improved in 2025 but there continues to be intermittent problems with this and hope for continued improvement in the supply chain system for 2026. Fleet is actively looking at all options and taking advantage of reasonable opportunities when they are available.
- ✓ The city has experienced several delays in the delivery of 3 new ambulances which were supposed to be here in February 2025 but has now been pushed out to late September early October 2025.

- ✓ The Fleet shop updated one of the vehicle lifts in the shop to coincide with the continued change in vehicle sizes and weight being purchased for departments to meet the needs of their operations. With this update, Fleet will be able to continue providing the repair and maintenance for efficient fleet operations.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through June 30, 2025

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

| Measure                  | 2020      | 2021      | 2022      | 2023      | 2024      | 2025*     | 2025 (year-end) | GOAL      |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------------|-----------|
| Work Orders              | 926       | 876       | 837       | 1362      | 865       | 645       | 1,290           | 1,000     |
| Preventive Maintenance % | 65%       | 68%       | 72%       | 68%       | 74%       | 79%       | 77%             | 75%       |
| Outside Repair Costs     | \$49,065  | \$21,838  | \$26,589  | \$50,306  | \$123,592 | \$34,450  | \$68,900        | \$50,000  |
| Total Repair Costs       | \$772,756 | \$776,731 | \$840,291 | \$776,103 | \$754,622 | \$326,648 | \$653,295       | \$700,000 |

**Average monthly fuel costs by department.**

| Department          | 2020       | 2021       | 2022       | 2023       | 2024       | 2025*      | 2025 (year-end) | GOAL MONTHLY AVG |
|---------------------|------------|------------|------------|------------|------------|------------|-----------------|------------------|
| Police              | \$4,108.82 | \$5,461.59 | \$6,695.12 | \$6,336.33 | \$5,768.43 | \$6,083.54 | \$73,002.44     | \$6,000          |
| EMS                 | \$1,310.96 | \$1,861.42 | \$2,497.39 | \$3,175.66 | \$3,538.51 | \$3,185.81 | \$38,229.70     | \$3,500          |
| Public Works        | \$2,717.61 | \$3,923.18 | \$5,017.58 | \$4,324.93 | \$4,208.49 | \$3,682.33 | \$44,187.94     | \$4,700          |
| Parks               | \$1,302.86 | \$1,832.32 | \$3,584.57 | \$2,551.03 | \$2,584.14 | \$2,317.58 | \$27,811.00     | \$2,000          |
| Administration      | \$24.02    | \$25.94    | \$93.26    | \$51.35    | \$54.36    | \$34.64    | \$415.63        | \$50             |
| Building Inspection | \$128.61   | \$205.73   | \$417.13   | \$394.42   | \$310.88   | \$385.14   | \$4,621.66      | \$350            |
| Engineering         | \$176.76   | \$246.88   | \$241.67   | \$155.62   | \$135.94   | \$87.32    | \$1,047.84      | \$150            |
| Media Center        | \$9.60     | \$17.07    | \$26.81    | \$19.98    | \$15.93    | \$6.07     | \$72.79         | \$15             |
| Wastewater          | \$382.27   | \$449.33   | \$751.85   | \$585.70   | \$492.37   | \$464.49   | \$5,573.83      | \$600            |
| Stormwater          | \$1,480.28 | \$1,639.90 | \$1,707.71 | \$1,929.35 | \$1,727.84 | \$1,863.46 | \$22,361.52     | \$1,800          |
| Fire                |            |            |            |            | \$2,259.33 | \$1,751.92 | \$21,023.05     | \$2,500          |
| Township Fire       |            |            |            |            | \$904.18   | \$879.26   | \$10,551.16     | \$1,100          |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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                   |
| <b>Total Personnel</b> | <b>3.60</b>    | <b>3.60</b>    | <b>3.60</b>         | <b>3.60</b>       | <b>3.60</b>    | <b>3.60</b>         | <b>0.00</b>            |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Administration                          | 38.3              | 56.9              | 83.1                | 72.5              | 72.5              | 107.3               | 34.7                   |
| Fleet Operations                        | 1,856.9           | 2,266.7           | 781.8               | 1,258.5           | 1,237.5           | 1,278.3             | 40.7                   |
| Debt Service                            | 131.6             | 141.0             | 731.1               | 792.3             | 792.3             | 872.3               | 80.0                   |
| Capital Projects                        | -                 | 172.9             | 1,046.8             | 1,563.2           | 2,536.2           | 2,842.5             | 306.3                  |
| <b>Total Expenditures</b>               | <b>\$ 2,026.8</b> | <b>\$ 2,637.4</b> | <b>\$ 2,642.8</b>   | <b>\$ 3,686.5</b> | <b>\$ 4,638.6</b> | <b>\$ 5,100.3</b>   | <b>\$ 461.8</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 425.3             | 575.6             | 307.9               | 455.7             | 450.5             | 475.4               | 24.9                   |
| Materials & Supplies                    | 614.7             | 800.1             | 437.1               | 729.5             | 740.1             | 749.9               | 9.9                    |
| Contractual Services                    | 39.2              | 48.0              | 36.8                | 44.8              | 44.8              | 50.8                | 5.9                    |
| Insurance                               | 38.3              | 56.9              | 83.1                | 72.5              | 72.5              | 107.3               | 34.7                   |
| Professional Development                | 2.6               | 1.8               | -                   | 2.2               | 2.2               | 2.2                 | -                      |
| Depreciation                            | 775.1             | 841.2             | -                   | -                 | -                 | -                   | -                      |
| Debt Service                            | 131.6             | 141.0             | 731.1               | 792.3             | 792.3             | 872.3               | 80.0                   |
| Capital Items                           | -                 | 172.9             | 1,046.8             | 1,563.2           | 2,536.2           | 2,842.5             | 306.3                  |
| <b>Total Expenditures</b>               | <b>\$ 2,026.8</b> | <b>\$ 2,637.4</b> | <b>\$ 2,642.8</b>   | <b>\$ 3,660.2</b> | <b>\$ 4,638.6</b> | <b>\$ 5,100.3</b>   | <b>\$ 461.8</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-----------------|-----------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 2,216.6         | 3,038.5         | 1,765.9             | 3,315.8           | 4,115.9           | 5,196.3             | 1,080.4                |
| Total Expenditures               | 2,026.8         | 2,637.4         | 2,642.8             | 3,660.2           | 4,638.6           | 5,100.3             | 461.8                  |
| <b>Net Operating Result</b>      | <b>\$ 189.8</b> | <b>\$ 401.1</b> | <b>\$ (876.9)</b>   | <b>\$ (344.4)</b> | <b>\$ (522.6)</b> | <b>\$ 96.0</b>      | <b>\$ 618.6</b>        |

| FUND BALANCE<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended |
|-----------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|
| Net Increase/(Decrease)     | 189.8             | 401.1             | (876.9)             | (344.4)           | (522.6)           | 96.0                |
| Fund Balance Applied        | -                 | -                 | -                   | -                 | 672.7             | 742.2               |
| Beginning Fund Balance      | 2,826.8           | 3,016.6           | 3,417.7             | 3,417.7           | 3,417.7           | 3,073.2             |
| <b>Ending Fund Balance</b>  | <b>\$ 3,016.6</b> | <b>\$ 3,417.7</b> | <b>\$ 2,656.9</b>   | <b>\$ 3,073.2</b> | <b>\$ 2,222.4</b> | <b>\$ 2,427.1</b>   |



**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 18,731 customers and water to 12,347 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 though properly maintaining our system. 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.

## 2026 BUDGET HIGHLIGHTS

- In 2026, the utility will bring in the new year with a fresh start at the new operations facility for the long-term future, as construction is expected to be complete by December 31, 2025. SPU is collaborating on construction with both our project manager, Kueny Architects, and the general contractor, Miron Construction. The new facility is expected to improve operational efficiency to help serve the growing community for years to come.

## Electric Operations

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

- Purchasing and installing new regulators for the Business Park Substation transformer to better utilize the available capacity.
- Relocating the existing regulators from the Business Park Substation to the South Substation and retiring the oldest regulators at that substation.
- Continuing street lighting upgrades to LED following 2025 approval and receipt of \$119,600 in grant funding from the State of Wisconsin Carbon Reduction Program.
- Continuing ongoing system maintenance activities throughout the electrical distribution system.

## Water Operations

On the water side, the Water Crew will continue to perform regular maintenance and improve system reliability while focusing on the following:

- Well #10 Construction – Final well drilling complete in 2025 with the anticipated construction of the wellhouse and outdoor classroom/pavilion in 2026.
- Replacement and relocation of water main in conjunction with the Wisconsin DOT Highway 19/ Westmount Roundabout installation.
- Replacement of 250 feet of intersection watermain and evaluation of curbstops/valves for repair and adjustment related to the City's CIP Pavement Rehab projects in 2026.

## 2025 BUDGET OVERVIEW

Sun Prairie continued to experience steady growth and development despite market conditions and lingering supply chain issues that have improved throughout 2025. The major focus for 2025 was continuing to work with Kueny Architects and Miron Construction throughout the construction management phase of the new operations facility. The project is expected to be completed on time and within the approved budget. Upon completion, the facility is on track to be awarded a LEED Gold Certification from the U.S. Green Building Council. In addition to this significant accomplishment for everyone involved with the project, the highlighted accomplishments specifically for the Electric and Water operations sections are listed below.

On the personnel side, SPU welcomed the following to the team in 2025; General Manager, Substation Technician, two Water Operators, and eventual Customer Service Manager.

### Electric Operations

- ✓ Completion of the procurement and installation of new relay panels at the Colorado Substation.
- ✓ SPU completed final pieces on the Tower Drive overhead to underground conversion project.
- ✓ Expected completion of the Tuschen line overhead to underground project in Q4 2025.
- ✓ 87 new electric services and associated subdivision infrastructure were installed through August 2025.
- ✓ For overhead distribution electric reliability, SPU continued its annual \$75,000 distribution line clearance.

### Water Operations

- ✓ Well #10 lease agreement with the Sun Prairie Area School District approved and executed in 2025 along with completion of the final well drilling in Q3 2025.
- ✓ On track to attain substantial completion of water meter AMI deployment by the end of 2025.
- ✓ Updated the DNR Annual Water Quality Report
- ✓ Replaced \$873K in water main on N. Thompson Road, as part of City CIP Street Reconstruction.
- ✓ Completed second year under Hydrocorp contract focused on hazard assessments to implement the DNR mandated business and industry cross connection program.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects information through September 5, 2025

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 – 89.03 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 – .72 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 – 125 minutes to restore; **SPU Goal - 60 minutes to restore**

| Measure                                   | 2019  | 2020  | 2021  | 2022   | 2023  | 2024  | 2025* | GOAL  |
|-------------------------------------------|-------|-------|-------|--------|-------|-------|-------|-------|
| System Avg. Interruption Duration Index   | 14.12 | 10.41 | 4.33  | 20.679 | 16.85 | 33.54 | 4.816 | 60.00 |
| System Avg. Interruption Frequency Index  | .47   | .43   | .08   | .515   | .44   | 1.01  | .11   | 1.00  |
| Customer Avg. Interruption Duration Index | 29.81 | 24.18 | 55.04 | 40.126 | 38.37 | 33.33 | 43.79 | 60.00 |

| PERSONNEL BY DIVISION  | 2023<br>ACTUAL | 2024<br>ACTUAL | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|-------------------|------------------------|
| Water Utility          | 14.13          | 14.95          | 14.34               | 14.34             | 14.34          | 13.98             | (0.36)                 |
| <b>Total Personnel</b> | <b>14.13</b>   | <b>14.95</b>   | <b>14.34</b>        | <b>14.34</b>      | <b>14.34</b>   | <b>13.98</b>      | <b>(0.36)</b>          |

| EXPENSES BY DIVISION         | 2023<br>ACTUAL   | 2024<br>ACTUAL   | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET   | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|------------------------------|------------------|------------------|---------------------|-------------------|------------------|-------------------|------------------------|
| Water Pumping                | 394,202          | 379,584          | 318,123             | 551,265           | 470,807          | 509,212           | 38,405                 |
| Water Treatment              | 88,405           | 73,804           | 52,431              | 80,122            | 80,128           | 85,974            | 5,847                  |
| Water Transmission and Distr | 588,450          | 738,842          | 423,378             | 818,592           | 905,325          | 987,961           | 82,636                 |
| Customer Accounts            | 217,451          | 232,651          | 317,536             | 226,252           | 257,302          | 254,410           | (2,892)                |
| Administrative & General     | 963,301          | 1,068,726        | 704,860             | 1,177,205         | 1,193,518        | 2,507,257         | 1,313,739              |
| Depreciation                 | 627,690          | 668,530          | 528,240             | 674,966           | 676,198          | 880,368           | 204,170                |
| Taxes                        | 1,068,199        | 1,124,229        | 873,175             | 1,269,340         | 1,297,392        | 1,438,879         | 141,487                |
| Non Operating Expenses       | 939,425          | 1,204,247        | 448,701             | 1,278,873         | 1,292,927        | 1,497,174         | 204,247                |
| <b>Total Expenses</b>        | <b>4,887,123</b> | <b>5,490,614</b> | <b>3,666,443</b>    | <b>6,076,616</b>  | <b>6,173,598</b> | <b>8,161,235</b>  | <b>1,987,639</b>       |

| EXPENSES BY CATEGORY  | 2023<br>ACTUAL   | 2024<br>ACTUAL   | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET   | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|-----------------------|------------------|------------------|---------------------|-------------------|------------------|-------------------|------------------------|
| Personnel             | 1,299,880        | 1,448,508        | 1,000,585           | 1,463,890         | 1,603,192        | 1,591,733         | (11,459)               |
| Operation Costs       | 951,929          | 1,045,099        | 815,742             | 1,389,546         | 1,303,888        | 2,753,081         | 1,449,193              |
| Interest Expense      | 386,962          | 664,708          | 491,753             | 734,871           | 734,871          | 931,440           | 196,569                |
| Depreciation          | 627,690          | 668,530          | 528,240             | 674,966           | 676,198          | 880,368           | 204,170                |
| Taxes                 | 47,769           | 56,069           | 153,944             | 44,143            | 51,263           | 29,123            | (22,140)               |
| Transfers - PILOT     | 1,020,430        | 1,068,160        | 719,231             | 1,225,197         | 1,246,129        | 1,409,756         | 163,627                |
| Other Expenses        | 552,462          | 539,539          | (43,052)            | 544,002           | 558,056          | 565,734           | 7,678                  |
| <b>Total Expenses</b> | <b>4,887,123</b> | <b>5,490,614</b> | <b>3,666,443</b>    | <b>6,076,616</b>  | <b>6,173,598</b> | <b>8,161,235</b>  | <b>1,987,638</b>       |

| OPERATING RESULTS           | 2023<br>ACTUAL   | 2024<br>ACTUAL   | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET   | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|-----------------------------|------------------|------------------|---------------------|-------------------|------------------|-------------------|------------------------|
| Total Revenues              | 5,973,978        | 7,189,499        | 4,457,356           | 7,498,139         | 7,432,259        | 8,602,624         | 1,170,365              |
| Total Expenses              | 4,887,123        | 5,490,614        | 3,666,443           | 6,076,616         | 6,173,598        | 8,161,235         | 1,987,638              |
| <b>Net Operating Result</b> | <b>1,086,855</b> | <b>1,698,885</b> | <b>790,913</b>      | <b>1,421,523</b>  | <b>1,258,661</b> | <b>441,388</b>    | <b>(817,272)</b>       |



| PERSONNEL BY DIVISION  | 2023<br>ACTUAL | 2024<br>ACTUAL | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|-------------------|------------------------|
| Electric Utility       | 19.87          | 19.05          | 19.66               | 19.66             | 19.66          | 20.02             | 0.36                   |
| <b>Total Personnel</b> | <b>19.87</b>   | <b>19.05</b>   | <b>19.66</b>        | <b>19.66</b>      | <b>19.66</b>   | <b>20.02</b>      | <b>0.36</b>            |

| EXPENSES BY DIVISION     | 2023<br>ACTUAL    | 2024<br>ACTUAL    | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET    | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|--------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-------------------|------------------------|
| Distribution             | 25,214,334        | 24,301,680        | 18,345,069          | 26,034,930        | 26,933,329        | 26,729,439        | (203,890)              |
| Customer Accounts        | 398,867           | 418,127           | 326,461             | 452,165           | 471,545           | 527,800           | 56,255                 |
| Sales                    | 83,278            | 72,397            | 47,073              | 73,024            | 72,158            | 81,774            | 9,616                  |
| Administrative & General | 1,202,225         | 1,249,774         | 905,293             | 1,417,230         | 1,455,087         | 1,552,853         | 97,766                 |
| Depreciation             | 1,745,686         | 1,851,930         | 1,524,312           | 2,358,842         | 2,230,840         | 2,826,459         | 595,619                |
| Taxes                    | 1,061,297         | 1,158,050         | 939,874             | 1,361,764         | 1,475,101         | 1,879,247         | 404,146                |
| Non Operating Expenses   | 417,089           | 985,242           | 576,416             | 1,142,080         | 1,133,844         | 1,153,479         | 19,635                 |
| <b>Total Expenses</b>    | <b>30,122,776</b> | <b>30,037,201</b> | <b>22,664,497</b>   | <b>32,840,034</b> | <b>33,771,904</b> | <b>34,751,052</b> | <b>979,148</b>         |

| EXPENSES BY CATEGORY  | 2023<br>ACTUAL    | 2024<br>ACTUAL    | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET    | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|-----------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-------------------|------------------------|
| Personnel             | 1,825,945         | 2,057,383         | 1,478,218           | 2,019,441         | 2,197,025         | 2,266,217         | 69,192                 |
| Operation Costs       | 25,072,759        | 23,984,596        | 18,145,677          | 25,957,907        | 26,735,094        | 26,625,649        | (109,445)              |
| Interest Expense      | 160,512           | 746,087           | 618,363             | 927,419           | 927,396           | 916,527           | (10,870)               |
| Depreciation          | 1,745,686         | 1,851,930         | 1,524,312           | 2,358,842         | 2,230,840         | 2,826,459         | 595,619                |
| Taxes                 | 147,321           | 177,044           | 221,484             | 137,999           | 177,286           | 151,855           | (25,431)               |
| Transfers - Pilot     | 913,976           | 981,006           | 718,390             | 1,223,765         | 1,297,815         | 1,727,392         | 429,577                |
| Other Expenses        | 256,578           | 239,154           | (41,947)            | 214,660           | 206,448           | 236,952           | 30,505                 |
| <b>Total Expenses</b> | <b>30,122,776</b> | <b>30,037,201</b> | <b>22,664,497</b>   | <b>32,840,034</b> | <b>33,771,904</b> | <b>34,751,052</b> | <b>979,148</b>         |

| OPERATING RESULTS           | 2023<br>ACTUAL   | 2024<br>ACTUAL   | 8/31/2025<br>ACTUAL | 2025<br>PROJECTED | 2025<br>BUDGET   | 2026<br>RECOMMEND | INCREASE<br>(DECREASE) |
|-----------------------------|------------------|------------------|---------------------|-------------------|------------------|-------------------|------------------------|
| Total Revenues              | 32,901,716       | 34,263,917       | 24,012,995          | 36,033,042        | 36,210,371       | 40,246,807        | 4,036,436              |
| Total Expenses              | 30,122,776       | 30,037,201       | 22,664,497          | 32,840,034        | 33,771,904       | 34,751,052        | 979,148                |
| <b>Net Operating Result</b> | <b>2,778,941</b> | <b>4,226,716</b> | <b>1,348,497</b>    | <b>3,193,008</b>  | <b>2,438,467</b> | <b>5,495,755</b>  | <b>3,057,288</b>       |



# SUN PRAIRIE

*revolves around you*



## 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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

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

## PERFORMANCE METRICS

**Programs, Services, and Activities utilized by 414 City of Sun Prairie residents in 2024:**

\*2025 data reflects information through June 30, 2025

|                              | 2020         | 2021         | 2022          | 2023          | 2024         | 2025* | GOAL                                                                 |
|------------------------------|--------------|--------------|---------------|---------------|--------------|-------|----------------------------------------------------------------------|
| Case Management              | 1,879        | 1,787        | 1,879<br>50%  | 2,087<br>65%  | 2,270<br>88% | 869   | 50% of intake referrals become case management clients               |
| Adult Day Center             | 5,431        | 6,565        | 7,319<br>44%  | 8,204<br>41%  | 8,507<br>44% | 5,144 | 50% of prospective client visits enroll in the program               |
| Supportive Home/Respite Care | 2,299<br>75% | 2,233<br>76% | 1,814<br>75%  | 2,355<br>72%  | 1,393<br>71% | 586   | Fill 75% of home care requests from city residents                   |
| Meals at Colonial Club       | 5,938        | 3,900        | 4,561<br>76%  | 4,530<br>77%  | 4,831<br>7%  | 3,351 | Increase average number of City residents who attend meal site by 5% |
| Meals Delivered              | 14,345       | 21,388       | 16,804<br>55% | 20,454<br>65% | 19,966       | 5,436 | Increase home deliveries to City residents by 5%                     |
| Transportation               | 4,491<br>27% | 4,106<br>23% | 4,605<br>16%  | 4,793<br>19%  | 6,838<br>43% | 3,052 | Increase ridership for City residents by 5%                          |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Colonial Club          | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Colonial Club                           | 240.0           | 250.0           | 173.3               | 260.0             | 260.0           | 260.0               | -                      |
| <b>Total Expenditures</b>               | <b>\$ 240.0</b> | <b>\$ 250.0</b> | <b>\$ 173.3</b>     | <b>\$ 260.0</b>   | <b>\$ 260.0</b> | <b>\$ 260.0</b>     | -                      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Contractual Services                    | 240.0           | 250.0           | 173.3               | 260.0             | 260.0           | 260.0               | -                      |
| <b>Total Expenditures</b>               | <b>\$ 240.0</b> | <b>\$ 250.0</b> | <b>\$ 173.3</b>     | <b>\$ 260.0</b>   | <b>\$ 260.0</b> | <b>\$ 260.0</b>     | -                      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 240.0             | 250.0             | 173.3               | 260.0             | 260.0             | 260.0               | -                      |
| <b>Net Operating Result</b>      | <b>\$ (240.0)</b> | <b>\$ (250.0)</b> | <b>\$ (173.3)</b>   | <b>\$ (260.0)</b> | <b>\$ (260.0)</b> | <b>\$ (260.0)</b>   | -                      |

## 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.

## 2026 BUDGET HIGHLIGHTS

- No notable changes to the budget.

## 2025 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  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Youth & Families       | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION  | 2020<br>Actual | 2021<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|---------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| \$ in '000s               |                |                |                     |                   |                |                     |                        |
| Youth & Families          | 18.7           | 19.3           | 1.3                 | 15.6              | 15.5           | 15.5                | (0.0)                  |
| <b>Total Expenditures</b> | <b>\$ 18.7</b> | <b>\$ 19.3</b> | <b>\$ 1.3</b>       | <b>\$ 15.6</b>    | <b>\$ 15.5</b> | <b>\$ 15.5</b>      | <b>\$ (0.0)</b>        |

| EXPENDITURES BY CATEGORY  | 2020<br>Actual | 2021<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|---------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| \$ in '000s               |                |                |                     |                   |                |                     |                        |
| Personnel                 | 3.4            | 3.1            | 1.1                 | 4.8               | 4.7            | 4.7                 | 0.0                    |
| Materials & Supplies      | 1.4            | 4.5            | 0.2                 | 2.5               | 2.5            | 2.5                 | -                      |
| Contractual Services      | 13.9           | 11.5           | -                   | 8.0               | 8.0            | 7.9                 | (0.0)                  |
| Professional Development  | 0.1            | 0.3            | -                   | 0.3               | 0.3            | 0.3                 | -                      |
| <b>Total Expenditures</b> | <b>\$ 18.7</b> | <b>\$ 19.3</b> | <b>\$ 1.3</b>       | <b>\$ 15.6</b>    | <b>\$ 15.5</b> | <b>\$ 15.5</b>      | <b>\$ (0.0)</b>        |

| OPERATING RESULTS           | 2020<br>Actual   | 2021<br>Actual   | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget   | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------|------------------|------------------|---------------------|-------------------|------------------|---------------------|------------------------|
| \$ in '000s                 |                  |                  |                     |                   |                  |                     |                        |
| Total Revenues              | -                | -                | -                   | -                 | -                | -                   | -                      |
| Total Expenditures          | 18.7             | 19.3             | 1.3                 | 15.6              | 15.5             | 15.5                | (0.0)                  |
| <b>Net Operating Result</b> | <b>\$ (18.7)</b> | <b>\$ (19.3)</b> | <b>\$ (1.3)</b>     | <b>\$ (15.6)</b>  | <b>\$ (15.5)</b> | <b>\$ (15.5)</b>    | <b>\$ 0.0</b>          |

## 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 several schools in Sun Prairie. Starting in August 2025, investment for the Community Schools strategy at the three middle schools was discontinued and reallocated to support the four Elementary Community Schools sites (Creekside Elementary, Westside Elementary, CH Bird Elementary, Northside Elementary) and Prairie Phoenix Academy. In 2025-26, two additional elementary sites will be identified for the Community Schools strategy and they will begin this work in 2026-27. Sun Prairie Community Schools transforms a school into a place where educators, local community members, families, and students work together to strengthen conditions for student learning and healthy development. By identifying root causes of challenges negatively impacting students, Community Schools organizes in- and out-of-school resources, supports, and opportunities so that young people in our community 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 all 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.

Starting in April 2024, the Aligned Futures Committee gathered to align metrics across national research, City of Sun Prairie expectations and Sun Prairie Area School District Board of Education expectations. This resulted in an agreed upon set of metrics that will be implemented starting in 2025-26. The report below showcases measurements on KPI for 2024-25 and the Aligned Futures metrics for Community Schools are included at the bottom - these will be used for the 2025-26 school year.

| Key Performance Indicators                                                                                                                                     | 2021          | 2022              | 2023             | 2024         | 2025*        | 2025 (year-end) | Goal |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|------------------|--------------|--------------|-----------------|------|
| 1.) Increase the number of participants by 20%                                                                                                                 | 148           | 355<br>139.9<br>% | 431<br>21.4<br>% | 431<br>21.4% | 431<br>21.4% | 484<br>12%      |      |
| 2.) 5% Growth in academic performance (reading).                                                                                                               | -             | -                 | 5.4%             | 5.4%         | 5.4%         | 2%              |      |
| 3.) 5% Growth in academic performance (math).                                                                                                                  | -             | -                 | 2.6%             | 2.6%         | 2.6%         | 12%             |      |
| 4.) Growth in social emotional learning, based 68% or higher of students identified as "risk unlikely" on SAEBERS assessment                                   | -             | -                 | 65%              | 65%          | 65%          | 69%             |      |
| 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%          | 78%          | 74%             |      |
| 6.) Adult education programming will see a program vacancy rate of no less than 50%                                                                            | -             | -                 | 22%              | 22%          | 22%          | 20%             |      |
| 7.) Increase the number of unduplicated families served by 25% at school-based food pantries                                                                   | 971<br>416.5% | 728<br>-25.0%     | 811<br>11.4%     | 1000<br>23%  | 1000<br>23%  | 1483<br>48%     |      |



## 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<br>139.9% | 431<br>21.4% | 431<br>21.4% | 517<br>20%      | 517<br>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<br>416.5% | 728<br>-25.0% | 811<br>11.4% | 1000<br>23%  | 1015<br>25.1%   | 1015<br>25.1% |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Youth Programs         | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Youth Programs                          | 130.0           | 130.0           | -                   | 130.0             | 130.0           | 130.0               | -                      |
| <b>Total Expenditures</b>               | <b>\$ 130.0</b> | <b>\$ 130.0</b> | -                   | <b>\$ 130.0</b>   | <b>\$ 130.0</b> | <b>\$ 130.0</b>     | -                      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Contractual Services                    | 130.0           | 130.0           | -                   | 130.0             | 130.0           | 130.0               | -                      |
| <b>Total Expenditures</b>               | <b>\$ 130.0</b> | <b>\$ 130.0</b> | -                   | <b>\$ 130.0</b>   | <b>\$ 130.0</b> | <b>\$ 130.0</b>     | -                      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 130.0             | 130.0             | -                   | 130.0             | 130.0             | 130.0               | -                      |
| <b>Net Operating Result</b>      | <b>\$ (130.0)</b> | <b>\$ (130.0)</b> | -                   | <b>\$ (130.0)</b> | <b>\$ (130.0)</b> | <b>\$ (130.0)</b>   | -                      |

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, support, 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.

2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2025 BUDGET OVERVIEW

- ✓ Increased funding support by \$30,000 to support the continuation of their housing support services to sustain and grow housing navigation and case management services to families and individuals. 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.  
\*2025 data reflects information through June 30, 2025

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

Key Performance Indicators

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

| 2020 | 2021 | 2022 | 2023 | 2024 | 2025 (through June 30, 2025) | Goal |
|------|------|------|------|------|------------------------------|------|
| N/A  | N/A  | 87%  | 71%  | 72%  | 63%                          | 75%  |
- Provide information or referrals to programs for 100% of calls and visits seeking housing-related assistance.

| 2020 | 2021 | 2022 | 2023 | 2024 | 2025 (through June 30, 2025) | Goal |
|------|------|------|------|------|------------------------------|------|
| 394  | 381  | 316  | 531  | 574  | 226                          | 100% |

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

Key Performance Indicators

- Stock and maintain food pantries within eight schools at minimum

| 2020 | 2021 | 2022 | 2023 | 2024 | 2025 (through June 30, 2025) | Goal |
|------|------|------|------|------|------------------------------|------|
| N/A  | N/A  | N/A  | 8    | 8    | 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   | 2025 (through June 30, 2025) | Goal   |
|------|------|-------|-------|--------|------------------------------|--------|
| N/A  | N/A  | 5,285 | 7,927 | 14,293 | 7,468                        | 14,000 |

3. Provide access to free food and personal care items through household visits to the food pantry for anyone seeking assistance.

| 2020   | 2021   | 2022   | 2023   | 2024   | 2025 (through June 30, 2025) | Goal   |
|--------|--------|--------|--------|--------|------------------------------|--------|
| 20,343 | 15,572 | 27,679 | 53,541 | 73,152 | 38,349                       | 73,000 |

4. Provide a free weekly to anyone in need through Sunshine Supper.

| 2020   | 2021   | 2022   | 2023   | 2024   | 2025 (through June 30, 2025) | Goal   |
|--------|--------|--------|--------|--------|------------------------------|--------|
| 25,900 | 29,900 | 18,190 | 20,513 | 22,585 | 11,704                       | 22,000 |

**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.

| 2020 | 2021 | 2022 | 2023 | 2024 | 2025 (through June 30, 2025) | Goal |
|------|------|------|------|------|------------------------------|------|
| 5    | 5    | 5    | 5    | 5    | 5                            | 5    |

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

| 2020  | 2021  | 2022  | 2023  | 2024  | 2025 (through June 30, 2025) | Goal  |
|-------|-------|-------|-------|-------|------------------------------|-------|
| 1,204 | 1,082 | 1,002 | 1,763 | 3,665 | 2,081                        | 1,500 |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Human Services         | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Human Services                          | 379.4           | 172.4           | 72.3                | 72.3              | 72.3           | 40.6                | (31.7)                 |
| <b>Total Expenditures</b>               | <b>\$ 379.4</b> | <b>\$ 172.4</b> | <b>\$ 72.3</b>      | <b>\$ 72.3</b>    | <b>\$ 72.3</b> | <b>\$ 40.6</b>      | <b>\$ (31.7)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Contractual Services                    | 379.4           | 172.4           | 72.3                | 72.3              | 72.3           | 40.6                | (31.7)                 |
| <b>Total Expenditures</b>               | <b>\$ 379.4</b> | <b>\$ 172.4</b> | <b>\$ 72.3</b>      | <b>\$ 72.3</b>    | <b>\$ 72.3</b> | <b>\$ 40.6</b>      | <b>\$ (31.7)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget   | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                | -                   | -                      |
| Total Expenditures               | 379.4             | 172.4             | 72.3                | 72.3              | 72.3             | 40.6                | (31.7)                 |
| <b>Net Operating Result</b>      | <b>\$ (379.4)</b> | <b>\$ (172.4)</b> | <b>\$ (72.3)</b>    | <b>\$ (72.3)</b>  | <b>\$ (72.3)</b> | <b>\$ (40.6)</b>    | <b>\$ 31.7</b>         |



**SUN PRAIRIE**

*revolves around you*



MISSION

Prairie Music & Arts (PMA) is a community-based non-profit 501(c)(3) arts organization, which strives to inspire and enrich lives through engaging artistic experiences—fostering creativity, promoting lifelong appreciation for the arts, and elevating the arts for the betterment of society.

DESCRIPTION

As a community arts organization, PMA has offered high-quality arts education throughout Sun Prairie and the Dane County area since 1999. Prioritizing accessibility, programs go directly to youth and adults in schools, community centers, and outdoor places, primarily at no cost to participants. Anchor programs led by or co-created through partnerships include:

- Sun Prairie Creates—a collaboration between Prairie Music & Arts and Sun Prairie Community Schools that exposes youth to culturally responsive arts-based programming for grades 2-8.
- GO-CART—A community, arts, and recreation trailer in partnership with the Sun Prairie Parks, Recreation & Forestry Department that goes directly to city parks and community events, offering enriching arts and recreation activities.
- Summer Art Kits—take-home art kits distributed to youth at meal distribution centers during the summer months.
- Make Music Sun Prairie—A global and local annual music festival held on June 21st, which takes place at businesses, community centers, and outdoor spaces throughout Sun Prairie.
- Additional 2025 projects included a community mural displayed at Cannery Square and the Beyond O’Keeffe art exhibit; both projects were held during June Arts Month alongside Mural Fest.

Funds provided by the City of Sun Prairie help support Prairie Music & Arts operations and programming.

2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2025 BUDGET OVERVIEW

- ✓ Provided \$20,000 in one-time funding and \$5,000 in annual funding to support Prairie Music & Arts.

PERFORMANCE METRICS

Prairie Music & Arts measures the effectiveness of its programs and service model through the following metrics.  
\*2025 data reflects information through July 30, 2025

Increase access to creative experiences that support youth development, quality of life, and the community.  
Key Performance Indicators

|    |                                                                                                       |      |      |      |      |                              |      |
|----|-------------------------------------------------------------------------------------------------------|------|------|------|------|------------------------------|------|
| 1. | Programming will be primarily offered at no cost to participants.                                     |      |      |      |      |                              | Goal |
|    | 2020                                                                                                  | 2021 | 2022 | 2023 | 2024 | 2025 (through July 30, 2025) |      |
|    | N/A                                                                                                   | N/A  | 20%  | 95%  | 95%  | 100%                         | 90%  |
| 2. | Distribute free art kits to kids in partnership with meal delivery during the summer (#kits offered). |      |      |      |      |                              | Goal |
|    | 2020                                                                                                  | 2021 | 2022 | 2023 | 2024 | 2025 (through July 30, 2025) |      |
|    | 300                                                                                                   | N/A  | N/A  | N/A  | 1100 | 1150                         | 1000 |

|    |                                                                                                              |      |      |      |      |                              |      |
|----|--------------------------------------------------------------------------------------------------------------|------|------|------|------|------------------------------|------|
| 3. | Number of youth directly reached.                                                                            |      |      |      |      |                              |      |
|    | 2020                                                                                                         | 2021 | 2022 | 2023 | 2024 | 2025 (through July 30, 2025) | Goal |
|    | 125                                                                                                          | 150  | 170  | 140  | 1000 | 1200                         | 1000 |
| 4. | Coordinate and/or participate in 20 community-wide events annually.                                          |      |      |      |      |                              |      |
|    | 2020                                                                                                         | 2021 | 2022 | 2023 | 2024 | 2025 (through July 30, 2025) | Goal |
|    | N/A                                                                                                          | N/A  | 2    | 3    | 16   | 24                           | 20   |
| 5. | Maintains partnerships with a minimum of five community entities to expand access to artistic opportunities. |      |      |      |      |                              |      |
|    | 2020                                                                                                         | 2021 | 2022 | 2023 | 2024 | 2025 (through July 30, 2025) | Goal |
|    | N/A                                                                                                          | 3    | 3    | 4    | 5    | 6                            | 5    |

**Develop programming that is artistically immersive, collaborative, and culturally-responsive.**

Key Performance Indicators

|    |                                                                                              |      |      |      |      |                              |      |
|----|----------------------------------------------------------------------------------------------|------|------|------|------|------------------------------|------|
| 1. | Number of artistic disciplines offered that promote individual and collaborative expression. |      |      |      |      |                              |      |
|    | 2020                                                                                         | 2021 | 2022 | 2023 | 2024 | 2025 (through July 30, 2025) | Goal |
|    | 3                                                                                            | 3    | 3    | 3    | 5    | 6                            | 6    |
| 2. | Number of projects featuring culturally-responsive artistic disciplines.                     |      |      |      |      |                              |      |
|    | 2020                                                                                         | 2021 | 2022 | 2023 | 2024 | 2025 (through July 30, 2025) | Goal |
|    | 0                                                                                            | 0    | 0    | 0    | 3    | 3                            | 5    |



| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Human Services         | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Human Services                          | -              | -              | 25.0                | 25.0              | 25.0           | 5.0                 | (20.0)                 |
| <b>Total Expenditures</b>               | -              | -              | <b>\$ 25.0</b>      | <b>\$ 25.0</b>    | <b>\$ 25.0</b> | <b>\$ 5.0</b>       | <b>\$ (20.0)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Contractual Services                    | -              | -              | 25.0                | 25.0              | 25.0           | 5.0                 | (20.0)                 |
| <b>Total Expenditures</b>               | -              | -              | <b>\$ 25.0</b>      | <b>\$ 25.0</b>    | <b>\$ 25.0</b> | <b>\$ 5.0</b>       | <b>\$ (20.0)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget   | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|----------------|----------------|---------------------|-------------------|------------------|---------------------|------------------------|
| Total Revenues                   | -              | -              | -                   | -                 | -                | -                   | -                      |
| Total Expenditures               | -              | -              | 25.0                | 25.0              | 25.0             | 5.0                 | (20.0)                 |
| <b>Net Operating Result</b>      | -              | -              | <b>\$ (25.0)</b>    | <b>\$ (25.0)</b>  | <b>\$ (25.0)</b> | <b>\$ (5.0)</b>     | <b>\$ 20.0</b>         |



# SUN PRAIRIE

*revolves around you*



## **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.

## **2026 BUDGET HIGHLIGHTS**

- There are no notable changes in the budget.

## **2025 BUDGET OVERVIEW**

- ✓ There are no notable changes.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Cemetery               | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

[illegible][illegible][illegible]

## 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. The library broke ground for the expansion and renovation construction project in June 2024. To accommodate construction, the library has adjusted hours. During this time, the library is open 62 hours per week. The library was closed for two weeks in June 2025 after Phase 1 was complete to accommodate the move-in and transition into Phase 2 of the renovation.

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

## 2026 BUDGET HIGHLIGHTS

- Additional \$56,298 in revenue from county aid.
- Increased cost to continue budget for facility-related operational expenses, collections, and programming tied to SPPL addition & remodel capital improvement project.

## 2025 BUDGET OVERVIEW

One-time fund balance initiatives totaling \$182,449 supported:

- ✓ Capital campaign expenses (\$20,000).
- ✓ Furniture and equipment (\$72,500).
- ✓ Marketing and communication projects (\$5,000).
- ✓ Training and service for new AV system (\$7,677).
- ✓ IT replacement (\$77,200).

## PERFORMANCE METRICS

Council Strategic Priority: **Human Services**

\*2025 data reflects information through June 30, 2025

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, in which a wide range of literary and informational interests, needs, and formats are represented. The library is in the renovation phase of the expansion and renovation construction project and is in a position to add more items to the youth and teen collections now that the addition is complete. However, current space constraints during the renovation phase limit the library's ability to meet this goal for the adult collections. SPPL will use the next 8 months to add more items and more collection types to the Youth and Teen collection, prepare for emerging collections, such as a new Library of Things collection, and prepare the adult collection for the next phase of the renovation process. Our goal in 2025 will be to maintain our collection size. Post construction, we will resume growing the collection by at least 3% annually to keep pace with community growth.
- Increase visitors annually by 3%. The disruption from construction will affect the ability to meet this goal in latter half of 2025 and in first half of 2026 due to closures during renovation and transition phases. The short-term goal for 2025 and 2026 will be to stay within a 5% decrease in annual visits as compared to 2024. One of the goals of the expansion and renovation project is to ensure spaces are welcoming and accessible for residents of all identities and abilities. Post-construction, we will resume a goal of at least a 3% increase in visitors annually.

| Measure                            | 2020            | 2021            | 2022           | 2023            | 2024           | 2025*   | 2025 (year-end) | GOAL    |
|------------------------------------|-----------------|-----------------|----------------|-----------------|----------------|---------|-----------------|---------|
| Physical Collection Size           | 144,785<br>2.4% | 146,665<br>1.2% | 146,859<br>.1% | 146,130<br>-.5% | 140,339<br>-4% | 134,955 | 137,000         | 139,000 |
| Circulation from SPPL collection   | 57%             | 62%             | 75%            | 74%             | 73%            | 73%     | 73%             | 75%     |
| Library Visitors<br>.vs Prior Year | 77,107<br>-66%  | 90,348<br>17%   | 173,614<br>92% | 189,475<br>9%   | 221,887<br>17% | 106,179 | 210,000         | 210,000 |

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 2025, SPPL invested time and resources in the creation of promotional materials for the community. Marketing projects in 2025 included: 1) an updated SPPL Welcome Booklet in English, Spanish, and Hmong with the new floorplan, 2) physical signage as well as traditional and electronic communication to keep patrons and community members up to date on operational changes, 3) further utilizing tools within the *LibraryAware* subscription, including a monthly digital library newsletter, allowing for a broader reach, 4) collaboration with the SPPL Foundation and Friends of the SPPL for special events and newsletters, and 5) an updated library card with the SPPL logo.

The following measurement goals will help to demonstrate this outcome:

- 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 3% increase in circulation across all formats combined to ensure informational and literacy needs are being met through the library's collection. 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 3% increase in 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, business and investments, foreign language skills, early and school aged literacy skills, and readers' advisory for all ages. Not all databases are able to provide mid-year usage data.
- Maintain a 5% growth per year in digital circulation as patrons discover and use new and emerging platforms. In addition to Overdrive/Libby, SPPL offers additional copies of e-audio and e-books through the Individual Overdrive Advantage program, significantly shortening wait times. SPPL also offers Kanopy, a digital video streaming service.

Disruptions due to construction will limit the ability to maintain usage levels for on-site services and resources. 2025 goals reflect the temporary disruption.

| Measure                                          | 2020    | 2021    | 2022    | 2023    | 2024    | 2025*   | 2025 (year-end) | GOAL    |
|--------------------------------------------------|---------|---------|---------|---------|---------|---------|-----------------|---------|
| Public Internet & Wi-Fi                          | 148,408 | 239,543 | 421,891 | 480,758 | 424,069 | 209,814 | 402,000         | 402,000 |
| Registered Library Users & internet guest passes | 22,450  | 23,618  | 22,688  | 26,230  | 29,891  | 29,891  | 29,981          | 29,981  |
| Total Circulation                                | 385,825 | 418,635 | 646,979 | 664,468 | 676,349 | 311,549 | 622,000         | 642,000 |
| Digital Circulation                              | 102,487 | 104,397 | 110,193 | 123,800 | 140,572 | 65,750  | 131,500         | 133,500 |
| Digital Resources (Databases)                    | 23,173  | 39,690  | 20,893  | 23,316  | 31,934  | 22,738  | 32,000          | 32,000  |

**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.

Three full-time staffing positions within 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 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. This year, SPPL was able to launch a new Home Delivery Service to community members that are unable to visit the library in person. This new service is in addition to visits to senior residences and outreach at community events.

The library's Youth Services team continues to host field trips to all SPASD 5<sup>th</sup> graders. These field trips continue to increase the number of registered borrowers and engagement with throughout the year.

Throughout the construction period, the Youth Services department has been working closely with the SPPL Technical Services department to reorganize collections for enhanced access based on collection development best practices as we move into our expanded spaces.

The library continues to partner with the Dane County Library Service for Dream Bus Mobile Library service across the city, with regular weekly stops to the Element on Main and Rolling Prairie apartments, as well as C.H. Bird Elementary School, Central Heights Middle School, and Westside Elementary School. In addition to regular weekly and monthly stops, the Dream Bus visits large community gatherings such as Summer Farmer's Market, Juneteenth, Pridefest, and the Multicultural Fair.

Disruptions due to construction will limit the ability to maintain programming and reference transactions levels and meet growth goals. For 2025, the goal will be to stay within a 5% decrease in reference transactions and within 50% of our 2024 program offering and attendance. Post-construction, SPPL looks forward to resuming a 3% annual growth in program offerings and attendance.

| Measure                                                     | 2020   | 2021    | 2022   | 2023   | 2024   | 2025*  | 2025 (year-end) | GOAL   |
|-------------------------------------------------------------|--------|---------|--------|--------|--------|--------|-----------------|--------|
| Youth, teen, and adult summer library program participation | 1,940  | 2,008   | 3,433  | 3,792  | 3,227  | 2,440  | 3,000           | 3,065  |
| Youth, adult, and multigenerational program attendance      | 20,781 | 12,174* | 22,937 | 24,482 | 27,942 | 8604   | 12,906          | 13,971 |
| Reference Transactions                                      | 28,626 | 33,182  | 44,300 | 52,637 | 55,753 | 24,171 | 48,342          | 52,965 |
| *Outreach                                                   | 531    | 1,381   | 3,026  | 12,223 | 10,445 | 5,685  | 8,097           | 10,768 |

\*As per instructions from the Department of Public Instruction, outreach visits are no longer counted as programs. Outreach numbers from 2020-2022 reflect Dream Bus visits. Program attendance numbers for 2020-2022 include outreach visits. 2023 outreach numbers include Dream Bus visits along with other outreach and community engagement activities.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Library                | 23.4           | 23.4           | 24.2                | 24.2              | 24.2           | 26.2                | 2.0                    |
| <b>Total Personnel</b> | <b>23.4</b>    | <b>23.4</b>    | <b>24.2</b>         | <b>24.2</b>       | <b>24.2</b>    | <b>26.2</b>         | <b>2.0</b>             |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Library                                 | 2,812.8           | 2,764.6           | 1,994.0             | 3,069.3           | 3,190.2           | 3,454.6             | 264.4                  |
| <b>Total Expenditures</b>               | <b>\$ 2,812.8</b> | <b>\$ 2,764.6</b> | <b>\$ 1,994.0</b>   | <b>\$ 3,069.3</b> | <b>\$ 3,190.2</b> | <b>\$ 3,454.6</b>   | <b>\$ 264.4</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 1,871.3           | 2,022.4           | 1,447.4             | 2,101.5           | 2,194.1           | 2,400.9             | 206.8                  |
| Materials & Supplies                    | 397.2             | 402.1             | 234.9               | 455.8             | 454.3             | 553.0               | 98.7                   |
| Contractual Services                    | 500.5             | 297.0             | 218.4               | 311.5             | 333.9             | 382.6               | 48.7                   |
| Professional Development                | 5.1               | 16.8              | 3.9                 | 8.0               | 10.3              | 25.3                | 15.0                   |
| Capital Items                           | 38.8              | 26.3              | 89.4                | 192.5             | 197.6             | 92.8                | (104.8)                |
| Transfers                               | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 2,812.8</b> | <b>\$ 2,764.6</b> | <b>\$ 1,994.0</b>   | <b>\$ 3,069.3</b> | <b>\$ 3,190.2</b> | <b>\$ 3,454.6</b>   | <b>\$ 264.4</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual      | 2024<br>Actual      | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Total Revenues                   | 672.2               | 781.1               | 886.3               | 885.9               | 891.6               | 963.1               | 71.5                   |
| Transfer In                      | -                   | -                   | -                   | -                   | -                   | -                   | -                      |
| Total Expenditures               | 2,812.8             | 2,764.6             | 1,994.0             | 3,069.3             | 3,190.2             | 3,454.6             | 264.4                  |
| <b>Net Operating Result</b>      | <b>\$ (2,140.7)</b> | <b>\$ (1,983.5)</b> | <b>\$ (1,107.8)</b> | <b>\$ (2,183.4)</b> | <b>\$ (2,298.6)</b> | <b>\$ (2,491.5)</b> | <b>\$ (192.9)</b>      |



## MISSION

A division of the Parks, Recreation & Forestry Department, 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, including the Sun Prairie Area School District, in fulfillment of its mission and utilizes volunteers to assist with all aspects of museum programs and services.

## 2026 BUDGET HIGHLIGHTS

- Maintain and continuously improve core services including collections management, educational programming and exhibitions, and facilitating access to materials for research purposes.
- Expand web-based access to museum collections through PastPerfect Web Edition and Recollection Wisconsin.
- Partner with local organizations to continue increasing the number of Sun Prairie residents served through programming and events.
- Continue to utilize volunteer skills and talents to advance museum initiatives.

## 2025 BUDGET OVERVIEW

- ✓ Implemented use of Recollection Wisconsin to provide digital access to select manuscript holdings.
- ✓ Increased volunteer engagement to support museum projects and initiatives.
- ✓ Expanded programming and events in partnership with local organizations.
- ✓ Began implementing recommendations received through the Museum Assessment Program facilitated by the American Alliance of Museums.
- ✓ Installed a small gift shop and partnered with local organizations to sell split-profit items at low or no financial investment from the Museum.

## PERFORMANCE METRICS

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

\*2025 data reflects information through June 30, 2025

### 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 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                                                 | 2020    | 2021    | 2022     | 2023     | 2024     | 2025*    | 2025<br>(year-end) | 2025<br>GOAL |
|----------------------------------------------------------------------------|---------|---------|----------|----------|----------|----------|--------------------|--------------|
| 1.) Maintain a total cost recovery level of 5% (direct and indirect costs) | N/A     | N/A     | <1%      | 1.5%     | 1.7%     | 0.8%     | 3%                 | 5%           |
| 2.) Realize savings of \$25,000 in wages and benefits due to volunteers    | \$4,946 | \$7,834 | \$17,245 | \$25,876 | \$26,331 | \$14,898 | \$29,796           | \$25,000     |
| 3.) Confirm the physical location of 10% of the collections                | N/A     | N/A     | N/A      | N/A      | N/A      | 6.7%     | 10%                | 10%          |

### 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                                       | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025<br>(year-end) | 2025 GOAL |
|------------------------------------------------------------------|------|------|------|------|------|-------|--------------------|-----------|
| 1.) Maintain no less than 15 collaborative partnerships annually | N/A  | N/A  | 4    | 17   | 15   | 13    | 18                 | 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                                   | 2020 | 2021 | 2022  | 2023  | 2024  | 2025* | 2025<br>(year-end) | 2025 GOAL |
|--------------------------------------------------------------|------|------|-------|-------|-------|-------|--------------------|-----------|
| 1.) Increase total visits by 10%                             | 321  | 936  | 2,142 | 3,266 | 3,641 | 2,326 | 4,000              | 4,000     |
| 2.) Engage 250 schoolchildren annually                       | N/A  | N/A  | 0     | 255   | 387   | 715   | 715                | 400       |
| 3.) Participate in a minimum of 15 community events annually | N/A  | 6    | 5     | 15    | 16    | 12    | 18                 | 15        |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Historical Museum      | 1.00           | 2.00           | 2.00                | 2.00              | 2.00           | 2.00                | -                      |
| <b>Total Personnel</b> | <b>1.00</b>    | <b>2.00</b>    | <b>2.00</b>         | <b>2.00</b>       | <b>2.00</b>    | <b>2.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Historical Museum                       | 107.9           | 192.8           | 140.1               | 218.3             | 226.1           | 240.9               | 14.8                   |
| <b>Total Expenditures</b>               | <b>\$ 107.9</b> | <b>\$ 192.8</b> | <b>\$ 140.1</b>     | <b>\$ 218.3</b>   | <b>\$ 226.1</b> | <b>\$ 240.9</b>     | <b>\$ 14.8</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 66.4            | 163.5           | 122.5               | 177.4             | 182.2           | 207.2               | 25.0                   |
| Materials & Supplies                    | 6.6             | 15.0            | 6.6                 | 16.0              | 17.5            | 11.7                | (5.9)                  |
| Contractual Services                    | 15.9            | 9.3             | 7.2                 | 19.2              | 19.2            | 15.7                | (3.5)                  |
| Professional Development                | 1.5             | 5.0             | 3.8                 | 5.7               | 7.2             | 6.3                 | (0.9)                  |
| Capital Items                           | 17.6            | -               | -                   | -                 | -               | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 107.9</b> | <b>\$ 192.8</b> | <b>\$ 140.1</b>     | <b>\$ 218.3</b>   | <b>\$ 226.1</b> | <b>\$ 240.9</b>     | <b>\$ 14.8</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 3.2               | 3.2               | 2.4                 | 4.0               | 6.0               | 5.5                 | (0.5)                  |
| Total Expenditures               | 107.9             | 192.8             | 140.1               | 218.3             | 226.1             | 240.9               | 14.8                   |
| <b>Net Operating Result</b>      | <b>\$ (104.7)</b> | <b>\$ (189.5)</b> | <b>\$ (137.7)</b>   | <b>\$ (214.3)</b> | <b>\$ (220.1)</b> | <b>\$ (235.4)</b>   | <b>\$ (15.3)</b>       |



# SUN PRAIRIE

*revolves around you*



## 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.

## 2026 BUDGET HIGHLIGHTS

- Operate the newly renovated Family Aquatic Center
- Continue to expand GO-CART programming and services through new partnerships and revenue-generating rentals
- Expand Kids at the Park full day summer camp with focus on marketing plan
- Offer price and location accessible fitness/wellness programming for all ages
- Enhance current community event offerings to drive attendance

## 2025 BUDGET OVERVIEW

- ✓ Expanded the GO-CART program to include more events and sports clinics
- ✓ Continued to expand vendor-led programs by establishing new relationships
- ✓ Introduced full day summer camp at Wetmore Park
- ✓ Successful implementation of new registration and reservation software
- ✓ Expanded volunteer-led preschool and youth sports programs
- ✓ Hired a new Community Events and Development Manager
- ✓ Hibernation Hustle race registration was a record high
- ✓ Implemented revenue-generating in-house beer sales at special events

## PERFORMANCE METRICS

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

\*2025 data reflects information through June 30, 2025

### 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 | 2025* | 2025<br>(year-end) | GOAL |
|---------------------------------------------------------------------------------------|------|------|------|------|------|------|-------|--------------------|------|
| 1.) 20% of all Recreation & Event revenue will come from alternative revenue sources* | N/A  | N/A  | 31%  | 19%  | 20%  | 31%  | 16%   | 20%                | 20%  |
| 2.) Maintain a total cost recovery level of 40%** in Recreation & Events Divisions    | N/A  | N/A  | 30%  | 49%  | 43%  | 44%  | 41%   | 42%                | 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  | 2025* | 2025<br>(year-end) | GOAL  |
|------------------------------------------------------------------------------------------------|-------|-------|-------|-------|-------|-------|-------|--------------------|-------|
| 1.) Accumulate no less than 4,000 program enrollments annually                                 | 4,946 | 1,925 | 2,295 | 3,967 | 4,224 | 4,677 | 1,889 | 4,100              | 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%  | 3.9%  | 2%    | 3%                 | 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 | 2025* | 2025<br>(year-end) | GOAL |
|---------------------------------------------------------------------------------------------------------------|------|------|------|------|------|------|-------|--------------------|------|
| 1.) Maintain a program vacancy rate of less than 50%                                                          | 48%  | 83%  | 65%  | 68%  | 47%  | 48%  | 30%   | 40%                | <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%   | 98%                | >80% |
| 3.) Maintain no less than 50 collaborative partnerships annually                                              | 41   | 55   | 55   | 60   | 47   | 47   | 35    | 52                 | >50  |

| PERSONNEL BY DIVISION     | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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                | -                      |
| <b>Total Personnel</b>    | <b>4.00</b>    | <b>4.81</b>    | <b>5.09</b>         | <b>5.09</b>       | <b>5.09</b>    | <b>5.09</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Park & Rec Administration               | 599.4           | 652.0           | 553.5               | 799.2             | 814.2             | 796.0               | (18.2)                 |
| Adult Programs                          | 47.7            | 24.1            | 18.6                | 26.7              | 21.7              | 27.0                | 5.3                    |
| Preschool Programs                      | 23.6            | 45.7            | 32.3                | 47.6              | 41.9              | 55.2                | 13.3                   |
| Youth Programs                          | 67.2            | 81.1            | 77.2                | 94.2              | 83.8              | 123.8               | 40.0                   |
| Teen Programs                           | 6.8             | 9.7             | 8.3                 | 18.2              | 10.9              | 19.8                | 9.0                    |
| Concerts & Special Events               | 109.4           | 148.5           | 104.4               | 148.4             | 152.1             | 176.6               | 24.5                   |
| Family & Misc Programs                  | 26.2            | 5.2             | 4.2                 | 9.7               | 5.4               | 8.8                 | 3.4                    |
| <b>Total Expenditures</b>               | <b>\$ 880.3</b> | <b>\$ 966.3</b> | <b>\$ 798.5</b>     | <b>\$ 1,144.2</b> | <b>\$ 1,129.8</b> | <b>\$ 1,207.1</b>   | <b>\$ 77.3</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 682.7           | 948.1             | 620.3               | 886.5             | 897.7             | 900.1               | 2.4                    |
| Materials & Supplies                    | 67.3            | 63.3              | 41.8                | 55.5              | 60.5              | 68.4                | 7.9                    |
| Contractual Services                    | 121.5           | 127.4             | 99.8                | 153.2             | 122.8             | 174.4               | 51.6                   |
| Professional Development                | 8.8             | 8.5               | 9.6                 | 13.2              | 13.0              | 14.5                | 1.5                    |
| Transfers/Bad Debt                      | -               | -                 | -                   | -                 | -                 | -                   | -                      |
| Capital Items                           | -               | 3.9               | 27.0                | 35.8              | 35.8              | 49.8                | 14.0                   |
| <b>Total Expenditures</b>               | <b>\$ 880.3</b> | <b>\$ 1,151.2</b> | <b>\$ 798.5</b>     | <b>\$ 1,144.2</b> | <b>\$ 1,129.8</b> | <b>\$ 1,207.1</b>   | <b>\$ 77.3</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 566.5             | 656.7             | 273.2               | 405.6             | 379.9             | 487.9               | 108.0                  |
| Total Expenditures               | 880.3             | 1,151.2           | 798.5               | 1,144.2           | 1,129.8           | 1,207.1             | 77.3                   |
| <b>Net Operating Result</b>      | <b>\$ (313.8)</b> | <b>\$ (494.5)</b> | <b>\$ (525.3)</b>   | <b>\$ (738.6)</b> | <b>\$ (749.9)</b> | <b>\$ (719.2)</b>   | <b>\$ 30.7</b>         |



**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

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, an Aquatics Program Coordinator and three Head Lifeguards assist in facility and personnel management.

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.

## 2026 BUDGET HIGHLIGHTS

- Operational launch of renovated facility. Successfully reopen and operate the newly renovated facility with a revised staffing model.
- Continue to offer high quality swimming lessons with certified swim instructors.
- Broaden the aqua fitness program by introducing new class options to incorporate new features of the facility renovation.
- Reduction of annual operating costs by approximately \$90,000 due to renovation project.

## 2025 BUDGET OVERVIEW

- ✓ Implemented a pilot program to replace the traditional concession stand with vending machines.
- ✓ Hosted multiple well-attended special events including Splash and Sizzle Family Pool Party featuring a DJ, the annual Slide-a-Mile Challenge, Adult Swim and Dive-in Movie Night.
- ✓ Collaborated with local businesses and organizations to secure sponsorships and program support.
- ✓ Offered a consistent schedule of aqua fitness classes throughout the summer season.

## PERFORMANCE METRICS

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

\*2025 data reflects information through June 30, 2025

### 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 | 2025* | 2025 (year-end) | GOAL |
|--------------------------------------------------|------|------|------|------|------|------|-------|-----------------|------|
| 1.) Maintain a total cost recovery level of 50%* | 54%  | 5%   | 51%  | 34%  | 56%  | 53%  | 66%   | 53%             | 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           | 2025*           | 2025 (year-end) | GOAL           |
|----------------------------------------|------------------|------|------------------|-----------------|-----------------|----------------|-----------------|-----------------|----------------|
| 1.) Increase attendance by 5% annually | -19%<br>(18,840) | N/A  | -17%<br>(16,037) | 32%<br>(23,482) | -6%<br>(21,998) | 5%<br>(23,110) | -69%<br>(7,164) | 7%<br>(24,800)  | 5%<br>(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                                   | 2025*                                | 2025 (year-end) | GOAL |
|------------------------------------------------------------|--------------|------|--------------|---------------------------------------|---------------------------------------|----------------------------------------|--------------------------------------|-----------------|------|
| 1.) Maintain swimming lesson vacancy rate of less than 25% | 21%          | N/A  | 49%          | 28%                                   | 31%                                   | 32%                                    | 29%                                  | 32%             | 25%  |
| 2.) Increase season pass sales by 5% annually              | -3%<br>(144) | N/A  | -1%<br>(128) | 48%<br>(244)<br>12 scholarship passes | 13%<br>(277)<br>71 scholarship passes | -24%<br>(211)<br>82 scholarship passes | -18%<br>173<br>22 scholarship passes | 188             | 5%   |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Family Aquatic Center  | seasonal       | seasonal       | seasonal            | seasonal          | seasonal       | seasonal            |                        |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Family Aquatic Center                   | 360.5           | 372.3           | 325.5               | 366.2             | 393.6           | 313.5               | (80.1)                 |
| <b>Total Expenditures</b>               | <b>\$ 360.5</b> | <b>\$ 372.3</b> | <b>\$ 325.5</b>     | <b>\$ 366.2</b>   | <b>\$ 393.6</b> | <b>\$ 313.5</b>     | <b>\$ (80.1)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 247.5           | 257.8           | 242.3               | 253.7             | 282.8           | 239.0               | (43.8)                 |
| Materials & Supplies                    | 69.0            | 69.1            | 51.9                | 72.6              | 70.3            | 42.2                | (28.1)                 |
| Contractual Services                    | 40.7            | 42.0            | 29.4                | 38.2              | 38.0            | 29.8                | (8.3)                  |
| Professional Development                | 3.3             | 3.4             | 1.9                 | 1.7               | 2.5             | 2.6                 | 0.1                    |
| Capital Items                           | -               | -               | -                   | -                 | -               | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 360.5</b> | <b>\$ 372.3</b> | <b>\$ 325.5</b>     | <b>\$ 366.2</b>   | <b>\$ 393.6</b> | <b>\$ 313.5</b>     | <b>\$ (80.1)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 181.5             | 198.2             | 191.7               | 207.2             | 214.5             | 213.2               | (1.3)                  |
| Total Expenditures               | 360.5             | 372.3             | 325.5               | 366.2             | 393.6             | 313.5               | (80.1)                 |
| <b>Net Operating Result</b>      | <b>\$ (179.0)</b> | <b>\$ (174.1)</b> | <b>\$ (133.8)</b>   | <b>\$ (159.0)</b> | <b>\$ (179.1)</b> | <b>\$ (100.3)</b>   | <b>\$ 78.8</b>         |



# 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 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, and accessible for all. Staff regularly inspect and repair play equipment, athletic fields, shelters, paths, and green spaces and provide support to recreational programs, forestry services, as well as city-sponsored events.

## 2026 BUDGET HIGHLIGHTS

- Continue to address growing deferred maintenance needs at many city parks.
- 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 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.

## 2025 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.
- ✓ Adoption of the Comprehensive Outdoor Recreation Plan (CORP).
- ✓ Reintroduced prescribed fire to overgrown wildflower area in Sheehan Park and started an oak savannah restoration at Wyndham Hills Park.
- ✓ Complete Park asset GIS inventory which will allow us to make data-driven decisions regarding the maintenance and operation park assets.

## PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**

\*2025 data reflects projections on June 30, 2025

**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                                         | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025<br>(year-end) | GOAL |
|-------------------------------------------------------------------|------|------|------|------|------|-------|--------------------|------|
| 1.) Maintain a total cost recovery level of 5% for parks division | N/A  | N/A  | N/A  | 6%   | 4%   | 7%    | 5%                 | 5%   |
| 2.) 100% of park assets are inventoried in GIS                    | 0%   | 0%   | 0%   | 0%   | 44%  | 75%   | 100%               | 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                                                   | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025<br>(year-end) | GOAL |
|------------------------------------------------------------------------------|------|------|------|------|------|-------|--------------------|------|
| 1.) 100% of deficiencies listed in the ADA transition plan will be addressed | N/A  | N/A  | N/A  | N/A  | 19%  | 20%   | 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                                                                                                   | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025<br>(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  | 100% | 100% | 63%   | 100%               | 100% |
| 2.) Maintain no less than 50 collaborative partnerships annually                                                             | 55   | 55   | 60   | 65   | 34   | 55    | 55                 | 50   |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b> | <b>6.50</b>    | <b>7.00</b>    | <b>7.00</b>         | <b>7.00</b>       | <b>7.00</b>    | <b>7.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Parks Maintenance                       | 1,323.0           | 1,501.5           | 1,032.5             | 1,503.2           | 1,561.1           | 1,516.6             | (44.5)                 |
| <b>Total Expenditures</b>               | <b>\$ 1,323.0</b> | <b>\$ 1,501.5</b> | <b>\$ 1,032.5</b>   | <b>\$ 1,503.2</b> | <b>\$ 1,561.1</b> | <b>\$ 1,516.6</b>   | <b>\$ (44.5)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Personnel                               | 795.3             | 830.2             | 658.1               | 904.2             | 954.4             | 858.2               | (96.2)                 |
| Materials & Supplies                    | 448.4             | 522.1             | 315.4               | 501.7             | 506.8             | 555.3               | 48.5                   |
| Contractual Services                    | 67.5              | 117.2             | 54.0                | 89.5              | 92.2              | 95.5                | 3.3                    |
| Professional Development                | 7.2               | 5.1               | 5.1                 | 7.6               | 7.7               | 7.6                 | (0.1)                  |
| Capital Items                           | 4.6               | 26.8              | -                   | -                 | -                 | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 1,323.0</b> | <b>\$ 1,501.5</b> | <b>\$ 1,032.5</b>   | <b>\$ 1,503.2</b> | <b>\$ 1,561.1</b> | <b>\$ 1,516.6</b>   | <b>\$ (44.5)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual      | 2024<br>Actual      | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget      | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Total Revenues                   | 73.4                | 66.4                | 86.9                | 104.1               | 105.7               | 106.4               | 0.6                    |
| Total Expenditures               | 1,323.0             | 1,501.5             | 1,032.5             | 1,503.2             | 1,561.1             | 1,516.6             | (44.5)                 |
| <b>Net Operating Result</b>      | <b>\$ (1,249.6)</b> | <b>\$ (1,435.1)</b> | <b>\$ (945.6)</b>   | <b>\$ (1,399.1)</b> | <b>\$ (1,455.4)</b> | <b>\$ (1,410.2)</b> | <b>\$ 45.2</b>         |



**SUN PRAIRIE**

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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 provide 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. As of July 2025, the membership count at the Media Center totaled 160 members. In addition, roughly 100 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](https://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](https://tunein.com). In addition, hundreds of video and audio programs are available to watch and/or listen to on-demand online.

## 2026 BUDGET HIGHLIGHTS

- No notable changes to the budget.

## 2025 BUDGET OVERVIEW

- ✓ 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.
- ✓ Continued to invest in new equipment with mobile TV studio, TV control room switcher and iMac computers.
- ✓ Developed and implemented processes for community access to SPMC during construction phases at the Library.
- ✓ Implemented volunteer recruitment procedures to provide coverage of community events for engagement and entertainment purposes.
- ✓ Partnered with the Friends of Sun Prairie Media Center group who committed to purchasing a camcorder, case, tripod and wireless mics for volunteer/member use at the Media Center.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**  
\*2025 data reflects information through June 30, 2025

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           | 2020   | 2021  | 2022  | 2023  | 2024  | 2025*   | 2025 (year-end) | GOAL                                                  |
|-------------------|--------|-------|-------|-------|-------|---------|-----------------|-------------------------------------------------------|
| Volunteer Hours   | 5,854  | 8,120 | 7,893 | 8,503 | 6,321 | 3,412*  | 6,824           | Our goal is to maintain volunteer hours each year.    |
| YoY %             | -10.9% | 38.7% | -2.8% | 7.7%  | -26%  | -53.9%* | 7%              |                                                       |
| Programs Produced | 3,714  | 2,631 | 2,605 | 2,037 | 2,254 | 1,616*  | 3,232           | 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 for SPMC 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            | 2020     | 2021      | 2022     | 2023     | 2024     | 2025*     | 2025 (year-end) | GOAL                                                      |
|--------------------|----------|-----------|----------|----------|----------|-----------|-----------------|-----------------------------------------------------------|
| Additional Revenue | \$39,126 | \$100,562 | \$75,235 | \$89,571 | \$54,444 | \$11,666* | \$56,930        | Our current goal is to maintain existing revenue streams. |
| YoY %              | 6.7%     | 157%      | -25.1%   | 19%      | -39%     | -79%*     | .05%            |                                                           |

| PERSONNEL BY DIVISION    | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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                   |
| <b>Total Personnel</b>   | <b>3.88</b>    | <b>3.88</b>    | <b>4.00</b>         | <b>4.00</b>       | <b>4.00</b>    | <b>4.00</b>         | <b>0.00</b>            |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Sun Prairie Media Center                | 555.4           | 484.9           | 323.9               | -                 | 511.5           | 508.5               | (3.0)                  |
| <b>Total Expenditures</b>               | <b>\$ 555.4</b> | <b>\$ 484.9</b> | <b>\$ 323.9</b>     | <b>-</b>          | <b>\$ 511.5</b> | <b>\$ 508.5</b>     | <b>\$ (3.0)</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 481.8           | 408.2           | 265.1               | 386.2             | 382.2           | 435.0               | 52.8                   |
| Materials & Supplies                    | 21.6            | 29.0            | 34.8                | 55.6              | 55.6            | 48.4                | (7.2)                  |
| Contractual Services                    | 42.3            | 31.1            | 11.8                | 16.9              | 18.7            | 15.3                | (3.4)                  |
| Insurance                               | 3.5             | 3.6             | 3.8                 | 3.8               | 3.8             | 3.6                 | (0.3)                  |
| Professional Development                | 3.0             | 3.2             | 6.0                 | 5.6               | 5.8             | 6.2                 | 0.3                    |
| Capital Items                           | 3.1             | 9.7             | 2.4                 | 42.3              | 45.3            | -                   | (45.3)                 |
| <b>Total Expenditures</b>               | <b>\$ 555.4</b> | <b>\$ 484.9</b> | <b>\$ 323.9</b>     | <b>\$ 510.4</b>   | <b>\$ 511.5</b> | <b>\$ 508.5</b>     | <b>\$ (3.0)</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|-----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 545.1            | 482.9           | 315.9               | 473.9             | 511.6          | 445.7               | (65.9)                 |
| Total Expenditures               | 555.4            | 484.9           | 323.9               | 510.4             | 511.5          | 508.5               | (3.0)                  |
| <b>Net Operating Result</b>      | <b>\$ (10.3)</b> | <b>\$ (2.0)</b> | <b>\$ (8.0)</b>     | <b>\$ (36.5)</b>  | <b>\$ 0.1</b>  | <b>\$ (62.8)</b>    | <b>\$ (62.8)</b>       |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|
| Net Change in Fund Balance        | (27.1)          | (2.0)           | (8.0)               | (36.5)            | 0.1             | (62.8)              |
| Fund Balance Applied              | -               | -               | -                   | -                 | -               | 62.8                |
| Fund Balance - Beginning of Year  | 155.8           | 128.6           | 126.7               | 126.7             | 126.7           | 90.1                |
| <b>Fund Balance - End of Year</b> | <b>\$ 128.6</b> | <b>\$ 126.7</b> | <b>\$ 118.7</b>     | <b>\$ 90.1</b>    | <b>\$ 126.7</b> | <b>\$ 27.3</b>      |



# 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.

## 2026 BUDGET HIGHLIGHTS

- Begin construction of Schwellenbach Park.
- Begin construction of Town Hall Crossing Park.
- Begin construction of multi-use connection trail and open air shelter at West Prairie Village Park.
- Design and construction of a paved parking lot at Patrick Marsh Wildlife Area.

## 2025 BUDGET OVERVIEW

- ✓ Acquired Patrick Marsh Wildlife Area as a City Park.
- ✓ Officially accepted Schwellenbach Park and completed master planning of this park.
- ✓ Completed the construction of the Smith's Crossing Restroom and Shelter facility and opened it for the public.
- ✓ Began design services for future phases of Sunset Park, specifically, design for trails and an overlook area of Token Creek.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Park Impact Fee Fund   | 0              | 0              | 0                   | 0                 | 0              | 0                   | -                      |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Park Impact Fee Fund                    | 141.0           | 729.7           | 173.4               | 993.8             | 1,023.8           | 1,296.6             | 272.7                  |
| <b>Total Expenditures</b>               | <b>\$ 141.0</b> | <b>\$ 729.7</b> | <b>\$ 173.4</b>     | <b>\$ 993.8</b>   | <b>\$ 1,023.8</b> | <b>\$ 1,296.6</b>   | <b>\$ 272.7</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Materials & Supplies                    | -               | -               | -                   | -                 | -                 | -                   | -                      |
| Contractual Services                    | 38.0            | 5.6             | 8.6                 | 43.9              | 43.9              | -                   | (43.9)                 |
| Capital Items                           | 103.0           | 724.2           | 161.1               | 950.0             | 975.0             | 1,296.6             | 321.6                  |
| Transfers/Bad Debt                      | -               | -               | 3.8                 | -                 | 5.0               | -                   | (5.0)                  |
| <b>Total Expenditures</b>               | <b>\$ 141.0</b> | <b>\$ 729.7</b> | <b>\$ 173.4</b>     | <b>\$ 993.8</b>   | <b>\$ 1,023.8</b> | <b>\$ 1,296.6</b>   | <b>\$ 272.7</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-----------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 366.9           | 399.2             | 166.5               | 288.3             | 323.0             | 685.0               | 362.0                  |
| Transfer In                      | -               | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 141.0           | 729.7             | 173.4               | 993.8             | 1,023.8           | 1,296.6             | 272.7                  |
| <b>Net Operating Result</b>      | <b>\$ 225.9</b> | <b>\$ (330.5)</b> | <b>\$ (7.0)</b>     | <b>\$ (705.6)</b> | <b>\$ (700.8)</b> | <b>\$ (611.6)</b>   | <b>\$ 89.3</b>         |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------------|-------------------|-------------------|---------------------|-------------------|-----------------|---------------------|
| Net Change in Fund Balance        | 225.9             | (330.5)           | (7.0)               | (705.6)           | (700.8)         | (611.6)             |
| Fund Balance Applied              | -                 | -                 | -                   | -                 | 780.0           | 395.0               |
| Fund Balance - Beginning of Year  | 1,885.9           | 2,111.8           | 1,781.3             | 1,781.3           | 1,781.3         | 1,075.7             |
| <b>Fund Balance - End of Year</b> | <b>\$ 2,111.8</b> | <b>\$ 1,781.3</b> | <b>\$ 1,774.3</b>   | <b>\$ 1,075.7</b> | <b>\$ 300.4</b> | <b>\$ 69.1</b>      |

## 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.

## 2026 BUDGET HIGHLIGHTS

- Support 2<sup>nd</sup> Annual Mural Festival that celebrates art inspired by Georgia O'Keeffe, Wisconsin artists, and art activities.
- Allocate funds to Placer.ai to build a foundation for targeted marketing efforts that support transient visits and overnight stays.
- Allocate 2026 room tax to the Sun Prairie Chamber of Commerce as the tourism entity for the Commission to manage event grants and proactive overnight stay marketing expenditures.

## 2025 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**

\*2025 data reflects information through July 31, 2025

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

| Measure                 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | GOAL |
|-------------------------|------|------|------|------|------|------|------|------|
| Number of Grants Funded | 8    | 10   | 4    | 12   | 9    | 17   | 18   | 12   |

**TOURISM COMMISSION FUND**

| PERSONNEL BY DIVISION   | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Tourism Commission Fund | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b>  | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Tourism Commission Fund                 | 371.5           | 421.4           | 297.4               | 425.3             | 425.3           | 444.1               | 18.7                   |
| <b>Total Expenditures</b>               | <b>\$ 371.5</b> | <b>\$ 421.4</b> | <b>\$ 297.4</b>     | <b>\$ 425.3</b>   | <b>\$ 425.3</b> | <b>\$ 444.1</b>     | <b>\$ 18.7</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Contractual Services                    | 371.5           | 421.4           | 297.4               | 425.3             | 425.3           | 444.1               | 18.7                   |
| <b>Total Expenditures</b>               | <b>\$ 371.5</b> | <b>\$ 421.4</b> | <b>\$ 297.4</b>     | <b>\$ 425.3</b>   | <b>\$ 425.3</b> | <b>\$ 444.1</b>     | <b>\$ 18.7</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual   | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget   | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|------------------|---------------------|-------------------|------------------|---------------------|------------------------|
| Total Revenues                   | 332.2            | 349.0            | 162.5               | 330.4             | 339.2            | 340.0               | -                      |
| Transfer In                      | -                | -                | -                   | -                 | -                | -                   | -                      |
| Total Expenditures               | 371.5            | 421.4            | 297.4               | 425.3             | 425.3            | 444.1               | 18.7                   |
| <b>Net Operating Result</b>      | <b>\$ (39.3)</b> | <b>\$ (72.4)</b> | <b>\$ (134.9)</b>   | <b>\$ (94.9)</b>  | <b>\$ (86.1)</b> | <b>\$ (104.1)</b>   | <b>\$ (17.9)</b>       |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|
| Net Change in Fund Balance        | (39.3)          | (72.4)          | (134.9)             | (94.9)            | (86.1)          | (104.1)             |
| Fund Balance Applied              | -               | -               | -                   | -                 | 86.1            | -                   |
| Fund Balance - Beginning of Year  | 458.7           | 419.4           | 347.0               | 347.0             | 347.0           | 252.0               |
| <b>Fund Balance - End of Year</b> | <b>\$ 419.4</b> | <b>\$ 347.0</b> | <b>\$ 212.0</b>     | <b>\$ 252.0</b>   | <b>\$ 174.7</b> | <b>\$ 148.0</b>     |



## 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.

## 2026 BUDGET HIGHLIGHTS

- There are no new initiatives specific to Community Development for 2025. All new initiatives are occurring within the operating divisions of the Department.

## 2025 BUDGET OVERVIEW

- ✓ A professional services contract to conduct an infrastructure feasibility study for the upcoming attachment of existing neighborhoods in the Town of Burke will get underway this fall.
- ✓ A CSM to consolidate several parcels that make up the City Hall property into one parcel was completed in the spring of 2025.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Community Development  | 1.00           | 1.00           | 1.00                | 1.00              | 1.00           | 1.00                | 0.00                   |
| <b>Total Personnel</b> | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>         | <b>1.00</b>       | <b>1.00</b>    | <b>1.00</b>         | <b>0.00</b>            |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Community Development                   | 180.3           | 193.9           | 142.7               | 241.9             | 245.4           | 217.2               | (28.2)                 |
| <b>Total Expenditures</b>               | <b>\$ 180.3</b> | <b>\$ 193.9</b> | <b>\$ 142.7</b>     | <b>\$ 241.9</b>   | <b>\$ 245.4</b> | <b>\$ 217.2</b>     | <b>\$ (28.2)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 179.0           | 190.7           | 136.2               | 197.1             | 199.6           | 207.4               | 7.8                    |
| Contractual Services                    | 0.5             | 0.5             | 5.4                 | 41.5              | 41.5            | 5.5                 | (36.0)                 |
| Professional Development                | 0.7             | 2.7             | 1.2                 | 3.3               | 4.3             | 4.3                 | -                      |
| <b>Total Expenditures</b>               | <b>\$ 180.3</b> | <b>\$ 193.9</b> | <b>\$ 142.7</b>     | <b>\$ 241.9</b>   | <b>\$ 245.4</b> | <b>\$ 217.2</b>     | <b>\$ (28.2)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 180.3             | 193.9             | 142.7               | 241.9             | 245.4             | 217.2               | (28.2)                 |
| <b>Net Operating Result</b>      | <b>\$ (180.3)</b> | <b>\$ (193.9)</b> | <b>\$ (142.7)</b>   | <b>\$ (241.9)</b> | <b>\$ (245.4)</b> | <b>\$ (217.2)</b>   | <b>\$ 28.2</b>         |

## 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.

## 2026 BUDGET HIGHLIGHTS

- 2026 budget includes adding programs funded by the Affordable Housing Fund. City staff continue to manage an ongoing project to replace the city's 1989 zoning code. No substantial budget changes from 2025 are proposed. Proposed budget initiatives include the housing fund programs and updating the Central Main Street Redevelopment Plan utilizing TID 11 fund balance, with consultant assistance.

## 2025 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**

\*2025 data reflects information through July 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 | 2025* | GOAL |
|--------------------------------------------------------|------|------|------|------|------|------|-------|------|
| Avg. Work Days for Full Approval of Staff Review Items | 9.6  | 10.8 | 16.5 | 12.9 | 11.3 | 9.3  | 9.6   | 10   |

### Review and Issue zoning permits in 3 days or less

| Measure                            | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | GOAL |
|------------------------------------|------|------|------|------|------|------|-------|------|
| Avg. Days for Zoning Permit Review | 2.7  | 2.6  | 3.4  | 3.0  | 2.1  | 2.0  | 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 | 2025* | GOAL*                                                |
|-------------------|------|------|------|------|------|------|-------|------------------------------------------------------|
| Total Submissions | 68   | 69   | 63   | 36   | 36   | 25   | 15    | 100% of staff recommendations be upheld or modified. |
| Upheld            | 59   | 55   | 60   | 33   | 34   | 24   | 14    |                                                      |
| Modified          | 8    | 5    | 2    | 2    | 0    | 1    | 0     |                                                      |
| Rejected          | 1    | 5    | 0    | 1    | 2    | 0    | 0     |                                                      |
| Neutral           | 0    | 4    | 1    | 0    | 0    | 0    | 0     |                                                      |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Planning               | 4.00           | 5.00           | 5.00                | 5.00              | 5.00           | 5.00                | -                      |
| Allocated              | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | <b>4.00</b>    | <b>5.00</b>    | <b>5.00</b>         | <b>5.00</b>       | <b>5.00</b>    | <b>5.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Planning                                | 526.4           | 568.4           | 438.5               | 785.0             | 793.4           | 661.2               | (132.2)                |
| <b>Total Expenditures</b>               | <b>\$ 526.4</b> | <b>\$ 568.4</b> | <b>\$ 438.5</b>     | <b>\$ 785.0</b>   | <b>\$ 793.4</b> | <b>\$ 661.2</b>     | <b>\$ (132.2)</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 464.7           | 557.0           | 400.5               | 577.6             | 584.9           | 606.8               | 21.9                   |
| Materials & Supplies                    | 0.4             | 0.3             | 0.2                 | 0.5               | 0.5             | 0.5                 | -                      |
| Contractual Services                    | 54.7            | 3.9             | 26.8                | 192.2             | 192.2           | 38.3                | (153.9)                |
| Professional Development                | 5.7             | 6.3             | 11.0                | 14.7              | 14.7            | 15.1                | 0.4                    |
| Capital Items                           | 1.0             | 1.1             | -                   | -                 | 1.0             | 0.5                 | (0.5)                  |
| <b>Total Expenditures</b>               | <b>\$ 526.4</b> | <b>\$ 568.4</b> | <b>\$ 438.5</b>     | <b>\$ 785.0</b>   | <b>\$ 793.4</b> | <b>\$ 661.2</b>     | <b>\$ (132.2)</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 38.6              | 28.6              | 25.3                | 32.0              | 32.0              | 32.0                | -                      |
| Total Expenditures               | 526.4             | 568.4             | 438.5               | 785.0             | 793.4             | 661.2               | (132.2)                |
| <b>Net Operating Result</b>      | <b>\$ (487.9)</b> | <b>\$ (539.8)</b> | <b>\$ (413.2)</b>   | <b>\$ (753.0)</b> | <b>\$ (761.4)</b> | <b>\$ (629.2)</b>   | <b>\$ 132.2</b>        |

## MISSION

Sun Prairie's economic development activities are a means to advance whole community well-being through targeted efforts that aim to build a vibrant community and economy by:

- Supporting local businesses, fostering strategic partnerships, and expanding access to opportunities.
- Prioritizing sustainable development.
- Striving to eliminate disparities, remove barriers to opportunities, and lead community-wide strategies to achieve equitable racial and social equity outcomes.
- Using land and infrastructure efficiently.
- Engaging with residents and stakeholders to ensure that plans for priority development areas reflects local needs, values, and aspirations.

## 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.

## 2026 BUDGET HIGHLIGHTS

- Support economic growth by creating a strategic marketing plan for each development area identified in the updated Economic Development chapter of the Comprehensive Plan that focuses on business retention, expansion, and/or attracting new businesses.
- Build strong partnerships by continuing to grow partnerships with Sun Prairie Chamber of Commerce and Sun Prairie Area School District through joint programing and workforce development initiatives; strengthen our position as an Entrepreneurial Support Organization within the community and region.
- Enhance workforce development by investing in opportunities that support training and initiatives that build the local talent pipeline, particularly in high-growth sectors; and support programs for working parents.
- Invest in a sustainable and inclusive economy by supporting organizations that serve or support marginalized populations.
- Boost community engagement through the development of a targeted marketing campaign that showcases Sun Prairie's strengths as an attractive location for visitors and for businesses seeking a vibrant location for employees.

## 2025 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' 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**  
\*2025 data reflects information through June 30, 2025

Workforce Development

| Measure                       | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2025 YE | GOAL |
|-------------------------------|------|------|------|------|------|------|---------|------|
| Workforce Development Efforts | 2    | 3    | 1    | 2    | 3    | 4    | 5       | 5    |

Retain and expand business in Sun Prairie.

| Measure                                                | 2020 | 2021    | 2022 | 2023 | 2024 | 2025 | 2025 YE | GOAL   |
|--------------------------------------------------------|------|---------|------|------|------|------|---------|--------|
| Formal Retention Contacts<br>(Surveys, Meetings, etc.) | 551  | 54      | 87   | 92   | 66   | 78   | 90      | 90     |
| Targeted Marketing Efforts &<br>Presentations          | 14   | 7       | 11   | 9    | 13   | 14   | 20      | 25     |
| Lot Sales/Acres Sold                                   | 0    | 1 / .45 | 0    | 0    | 0    | 0    | 2 / 65  | 3 / 65 |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Economic Development   | 3.00           | 3.00           | 3.00                | 3.00              | 3.00           | 3.00                | -                      |
| Allocation             | -              | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> | <b>3.00</b>    | <b>3.00</b>    | <b>3.00</b>         | <b>3.00</b>       | <b>3.00</b>    | <b>3.00</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Economic Development                    | 389.8           | 420.7           | 230.0               | 433.7             | 495.6           | 438.0               | (57.6)                 |
| <b>Total Expenditures</b>               | <b>\$ 389.8</b> | <b>\$ 420.7</b> | <b>\$ 230.0</b>     | <b>\$ 433.7</b>   | <b>\$ 495.6</b> | <b>\$ 438.0</b>     | <b>\$ (57.6)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 359.8           | 361.3           | 216.0               | 378.7             | 399.0           | 400.8               | 1.8                    |
| Materials & Supplies                    | 1.7             | 2.9             | 0.1                 | 0.3               | 2.2             | 0.3                 | (1.9)                  |
| Contractual Services                    | 20.5            | 45.8            | 8.7                 | 46.5              | 81.7            | 23.5                | (58.2)                 |
| Professional Development                | 7.7             | 10.7            | 5.1                 | 8.3               | 12.7            | 13.5                | 0.8                    |
| <b>Total Expenditures</b>               | <b>\$ 389.8</b> | <b>\$ 420.7</b> | <b>\$ 230.0</b>     | <b>\$ 433.7</b>   | <b>\$ 495.6</b> | <b>\$ 438.0</b>     | <b>\$ (57.6)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | 348.2            | 312.8             | 108.0               | 288.8             | 381.1             | 465.6               | 84.5                   |
| Total Expenditures               | 389.8            | 420.7             | 230.0               | 433.7             | 495.6             | 438.0               | (57.6)                 |
| <b>Net Operating Result</b>      | <b>\$ (41.6)</b> | <b>\$ (107.9)</b> | <b>\$ (122.0)</b>   | <b>\$ (144.9)</b> | <b>\$ (114.6)</b> | <b>\$ 27.6</b>      | <b>\$ 142.1</b>        |



**SUN PRAIRIE**

*revolves around you*





## 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 environment and community including, but not limited to, reducing air pollution, sequestering carbon, reducing stormwater runoff, heating and cooling cost reduction and increased property values; all of which enhance overall city aesthetics, increase recreational value, and combat climate change. This is accomplished by members of the Forestry Division staying informed and up to date on present and future tree health issues, implementing industry wide best management practices in daily operations and acting as a resource to the residents, city staff and external stakeholders. The Forestry Division is tasked with managing Sun Prairie's 10,800+ publicly owned, inventoried trees, enforcing city ordinances relating to the urban forest, tree planting and providing valuable knowledge and expertise on city projects, such as, road reconstructions, new developments and parkland creation/restoration. A vibrant, diverse and healthy urban forest is of great interest to the residents of Sun Prairie as evident in the development and approval of the City of Sun Prairie Urban Forestry Management Plan in 2024.

## 2026 BUDGET HIGHLIGHTS

- Continued implementation of our cycle pruning program (goal is to maintain a 6-year cycle) which includes pruning approximately 2,000 public trees every year. Cycle pruning is an essential function to proactively maintaining the health and safety of our urban forest canopy 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 saves money on contracting out these services.

## 2025 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.
- ✓ Implementation of the Community Gravel Bed has allowed us to diversify our biannual tree planting services by spending less money on stock and enable in-house plantings which has saved money on contracting out these services. Continued utilization of the Community Gravel Bed has resulted in lower planting costs via the ability to purchase lower priced stock (bareroot) and perform planting service in house vs contracting out.

- ✓ Continued implementation of an in-house Emerald Ash Borer injection treatments has allowed us to treat more ash trees and a greater application rate allowing for stronger protection and increased longevity of our existing ash trees.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**  
\*2025 data reflects projections on June 30, 2025

**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                                               | 2020 | 2021 | 2022 | 2023   | 2024   | 2025*  | 2025<br>(year-end) | GOAL  |
|-------------------------------------------------------|------|------|------|--------|--------|--------|--------------------|-------|
| 1. 100% of newly planted trees are mulched            | N/A  | N/A  | N/A  | N/A    | 100%   | 100%   | 100%               | 100%  |
| 2. \$4 per capita is spent on urban forestry annually | N/A  | N/A  | N/A  | \$5.35 | \$4.63 | \$6.57 | \$6.57             | \$4   |
| 3 .Annual public trees pruned                         | N/A  | N/A  | N/A  | N/A    | 454    | 1700   | 2,000              | 2,000 |
| 4. Annual ash tree injections                         | N/A  | N/A  | N/A  | N/A    | 185    | 155    | 155                | 180   |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(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)              | -                      |
| <b>Total Personnel</b> | <b>2.00</b>    | <b>1.80</b>    | <b>1.80</b>         | <b>1.80</b>       | <b>1.80</b>    | <b>1.80</b>         | <b>-</b>               |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Forestry                                | 302.7           | 275.1           | 265.0               | 375.1             | 356.9           | 343.5               | (13.4)                 |
| <b>Total Expenditures</b>               | <b>\$ 302.7</b> | <b>\$ 275.1</b> | <b>\$ 265.0</b>     | <b>\$ 375.1</b>   | <b>\$ 356.9</b> | <b>\$ 343.5</b>     | <b>\$ (13.4)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 226.9           | 237.0           | 223.0               | 312.8             | 291.4           | 292.8               | 1.4                    |
| Materials & Supplies                    | 10.0            | 28.2            | 18.2                | 29.0              | 26.9            | 34.0                | 7.1                    |
| Contractual Services                    | 59.9            | 6.6             | 21.3                | 30.0              | 35.1            | 13.4                | (21.8)                 |
| Professional Development                | 5.9             | 3.3             | 2.5                 | 3.3               | 3.5             | 3.3                 | (0.1)                  |
| <b>Total Expenditures</b>               | <b>\$ 302.7</b> | <b>\$ 275.1</b> | <b>\$ 265.0</b>     | <b>\$ 375.1</b>   | <b>\$ 356.9</b> | <b>\$ 343.5</b>     | <b>\$ (13.4)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 302.7             | 275.1             | 265.0               | 375.1             | 356.9             | 343.5               | (13.4)                 |
| <b>Net Operating Result</b>      | <b>\$ (302.7)</b> | <b>\$ (275.1)</b> | <b>\$ (265.0)</b>   | <b>\$ (375.1)</b> | <b>\$ (356.9)</b> | <b>\$ (343.5)</b>   | <b>\$ 13.4</b>         |



**SUN PRAIRIE**

*revolves around you*



## MISSION

To 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.

## 2026 BUDGET HIGHLIGHTS

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

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

| PERSONNEL BY DIVISION       | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Westside Traffic Impact Fee | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b>      | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Westside Traffic Impact Fee             | -              | -              | -                   | 2,413.6           | -              | -                   | -                      |
| <b>Total Expenditures</b>               | -              | -              | -                   | <b>\$ 2,413.6</b> | -              | -                   | -                      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Contractual Services                    | -              | -              | -                   | -                 | -              | -                   | -                      |
| Transfers/Bad Debt                      | -              | -              | -                   | 2,413.6           | -              | -                   | -                      |
| <b>Total Expenditures</b>               | -              | -              | -                   | <b>\$ 2,413.6</b> | -              | -                   | -                      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected   | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-----------------|-----------------|---------------------|---------------------|-----------------|---------------------|------------------------|
| Total Revenues                   | 397.8           | 419.8           | 180.4               | 173.7               | 180.0           | 180.0               | -                      |
| Total Expenditures               | -               | -               | -                   | 2,413.6             | -               | -                   | -                      |
| <b>Net Operating Result</b>      | <b>\$ 397.8</b> | <b>\$ 419.8</b> | <b>\$ 180.4</b>     | <b>\$ (2,239.9)</b> | <b>\$ 180.0</b> | <b>\$ 180.0</b>     | -                      |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual    | 2024<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended |
|-----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|
| Net Change in Fund Balance        | 397.8             | 419.8             | 180.4               | (2,239.9)         | 180.0             | 180.0               |
| Fund Balance Applied              | -                 | -                 | -                   | -                 | -                 | -                   |
| Fund Balance - Beginning of Year  | 2,006.8           | 2,404.6           | 2,824.4             | 2,824.4           | 2,824.4           | 584.5               |
| <b>Fund Balance - End of Year</b> | <b>\$ 2,404.6</b> | <b>\$ 2,824.4</b> | <b>\$ 3,004.8</b>   | <b>\$ 584.5</b>   | <b>\$ 3,004.4</b> | <b>\$ 764.5</b>     |

## 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 and maintenance 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 \$400.00 per unit or per 50 feet of public street frontage.

## 2026 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 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 allows us to save money by not contracting out these services.

## 2025 BUDGET OVERVIEW

- ✓ Planting street trees for new construction homes took place in spring and fall of 2025.
- ✓ 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  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Street Tree Fund       | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Street Tree Fund                        | 79.9           | 27.7           | 10.3                | 35.0              | 74.3           | 35.0                | (39.3)                 |
| <b>Total Expenditures</b>               | <b>\$ 79.9</b> | <b>\$ 27.7</b> | <b>\$ 10.3</b>      | <b>\$ 35.0</b>    | <b>\$ 74.3</b> | <b>\$ 35.0</b>      | <b>\$ (39.3)</b>       |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Capital Items                           | 79.9           | 27.7           | 10.3                | 35.0              | 74.3           | 35.0                | (39.3)                 |
| <b>Total Expenditures</b>               | <b>\$ 79.9</b> | <b>\$ 27.7</b> | <b>\$ 10.3</b>      | <b>\$ 35.0</b>    | <b>\$ 74.3</b> | <b>\$ 35.0</b>      | <b>\$ (39.3)</b>       |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 92.5           | 49.2           | 33.5                | 59.3              | 89.6           | 59.3                | (30.3)                 |
| Transfer In                      | -              | -              | -                   | -                 | -              | -                   | -                      |
| Total Expenditures               | 79.9           | 27.7           | 10.3                | 35.0              | 74.3           | 35.0                | (39.3)                 |
| <b>Net Operating Result</b>      | <b>\$ 12.6</b> | <b>\$ 21.5</b> | <b>\$ 23.2</b>      | <b>\$ 24.3</b>    | <b>\$ 15.3</b> | <b>\$ 24.3</b>      | <b>\$ 9.0</b>          |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|
| Net Change in Fund Balance        | 12.6            | 21.5            | 23.2                | 24.3              | 15.3            | 24.3                |
| Fund Balance Applied              | -               | -               | -                   | -                 | -               | -                   |
| Fund Balance - Beginning of Year  | 270.8           | 283.4           | 304.9               | 304.9             | 304.9           | 329.2               |
| <b>Fund Balance - End of Year</b> | <b>\$ 283.4</b> | <b>\$ 304.9</b> | <b>\$ 328.1</b>     | <b>\$ 329.2</b>   | <b>\$ 320.2</b> | <b>\$ 353.5</b>     |



## 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 is being 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.

In February 2025 the Sun Prairie City Council authorized use of TIF One-Year Affordable Housing Extensions for TIDs #8 and 9. This extension will deposit \$6.3 Million into the City's Affordable Housing Fund in 2026. Along with authorizing the Extensions, Council also approved the Sun Prairie Affordable Housing Fund Policy which outlines the activities Affordable Housing Funds can be used for. These programs include:

- Loan program for development of affordable owner-occupied homes
- Loan program for development of affordable renter-occupied homes
- Loan program for down payment assistance for first-time homeowners
- Loan program for housing rehabilitation for low-income renters and homeowners
- Funding for housing support services
- Funding for staff capacity to focus on housing efforts

Outside of the One-Year Affordable Housing Extension, 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.

## 2026 BUDGET HIGHLIGHTS

The Sun Prairie Housing Committee recommends the City fund the following initiatives from the Affordable Housing Fund in 2026:

- Loan program for the development of affordable owner-occupied housing
- Loan program for housing rehabilitation for low-income homeowners
- Funding for housing support services

## 2025 BUDGET OVERVIEW

- ✓ An annual contribution of \$10,000 from the General Fund into the Affordable Housing Fund to continue building a balance for the fund into the future.
- ✓ \$42,934 to fund year two of the satellite Tenant Resource Center office in Sun Prairie.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Housing Fund           | -              | -              | -                   | -                 | -              | -                   |                        |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Housing Fund                            | 35.9           | 19.0           | 45.0                | 108.9             | 108.9           | 1,181.9             | 1,073.1                |
| <b>Total Expenditures</b>               | <b>\$ 35.9</b> | <b>\$ 19.0</b> | <b>\$ 45.0</b>      | <b>\$ 108.9</b>   | <b>\$ 108.9</b> | <b>\$ 1,181.9</b>   | <b>\$ 1,073.1</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Materials & Supplies                    | -              | -              | -                   | -                 | -               | 37.0                | 37.0                   |
| Contractual Services                    | 0.9            | 19.0           | 18.8                | 73.9              | 73.9            | 1,109.9             | 1,036.1                |
| Transfers                               | 35.0           | -              | 26.3                | 35.0              | 35.0            | 35.0                | -                      |
| <b>Total Expenditures</b>               | <b>\$ 35.9</b> | <b>\$ 19.0</b> | <b>\$ 45.0</b>      | <b>\$ 108.9</b>   | <b>\$ 108.9</b> | <b>\$ 1,181.9</b>   | <b>\$ 1,073.1</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget   | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|-----------------|---------------------|-------------------|------------------|---------------------|------------------------|
| Total Revenues                   | 5.8              | 5.4             | 1.9                 | 3.1               | 5.5              | 255.0               | 249.5                  |
| Transfer In                      | 10.0             | 10.0            | 7.5                 | 10.0              | 10.0             | 6,328.0             |                        |
| Total Expenditures               | 35.9             | 19.0            | 45.0                | 108.9             | 108.9            | 1,181.9             | 1,073.1                |
| <b>Net Operating Result</b>      | <b>\$ (20.2)</b> | <b>\$ (3.6)</b> | <b>\$ (35.6)</b>    | <b>\$ (95.7)</b>  | <b>\$ (93.4)</b> | <b>\$ 5,401.1</b>   | <b>\$ 5,494.5</b>      |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended |
|-----------------------------------|-----------------|-----------------|---------------------|-------------------|----------------|---------------------|
| Net Change in Fund Balance        | (20.2)          | (3.6)           | (35.6)              | (95.7)            | (93.4)         | 5,401.1             |
| Fund Balance - Beginning of Year  | 161.0           | 140.9           | 137.3               | 137.3             | 137.3          | 41.5                |
| <b>Fund Balance - End of Year</b> | <b>\$ 140.9</b> | <b>\$ 137.3</b> | <b>\$ 101.6</b>     | <b>\$ 41.5</b>    | <b>\$ 43.9</b> | <b>\$ 5,442.6</b>   |

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Transfers              |                | -              | -                   | -                 | -              | -                   | -                      |
| <b>Total Personnel</b> |                | -              | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Transfers                               | 819.9           | 884.9           | 908.8               | 908.8             | 895.4           | 323.9               | (571.6)                |
| <b>Total Expenditures</b>               | <b>\$ 819.9</b> | <b>\$ 884.9</b> | <b>\$ 908.8</b>     | <b>\$ 908.8</b>   | <b>\$ 895.4</b> | <b>\$ 323.9</b>     | <b>\$ (571.6)</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Library                                 | -               | -               | -                   | -                 | -               | -                   | -                      |
| Transit                                 | 353.4           | 400.0           | 566.3               | 566.3             | 566.3           | -                   | (566.3)                |
| Fleet In-Service Fund                   | 199.6           | 42.0            | -                   | -                 | -               | -                   | -                      |
| Special Revenue                         | 46.4            | 7.0             | 19.3                | 19.3              | 19.3            | 7.0                 | (12.3)                 |
| Media Center                            | 47.2            | 50.0            | 53.5                | 53.5              | 53.5            | 53.5                |                        |
| Recreation Fund                         | -               | -               | 13.4                | 13.4              | -               | 6.3                 | 6.3                    |
| Affordable Housing Fund                 | 10.0            | 10.0            | 10.0                | 10.0              | 10.0            | 10.0                | -                      |
| Debt Service                            | 90.6            | 93.3            | 147.1               | 147.1             | 147.1           | 171.1               | 23.9                   |
| Capital Projects                        | 72.7            | 282.7           | 99.2                | 99.2              | 99.2            | 76.0                | (23.2)                 |
| <b>Total Expenditures</b>               | <b>\$ 819.9</b> | <b>\$ 884.9</b> | <b>\$ 908.8</b>     | <b>\$ 908.8</b>   | <b>\$ 895.4</b> | <b>\$ 323.9</b>     | <b>\$ (571.6)</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2020<br>Actual    | 2021<br>Actual    | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget    | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|---------------------|------------------------|
| Total Revenues                   | -                 | -                 | -                   | -                 | -                 | -                   | -                      |
| Total Expenditures               | 819.9             | 884.9             | 908.8               | 908.8             | 895.4             | 323.9               | (571.6)                |
| <b>Net Operating Result</b>      | <b>\$ (819.9)</b> | <b>\$ (884.9)</b> | <b>\$ (908.8)</b>   | <b>\$ (908.8)</b> | <b>\$ (895.4)</b> | <b>\$ (323.9)</b>   | <b>\$ 571.6</b>        |



# SUN PRAIRIE

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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, 2024, the City had \$104,424,551 of general obligation bonds and promissory notes outstanding. Of this amount, \$25,345,000, or 24 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, 2024, the City's total amount applicable to debt margin was 34.37 percent of the legal limit of \$303,859,685. The net debt per capita equaled \$2,649 at 2024 year-end.

2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

PERFORMANCE METRICS

Council Strategic Priority: **Quality City Services**  
\*2024/2025 data reflects information through June 30, 2025

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                           | 2020/2021       | 2021/2022       | 2022/2023       | 2023/2024       | 2024/2025*      |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Equalized Value                   | \$3,864,128,900 | \$4,176,130,900 | \$4,767,506,600 | \$5,481,682,200 | \$6,077,193,700 |
| 5% Limit                          | 193,206,445     | 208,806,545     | 238,375,330     | 274,084,110     | 274,084,110     |
| Combined Existing & New Principal | 89,293,441      | 86,396,012      | 85,022,785      | 85,677,381      | 104,424,551     |
| 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                          | 2020/2021     | 2021/2022     | 2022/2023       | 2023/2024       | 2024/2025*      |
|----------------------------------|---------------|---------------|-----------------|-----------------|-----------------|
| Equalized Value                  | 3,864,128,900 | 4,176,130,900 | \$4,767,506,600 | \$5,481,682,200 | \$6,077,193,700 |
| 1.75% Limit                      | 67,622,256    | 73,082,291    | 83,431,366      | 95,929,439      | 106,350,890     |
| Direct Debt                      | 62,233,441    | 56,051,012    | 56,472,785      | 58,557,381      | 79,079,551      |
| (Excess)/Available Debt Capacity | 5,355,815     | 17,031,279    | 26,958,581      | 37,372,058      | 27,271,339      |
| Debt Levy to Total Levy          | 21.82%        | 21.25%        | 20.17%          | 19.80%          | 18.23%          |

| \$ in '000s                                              | General Debt Service |
|----------------------------------------------------------|----------------------|
| <b>REVENUES</b>                                          |                      |
| Property Taxes                                           | \$ 9,446.0           |
| Exempt Computer Aid                                      | -                    |
| Exempt Personal Property                                 | -                    |
| Investment Income                                        | 103.6                |
| Misc. Rents                                              | 30.5                 |
| Misc. Revenue                                            | -                    |
| <b>Total Revenues</b>                                    | <b>9,580.1</b>       |
| <b>EXPENDITURES</b>                                      |                      |
| Professional Services                                    | 174.9                |
| Principal on Debt                                        | 7,623.6              |
| Interest on Debt                                         | 2,810.4              |
| Payment to Escrow Agent                                  | -                    |
| Debt Issuance Expense                                    | -                    |
| <b>Total Expenditures</b>                                | <b>10,608.9</b>      |
| <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>(1,028.8)</b>     |
|                                                          |                      |
| <b>OTHER FINANCING SOURCES (USES)</b>                    |                      |
| Proceeds from Long-Term Debt                             | -                    |
| Fund Balance Applied                                     | 987.9                |
| Operating Transfers In/(Out)                             | 764.5                |
| <b>Total Other Financing Sources (Uses)</b>              | <b>1,752.4</b>       |
| <b>Excess (Deficit) of Sources vs. Uses of Funds</b>     |                      |
| Beginning Fund Balance                                   | 1,273.8              |
| <b>Ending Fund Balance</b>                               | <b>\$ 1,009.5</b>    |

| REVENUES<br>\$ in '000s                                  | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2025<br>Projected | 2026<br>Recommended |
|----------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Property Taxes                                           | 6,469.8           | 6,796.4           | 7,275.5           | 7,823.2           | 9,446.0             |
| Misc. Rents                                              | 21.0              | 23.3              | 25.6              | 28.7              | 30.5                |
| Misc. Revenues                                           | 8.5               | 8.5               | 7.2               | -                 | -                   |
| Investment Income                                        | 28.6              | 47.3              | 114.5             | 155.5             | 103.6               |
| Transfer In                                              | 298.7             | 693.4             | 2,065.9           | 732.9             | 764.5               |
| Fund Balance Applied                                     | -                 | -                 | -                 | -                 | 987.9               |
| <b>Total Revenues</b>                                    | <b>\$ 6,826.7</b> | <b>\$ 7,568.9</b> | <b>\$ 9,488.7</b> | <b>\$ 8,740.2</b> | <b>\$ 11,332.5</b>  |
| EXPENDITURES<br>\$ in '000s                              | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2025<br>Projected | 2026<br>Recommended |
| Professional Services                                    | 67.3              | -                 | -                 | 205.7             | 174.9               |
| Principal on Debt                                        | 5,785.0           | 6,215.0           | 6,557.5           | 7,070.0           | 7,623.6             |
| Interest on Debt                                         | 960.7             | 1,007.7           | 1,300.6           | 2,375.2           | 2,810.4             |
| <b>Total Expenditures</b>                                | <b>\$ 6,813.0</b> | <b>\$ 7,222.7</b> | <b>\$ 7,858.1</b> | <b>\$ 9,650.8</b> | <b>\$ 10,608.9</b>  |
| <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>\$ 13.7</b>    | <b>\$ 346.2</b>   | <b>\$ 1,630.6</b> | <b>\$ (910.6)</b> | <b>\$ 723.6</b>     |
| OTHER FINANCING SOURCES (USES)<br>\$ in '000s            | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2025<br>Projected | 2026<br>Recommended |
| Payment to Escrow                                        | -                 | -                 | -                 | -                 | -                   |
| Premium/Discount/Issuance Costs                          | -                 | -                 | -                 | -                 | -                   |
| Proceeds from Long-Term Debt                             | -                 | -                 | -                 | -                 | -                   |
| <b>Total Other Financing Sources (Uses)</b>              | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>            |
| <b>Excess (Deficit) of Sources vs. Uses of Funds</b>     | <b>\$ 13.7</b>    | <b>\$ 346.2</b>   | <b>\$ 1,630.6</b> | <b>\$ (910.6)</b> | <b>\$ 723.6</b>     |
| FUND BALANCE<br>\$ in '000s                              | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2025<br>Projected | 2026<br>Recommended |
| Net Change in Fund Balance                               | 13.7              | 346.2             | 1,630.6           | (910.6)           | 723.6               |
| Fund Balance Applied                                     | -                 | -                 | -                 | -                 | 987.9               |
| Fund Balance - Beginning of Year                         | 296.7             | 310.4             | 553.7             | 2,184.4           | 1,273.8             |
| <b>Fund Balance - End of Year</b>                        | <b>\$ 310.4</b>   | <b>\$ 656.6</b>   | <b>\$ 2,184.4</b> | <b>\$ 1,273.8</b> | <b>\$ 1,009.5</b>   |

| Debt Service Levy as a % of Total Levy | 2022<br>Actual     | 2023<br>Actual     | 2024<br>Actual     | 2025<br>Projected  | 2026<br>Recommended |
|----------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Operating Levy                         | 21,403.2           | 24,957.7           | 26,894.6           | 26,894.6           | 27,692.1            |
| Debt Service Levy                      | 6,796.7            | 7,275.7            | 7,823.2            | 7,823.2            | 9,446.0             |
| <b>Total Levy</b>                      | <b>\$ 28,199.9</b> | <b>\$ 32,233.5</b> | <b>\$ 34,717.9</b> | <b>\$ 34,717.9</b> | <b>\$ 37,138.1</b>  |

|                                          |       |       |       |       |       |
|------------------------------------------|-------|-------|-------|-------|-------|
| Debt Service Levy as % of Total Tax Levy | 24.1% | 22.6% | 22.5% | 22.5% | 25.4% |
|------------------------------------------|-------|-------|-------|-------|-------|



# SUN PRAIRIE

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| PROPOSED CAPITAL PROJECTS (\$ in '000s) | 2026               | 2027               | 2028               | 2029               | 2030               | 2031               | 2032               | 2033               | 2034               | 2035               | TOTAL               |
|-----------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Public Works                            |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                     |
| Street Reconstruction                   | 13,766.8           | 3,507.0            | 7,101.9            | 6,281.7            | 6,630.5            | 5,451.0            | 5,663.7            | 5,888.0            | 6,121.3            | 6,121.3            | 66,533.2            |
| Street Pavement Rehabilitation          | 933.0              | 5,182.0            | 2,689.9            | 2,794.5            | 3,270.4            | 3,016.5            | 3,134.1            | 3,256.5            | 3,383.7            | 3,383.7            | 31,044.4            |
| Westside Traffic Improvement Plan       | 647.8              | 4,097.5            | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | 4,745.3             |
| Traffic Signals                         | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                   |
| Multi-Modal                             | 350.8              | 233.3              | 251.9              | 688.7              | 1,656.8            | 417.6              | 988.2              | 865.2              | 735.2              | -                  | 6,187.6             |
| Vehicles                                | 2,550.9            | 2,330.7            | 3,540.9            | 2,686.0            | 873.1              | 2,506.7            | 2,571.5            | 3,405.3            | 2,485.0            | 1,520.7            | 24,470.7            |
| Park Improvements                       | 987.5              | 790.0              | 900.0              | 670.0              | 800.0              | 600.0              | 185.0              | 600.0              | 600.0              | 440.0              | 6,572.5             |
| Facilities                              | 1,215.0            | 2,100.0            | 300.0              | -                  | -                  | -                  | -                  | -                  | -                  | 1,000.0            | 4,615.0             |
| Equipment                               | 475.0              | 171.2              | -                  | 306.0              | -                  | -                  | -                  | 150.0              | -                  | -                  | 1,102.2             |
| Water Pollution Control Facility        | 140.0              | 220.0              | 535.0              | 250.0              | 450.0              | 2,425.0            | 200.0              | 200.0              | 710.0              | -                  | 5,130.0             |
| Stormwater Improvements                 | 450.0              | 425.0              | 400.0              | 200.0              | 200.0              | 200.0              | 200.0              | 200.0              | 200.0              | 200.0              | 2,675.0             |
| Sun Prairie Utilities                   | 9,657.7            | 2,285.9            | 2,737.7            | 1,945.7            | 2,857.9            | 1,852.2            | 1,918.0            | 1,889.4            | 1,908.3            | 2,450.4            | 29,503.4            |
| Debt Issuance Costs                     | 327.6              | 308.4              | 261.0              | 242.2              | 238.7              | 272.0              | 237.7              | 263.8              | 258.6              | 230.4              | 2,640.5             |
| <b>Total Capital Projects</b>           | <b>\$ 31,502.0</b> | <b>\$ 21,651.0</b> | <b>\$ 18,718.5</b> | <b>\$ 16,064.8</b> | <b>\$ 16,977.4</b> | <b>\$ 16,740.9</b> | <b>\$ 15,098.1</b> | <b>\$ 16,718.2</b> | <b>\$ 16,402.1</b> | <b>\$ 15,346.7</b> | <b>\$ 185,219.7</b> |

| FUNDING SOURCES (\$ in '000s)    | 2025               | 2026               | 2027               | 2028               | 2029               | 2030               | 2031               | 2032               | 2033               | 2034               | TOTAL               |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| General Obligation Debt          |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                     |
| City                             | 13,661.6           | 11,690.8           | 11,527.3           | 13,003.4           | 10,638.8           | 10,229.2           | 10,854.8           | 12,154.2           | 11,328.9           | 9,097.8            | 114,186.9           |
| TIF District                     | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                   |
| Fleet Inservice Fund             | 2,242.9            | -                  | 318.2              | -                  | 813.2              | -                  | -                  | -                  | -                  | 1,520.7            | 4,895.1             |
| Water Pollution Control Facility | -                  | 402.9              | -                  | 440.3              | -                  | 2,674.0            | -                  | 420.8              | -                  | 225.5              | 4,163.5             |
| Stormwater                       | -                  | 1,555.5            | -                  | 782.9              | -                  | 968.6              | -                  | 881.3              | -                  | 908.3              | 5,096.6             |
| Grants & Donations               | 3,538.5            | -                  | 1,433.0            | 832.5              | 817.8              | -                  | -                  | -                  | -                  | -                  | 6,621.8             |
| Traffic Impact Fee               | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                   |
| Park Fund Fees                   | 395.0              | 190.0              | 300.0              | 25.0               | 200.0              | -                  | -                  | -                  | -                  | -                  | 1,110.0             |
| Retained Earnings                | 10,920.3           | 4,117.9            | 3,673.7            | 2,904.9            | 3,835.7            | 2,869.1            | 2,975.6            | 3,261.9            | 3,215.2            | 3,594.3            | 41,368.7            |
| <b>Total Funding Sources</b>     | <b>\$ 30,758.4</b> | <b>\$ 17,957.2</b> | <b>\$ 17,252.3</b> | <b>\$ 17,989.1</b> | <b>\$ 16,305.4</b> | <b>\$ 16,740.9</b> | <b>\$ 13,830.4</b> | <b>\$ 16,718.2</b> | <b>\$ 14,544.1</b> | <b>\$ 15,346.7</b> | <b>\$ 177,442.6</b> |

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, visit [www.cityofsunprairie.com](http://www.cityofsunprairie.com).

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| CAPITAL PROJECTS FUND  | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual     | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget     | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|--------------------|---------------------|-------------------|--------------------|---------------------|------------------------|
| CAPITAL PROJECTS FUND                   | 9,438.6           | 17,079.9           | 13,101.9            | -                 | 44,649.4           | 15,714.3            | (28,935.1)             |
| <b>Total Expenditures</b>               | <b>\$ 9,438.6</b> | <b>\$ 17,079.9</b> | <b>\$ 13,101.9</b>  | -                 | <b>\$ 44,649.4</b> | <b>\$ 15,714.3</b>  | <b>\$ (28,935.1)</b>   |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual     | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget     | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-------------------|--------------------|---------------------|-------------------|--------------------|---------------------|------------------------|
| Contractual Services                    | 1,092.0           | 710.6              | 110.5               | -                 | 788.7              | 159.8               | (628.9)                |
| Debt Service                            | 132.4             | 265.3              | -                   | -                 | -                  | -                   | -                      |
| Transfers/Bad Debt                      | 623.8             | 2,007.1            | 357.9               | -                 | 477.3              | 20.0                | (457.3)                |
| Capital Items                           | 7,590.5           | 14,096.9           | 12,633.4            | -                 | 43,383.5           | 15,534.5            | (27,849.0)             |
| <b>Total Expenditures</b>               | <b>\$ 9,438.6</b> | <b>\$ 17,079.9</b> | <b>\$ 13,101.9</b>  | -                 | <b>\$ 44,649.4</b> | <b>\$ 15,714.3</b>  | <b>\$ (28,935.1)</b>   |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual    | 2024<br>Actual     | 8/31/2025<br>Actual  | 2025<br>Projected | 2025<br>Budget       | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|-------------------|--------------------|----------------------|-------------------|----------------------|---------------------|------------------------|
| Total Revenues                   | 12,045.6          | 32,822.6           | 1,605.7              | 2,870.9           | 21,467.2             | 16,344.5            | (5,122.7)              |
| Total Expenditures               | 9,438.6           | 17,079.9           | 13,101.9             | -                 | 44,649.4             | 15,714.3            | (28,935.1)             |
| <b>Net Operating Result</b>      | <b>\$ 2,606.9</b> | <b>\$ 15,742.7</b> | <b>\$ (11,496.2)</b> | <b>\$ 2,870.9</b> | <b>\$ (23,182.2)</b> | <b>\$ 630.2</b>     | <b>\$ 23,812.4</b>     |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual    | 2024<br>Actual     | 8/31/2025<br>Actual | 2025<br>Projected  | 2025<br>Budget      | 2026<br>Recommended |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|---------------------|---------------------|
| Net Change in Fund Balance        | 2,606.9           | 15,742.7           | (11,496.2)          | 2,870.9            | (23,182.2)          | 630.2               |
| Fund Balance - Beginning of Year  | 3,726.8           | 6,333.7            | 22,076.5            | 22,076.5           | 22,076.5            | 24,947.3            |
| <b>Fund Balance - End of Year</b> | <b>\$ 6,333.7</b> | <b>\$ 22,076.5</b> | <b>\$ 10,580.3</b>  | <b>\$ 24,947.3</b> | <b>\$ (1,105.7)</b> | <b>\$ 25,577.6</b>  |

| PERSONNEL BY DIVISION     | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|---------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| DEVELOPMENT PROJECTS FUND | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b>    | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| DEVELOPMENT PROJECTS FUND               | 659.7           | 415.0           | 249.4               | 329.4             | 600.0           | 400.0               | (200.0)                |
| <b>Total Expenditures</b>               | <b>\$ 659.7</b> | <b>\$ 415.0</b> | <b>\$ 249.4</b>     | <b>\$ 329.4</b>   | <b>\$ 600.0</b> | <b>\$ 400.0</b>     | <b>\$ (200.0)</b>      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Contractual Services                    | 659.7           | 415.0           | 249.4               | 329.4             | 600.0           | 400.0               | (200.0)                |
| <b>Total Expenditures</b>               | <b>\$ 659.7</b> | <b>\$ 415.0</b> | <b>\$ 249.4</b>     | <b>\$ 329.4</b>   | <b>\$ 600.0</b> | <b>\$ 400.0</b>     | <b>\$ (200.0)</b>      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 628.0            | 438.6          | 300.6               | 330.2             | 600.0          | 400.0               | (200.0)                |
| Total Expenditures               | 659.7            | 415.0          | 249.4               | 329.4             | 600.0          | 400.0               | (200.0)                |
| <b>Net Operating Result</b>      | <b>\$ (31.8)</b> | <b>\$ 23.6</b> | <b>\$ 51.2</b>      | <b>\$ 0.8</b>     | <b>-</b>       | <b>-</b>            | <b>-</b>               |

| FUND BALANCE<br>\$ in '000s       | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended |
|-----------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|
| Net Change in Fund Balance        | (31.8)         | 23.6           | 51.2                | 0.8               | -              | -                   |
| Fund Balance - Beginning of Year  | 34.5           | 2.8            | 26.4                | 26.4              | 27.2           | 27.2                |
| <b>Fund Balance - End of Year</b> | <b>\$ 2.8</b>  | <b>\$ 26.4</b> | <b>\$ 77.5</b>      | <b>\$ 27.2</b>    | <b>\$ 27.2</b> | <b>\$ 27.2</b>      |



# SUN PRAIRIE

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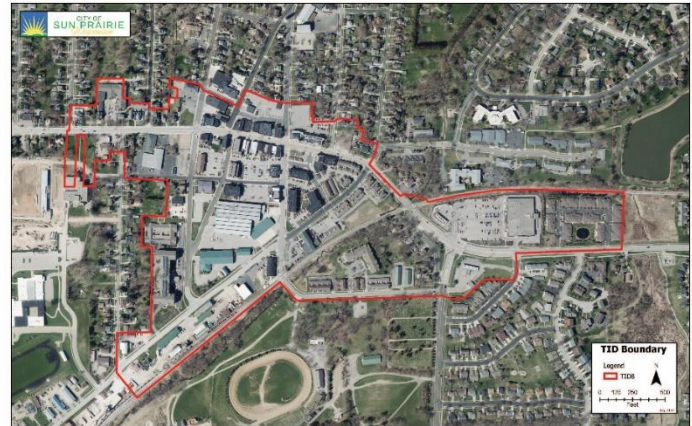


## MISSION

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 No. 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 No. 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, 2023.

The City can collect increment through 2029. TID No. 8 was eligible to close at the end of tax year 2025 with all aggregate project costs satisfied. The City utilized the Wisconsin's Increment Financing One-Year Affordable Housing Extension to delay the closure of TID No. 8 for 12 months and allocated the 2025 increment to the City of Sun Prairie Affordable Housing Fund. The increment will be collected in 2026 and the TID will close in 2026.

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.

## 2026 BUDGET HIGHLIGHTS

- TID No. 8 will close no later than February 17, 2026.

## 2025 BUDGET OVERVIEW

- ✓ Council approved the allocation of 2025 increment to the Affordable Housing Fund.
- ✓ Expenditure period ended December 27, 2023.

## PERFORMANCE METRICS

Council Strategic Priority: Downtown & Central Corridor Vibrancy  
\*2025 data reflects final DOR Report

Increase assessed valuation.

| Measure                                       | 2020          | 2021          | 2022          | 2023          | 2024          | 2025          |
|-----------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Current Year Value                            | \$110,776,300 | \$134,680,800 | \$129,481,900 | \$146,483,600 | \$136,375,500 | \$152,403,700 |
| Increment Value                               | \$88,497,300  | \$112,401,800 | \$107,202,900 | \$124,204,600 | \$115,379,600 | \$131,621,800 |
| % Change over prior year<br>(increment value) | -3%           | 27%           | -5%           | 16%           | -9%           | 14%           |

| TID 8 FUNDING SOURCES             | 2023              | 2024              | 8/31/2025         | 2025              | 2025              | 2026              | Increase        |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| \$ in '000s                       | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended       | (Decrease)      |
| General Property Taxes            | 2,173.2           | 2,436.6           | 2,263.4           | 2,263.4           | 2,263.7           | 2,569.1           | 305.4           |
| Exempt Computer Aid               | 24.3              | 24.3              | 24.3              | 24.3              | 24.3              | 24.3              | -               |
| State Aid - Personal Property Tax | 4.3               | 4.3               | 56.7              | 56.7              | 56.7              | 56.7              | -               |
| State Grants                      | -                 | 206.3             | -                 | -                 | -                 | -                 | -               |
| Public Charges for Services       | 19.0              | 1.3               | 0.5               | 0.5               | -                 | -                 | -               |
| Investment Income                 | 19.3              | 29.4              | 31.7              | 48.6              | -                 | 25.6              | 25.6            |
| Miscellaneous Income              | 81.1              | 0.2               | -                 | -                 | -                 | -                 | -               |
| Proceeds of Long Term Debt        | 126.4             | -                 | -                 | -                 | -                 | -                 | -               |
| Transfer In                       | -                 | -                 | -                 | -                 | -                 | -                 | -               |
| Fund Balance Applied              | -                 | -                 | -                 | -                 | -                 | -                 | -               |
| <b>Total Funding Sources</b>      | <b>\$ 2,447.5</b> | <b>\$ 2,702.4</b> | <b>\$ 2,376.7</b> | <b>\$ 2,393.5</b> | <b>\$ 2,344.8</b> | <b>\$ 2,675.7</b> | <b>\$ 330.9</b> |

| TID 8 EXPENDITURES             | 2023              | 2024              | 8/31/2025         | 2025              | 2025            | 2026              | Increase          |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|
| \$ in '000s                    | Actual            | Actual            | Actual            | Projected         | Budget          | Recommended       | (Decrease)        |
| Operating Supplies             | 9.0               | 0.4               | 0.8               | 1.3               | 1.3             | -                 | (1.3)             |
| Contractual Services           | 95.3              | 59.7              | 13.4              | 23.3              | 5.0             | 15.5              | 10.5              |
| Utilities                      | -                 | -                 | -                 | -                 | -               | -                 | -                 |
| Façade Grant                   | 32.9              | 5.0               | -                 | -                 | -               | -                 | -                 |
| Economic Development Payments  | 254.6             | 733.7             | 292.6             | 292.6             | 295.7           | -                 | (295.7)           |
| Debt Service and Related Costs | 1,919.1           | 572.8             | 1,361.2           | 1,361.2           | 295.9           | -                 | (295.9)           |
| Debt Issuance Costs            | 1.8               | -                 | -                 | -                 | -               | -                 | -                 |
| Capital Projects               | -                 | -                 | -                 | -                 | -               | -                 | -                 |
| Transfers                      | 25.0              | 29.2              | -                 | -                 | -               | 4,099.6           | 4,099.6           |
| <b>Total Expenditures</b>      | <b>\$ 2,337.7</b> | <b>\$ 1,400.8</b> | <b>\$ 1,668.0</b> | <b>\$ 1,678.4</b> | <b>\$ 597.9</b> | <b>\$ 4,115.2</b> | <b>\$ 3,517.3</b> |

| TID 8: FUND BALANCE               | 2023              | 2024            | 8/31/2025         | 2025              | 2025              | 2026          |
|-----------------------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------|
| \$ in '000s                       | Actual            | Actual          | Actual            | Projected         | Budget            | Recommended   |
| Net Change in Fund Balance        | 109.8             | 1,301.6         | 708.6             | 715.2             | 1,746.9           | (1,439.4)     |
| Fund Balance - Beginning of Year  | (687.1)           | (577.3)         | 724.3             | 724.3             | 724.3             | 1,439.4       |
| <b>Fund Balance - End of Year</b> | <b>\$ (577.3)</b> | <b>\$ 724.3</b> | <b>\$ 1,432.9</b> | <b>\$ 1,439.4</b> | <b>\$ 2,471.2</b> | <b>\$ 0.0</b> |

## 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 No. 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 No. 9 was eligible to close at the end of tax year 2025 with all aggregate project costs satisfied. The City utilized the Wisconsin's Increment Financing One-Year Affordable Housing Extension to delay the closure of TID No. 8 for 12 months and allocated the 2025 increment to the City of Sun Prairie Affordable Housing Fund. The increment will be collected in 2026 and the TID will close in 2026.

TID No. 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.

## 2026 BUDGET HIGHLIGHTS

- TID 9 will close no later than February 17, 2026.

## 2025 BUDGET OVERVIEW

- ✓ Council approved the allocation of 2025 increment to the Affordable Housing Fund.
- ✓ Expenditure period ended March 22, 2022.

## PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

\*2025 data reflects final DOR Report

Increase assessed valuation.

| Measure            | 2020         | 2021          | 2022          | 2023          | 2024          | 2025          |
|--------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Current Year Value | \$97,500,000 | \$102,982,200 | \$104,462,200 | \$129,148,900 | \$174,764,000 | \$203,755,900 |
| Increment Value    | \$85,205,100 | \$90,687,300  | \$92,167,300  | \$116,854,000 | \$162,469,100 | \$192,064,900 |

% Change over prior year –  
(increment value)

|    |    |    |     |     |     |
|----|----|----|-----|-----|-----|
| 7% | 6% | 2% | 27% | 39% | 18% |
|----|----|----|-----|-----|-----|

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

| TID 9 FUNDING SOURCES             | 2023              | 2024              | 8/31/2025         | 2025              | 2025              | 2026              | Increase        |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| \$ in '000s                       | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended       | (Decrease)      |
| General Property Taxes            | 1,868.4           | 2,292.4           | 3,187.2           | 3,187.2           | 3,187.6           | 3,748.9           | 561.3           |
| Exempt Computer Aid               | 32.4              | 32.4              | 32.4              | 32.4              | 32.4              | 32.4              | -               |
| State Aid - Personal Property Tax | 37.0              | 37.0              | 196.8             | 196.8             | 196.8             | 196.8             | -               |
| Investment Income                 | 44.0              | 83.3              | 50.9              | 88.6              | -                 | 35.0              | 35.0            |
| Proceeds of Long Term Debt        | -                 | -                 | -                 | -                 | -                 | -                 | -               |
| Fund Balance Applied              | -                 | -                 | -                 | -                 | -                 | -                 | -               |
| <b>Total Funding Sources</b>      | <b>\$ 1,981.8</b> | <b>\$ 2,445.1</b> | <b>\$ 3,467.3</b> | <b>\$ 3,505.0</b> | <b>\$ 3,416.9</b> | <b>\$ 4,013.2</b> | <b>\$ 596.3</b> |

| TID 9 EXPENDITURES             | 2023              | 2024              | 8/31/2025         | 2025              | 2025              | 2026              | Increase          |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| \$ in '000s                    | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended       | (Decrease)        |
| Contractual Services           | 20.3              | 15.2              | 11.4              | 13.5              | 11.0              | 16.0              | 5.0               |
| Economic Development Payments  | -                 | 831.7             | -                 | -                 | -                 | -                 | -                 |
| Debt Service and Related Costs | 1,279.6           | 1,276.7           | 2,224.7           | 2,242.7           | 1,147.7           | 578.0             | (569.7)           |
| Debt Issuance Costs            | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Capital Projects               | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Transfers to other Funds       | -                 | -                 | -                 | -                 | -                 | 6,523.9           | 6,523.9           |
| <b>Total Expenditures</b>      | <b>\$ 1,300.0</b> | <b>\$ 2,123.6</b> | <b>\$ 2,236.1</b> | <b>\$ 2,256.2</b> | <b>\$ 1,158.7</b> | <b>\$ 7,118.0</b> | <b>\$ 5,959.2</b> |

| TID 9: FUND BALANCE               | 2023              | 2024              | 8/31/2025         | 2025              | 2025              | 2026            |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| \$ in '000s                       | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended     |
| Net Change in Fund Balance        | 681.8             | 321.6             | 1,231.2           | 1,248.8           | 2,258.2           | (3,104.8)       |
| Fund Balance - Beginning of Year  | 852.7             | 1,534.4           | 1,856.0           | 1,856.0           | 1,856.0           | 3,104.8         |
| <b>Fund Balance - End of Year</b> | <b>\$ 1,534.4</b> | <b>\$ 1,856.0</b> | <b>\$ 3,087.2</b> | <b>\$ 3,104.8</b> | <b>\$ 4,114.2</b> | <b>\$ (0.0)</b> |





| TID 11 FUNDING SOURCES            | 2023              | 2024              | 8/31/2025         | 2025              | 2025              | 2026              | Increase       |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| \$ in '000s                       | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended       | (Decrease)     |
| General Property Taxes            | 1,139.0           | 1,382.8           | 1,743.2           | 1,743.2           | 1,743.4           | 1,755.3           | 11.8           |
| Exempt Computer Aid               | 3.2               | 3.2               | 3.2               | 3.2               | 3.2               | 3.2               | -              |
| State Aid - Personal Property Tax | 10.8              | 10.8              | 34.7              | 34.7              | 34.7              | 34.7              | -              |
| Investment Income                 | 42.3              | 66.1              | 41.2              | 69.2              | 20.0              | 50.0              | 30.0           |
| Miscellaneous Income              | -                 | -                 | -                 | -                 | -                 | -                 | -              |
| Proceeds of Long Term Debt        | -                 | -                 | -                 | -                 | -                 | -                 | -              |
| Fund Balance Applied              | -                 | -                 | -                 | -                 | -                 | -                 | -              |
| <b>Total Funding Sources</b>      | <b>\$ 1,195.3</b> | <b>\$ 1,462.9</b> | <b>\$ 1,822.3</b> | <b>\$ 1,850.2</b> | <b>\$ 1,801.3</b> | <b>\$ 1,843.2</b> | <b>\$ 41.8</b> |

| TID 11 EXPENDITURES            | 2023            | 2024            | 8/31/2025         | 2025              | 2025              | 2026              | Increase        |
|--------------------------------|-----------------|-----------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| \$ in '000s                    | Actual          | Actual          | Actual            | Projected         | Budget            | Recommended       | (Decrease)      |
| Contractual Services           | 22.9            | 17.2            | 25.5              | 77.0              | 52.6              | 419.3             | 366.7           |
| Economic Development Payments  | 872.4           | 843.7           | 905.9             | 905.9             | 912.2             | 933.3             | 21.0            |
| Debt Service and Related Costs | 66.9            | 65.3            | 59.7              | 63.6              | 63.6              | 61.9              | (1.7)           |
| Debt Issuance Costs            | -               | -               | -                 | -                 | -                 | -                 | -               |
| Transfers to other Funds       | 20.0            | -               | 20.0              | 20.0              | 20.0              | -                 | (20.0)          |
| <b>Total Expenditures</b>      | <b>\$ 982.2</b> | <b>\$ 926.2</b> | <b>\$ 1,011.2</b> | <b>\$ 1,066.6</b> | <b>\$ 1,048.5</b> | <b>\$ 1,414.5</b> | <b>\$ 366.0</b> |

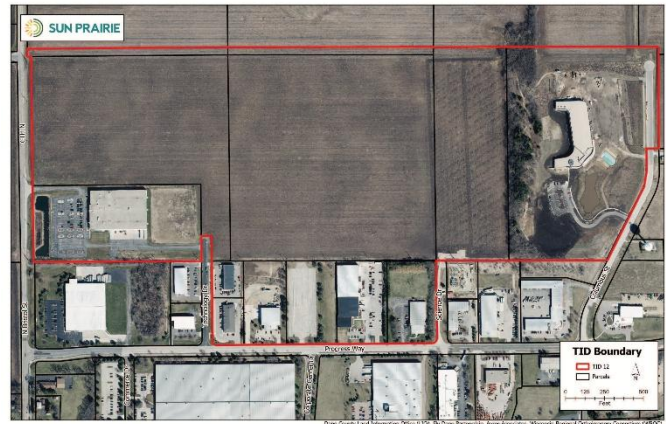
| TID 11: FUND BALANCE              | 2023              | 2024              | 8/31/2025         | 2025              | 2025              | 2026              |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| \$ in '000s                       | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended       |
| Net Change in Fund Balance        | 213.1             | 536.8             | 811.1             | 783.7             | 752.8             | 428.6             |
| Fund Balance - Beginning of Year  | 1,059.1           | 1,272.2           | 1,809.0           | 1,809.0           | 1,809.0           | 2,592.7           |
| <b>Fund Balance - End of Year</b> | <b>\$ 1,272.2</b> | <b>\$ 1,809.0</b> | <b>\$ 2,620.1</b> | <b>\$ 2,592.7</b> | <b>\$ 2,561.8</b> | <b>\$ 3,021.3</b> |

## 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 No. 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 No. 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.

## 2026 BUDGET HIGHLIGHTS

- Land owned by Yahara Materials will add an estimated \$80,000 in new increment to the TID.

## 2025 BUDGET OVERVIEW

- ✓ Yahara Materials to close on 61 acres of City owned land in September 2025.

## PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

\*2025 data reflects final DOR Report

**Increase assessed valuation.**

| Measure                                    | 2020         | 2021         | 2022         | 2023         | 2024         | 2025         |
|--------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Current Year Value                         | \$13,709,800 | \$16,474,600 | \$18,154,100 | \$20,264,600 | \$32,024,200 | \$35,043,300 |
| Increment Value                            | \$9,935,300  | \$12,700,100 | \$14,350,500 | \$16,490,100 | \$28,364,300 | \$31,383,400 |
| % Change over prior year (increment value) | 2%           | 28%          | 13%          | 15%          | 72%          | 11%          |

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

| TID 12 FUNDING SOURCES            | 2023            | 2024            | 8/31/2025       | 2025            | 2025            | 2026              | Increase        |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| \$ in '000s                       | Actual          | Actual          | Actual          | Projected       | Budget          | Recommended       | (Decrease)      |
| General Property Taxes            | 290.9           | 323.5           | 556.4           | 556.4           | 556.5           | 612.6             | 56.1            |
| Exempt Computer Aid               | -               | -               | -               | -               | -               | -                 | -               |
| State Grants - General            | -               | -               | -               | -               | -               | -                 | -               |
| State Aid - Personal Property Tax | -               | -               | 38.3            | 38.3            | 38.3            | 38.3              | -               |
| Investment Income                 | 45.9            | 5.6             | 2.9             | -               | 2.0             | -                 | (2.0)           |
| Miscellaneous Income              | 0.0             | -               | -               | -               | -               | 942.6             | 942.6           |
| Proceeds of Long Term Debt        | -               | -               | -               | -               | -               | -                 | -               |
| Fund Balance Applied              | -               | -               | -               | -               | -               | -                 | -               |
| <b>Total Funding Sources</b>      | <b>\$ 336.8</b> | <b>\$ 329.1</b> | <b>\$ 597.6</b> | <b>\$ 594.7</b> | <b>\$ 596.8</b> | <b>\$ 1,593.4</b> | <b>\$ 996.7</b> |

| TID 12 EXPENDITURES            | 2023              | 2024            | 8/31/2025       | 2025            | 2025            | 2026            | Increase       |
|--------------------------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|
| \$ in '000s                    | Actual            | Actual          | Actual          | Projected       | Budget          | Recommended     | (Decrease)     |
| Contractual Services           | 17.5              | 28.6            | 15.1            | 30.1            | 28.1            | 69.4            | 41.3           |
| Economic Development Payments  | 975.0             | -               | -               | 33.9            | 33.9            | 30.9            | (3.1)          |
| Capital Projects               | 31.9              | -               | -               | -               | -               | -               | -              |
| Debt Service and Related Costs | 151.1             | 535.1           | 474.7           | 533.2           | 533.2           | 535.9           | 2.7            |
| Debt Issuance Costs            | -                 | -               | -               | -               | -               | -               | -              |
| Transfers to other Funds       | -                 | -               | -               | -               | -               | -               | -              |
| <b>Total Expenditures</b>      | <b>\$ 1,175.6</b> | <b>\$ 563.6</b> | <b>\$ 489.7</b> | <b>\$ 597.3</b> | <b>\$ 595.2</b> | <b>\$ 636.2</b> | <b>\$ 40.9</b> |

| TID 12: FUND BALANCE              | 2023              | 2024              | 8/31/2025         | 2025              | 2025              | 2026            |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| \$ in '000s                       | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended     |
| Net Change in Fund Balance        | (838.8)           | (234.6)           | 107.8             | (2.6)             | 1.6               | 957.3           |
| Fund Balance - Beginning of Year  | 647.1             | (191.6)           | (426.2)           | (426.2)           | (426.2)           | (428.8)         |
| <b>Fund Balance - End of Year</b> | <b>\$ (191.6)</b> | <b>\$ (426.2)</b> | <b>\$ (318.3)</b> | <b>\$ (428.8)</b> | <b>\$ (424.6)</b> | <b>\$ 528.5</b> |

## 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 No. 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 No. 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 2027.

## 2026 BUDGET HIGHLIGHTS

- All developable property is developed.

## 2025 BUDGET OVERVIEW

- ✓ Interstate Partners will receive its final incentive payment based on positive cash flow of the TID.
- ✓ Implementing brand opportunities throughout Park 151, include signage to direct visitors to other areas of Sun Prairie.

## PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy**

\*2025 data reflects final DOR Report

**Increase assessed valuation.**

| Measure                                    | 2020         | 2021         | 2022         | 2023         | 2024         | 2025         |
|--------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Current Year Value                         | \$26,376,200 | \$11,192,100 | \$32,443,100 | \$58,338,500 | \$68,015,400 | \$70,933,800 |
| Increment Value                            | \$25,758,000 | \$10,573,900 | \$31,824,900 | \$57,720,300 | \$67,397,200 | \$70,315,600 |
| % Change over prior year (increment value) | 50%          | -59%         | 201%         | 81%          | 17%          | 4%           |

2017 Base Value: \$618,200

| <b>TID 13 FUNDING SOURCES</b> | <b>2023</b>     | <b>2024</b>       | <b>8/31/2025</b>  | <b>2025</b>       | <b>2025</b>       | <b>2026</b>        | <b>Increase</b>   |
|-------------------------------|-----------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| \$ in '000s                   | <b>Actual</b>   | <b>Actual</b>     | <b>Actual</b>     | <b>Projected</b>  | <b>Budget</b>     | <b>Recommended</b> | <b>(Decrease)</b> |
| General Property Taxes        | 645.1           | 1,132.3           | 1,322.1           | 1,322.1           | 1,322.3           | 1,372.5            | 50.2              |
| Investment Income             | -               | 7.3               | 12.0              | 17.8              | 5.0               | 7.5                | 2.5               |
| Miscellaneous Income          | -               | -                 | 43.1              | 43.1              | 43.1              | 43.1               | -                 |
| Proceeds of Long Term Debt    | -               | -                 | -                 | -                 | -                 | -                  | -                 |
| Bond Premium                  | -               | -                 | -                 | -                 | -                 | -                  | -                 |
| <b>Total Funding Sources</b>  | <b>\$ 645.1</b> | <b>\$ 1,139.7</b> | <b>\$ 1,377.2</b> | <b>\$ 1,383.0</b> | <b>\$ 1,370.4</b> | <b>\$ 1,423.1</b>  | <b>\$ 52.7</b>    |

| <b>TID 13 EXPENDITURES</b>     | <b>2023</b>     | <b>2024</b>     | <b>8/31/2025</b> | <b>2025</b>       | <b>2025</b>     | <b>2026</b>        | <b>Increase</b>   |
|--------------------------------|-----------------|-----------------|------------------|-------------------|-----------------|--------------------|-------------------|
| \$ in '000s                    | <b>Actual</b>   | <b>Actual</b>   | <b>Actual</b>    | <b>Projected</b>  | <b>Budget</b>   | <b>Recommended</b> | <b>(Decrease)</b> |
| Professional Services          | 99.2            | 93.5            | 91.7             | 116.5             | 115.7           | 116.6              | 0.8               |
| Economic Development Payments  | -               | 293.1           | -                | 706.9             | -               | -                  | -                 |
| Debt Service and Related Costs | 89.8            | 90.2            | 45.4             | 81.2              | 81.2            | 72.0               | (9.2)             |
| Debt Issuance Costs            | -               | -               | -                | -                 | -               | -                  | -                 |
| Payment to Escrow Agent        | 235.0           | 246.2           | 257.8            | 257.8             | 257.8           | 263.1              | 5.4               |
| Capital Projects               | -               | -               | -                | -                 | -               | -                  | -                 |
| <b>Total Expenditures</b>      | <b>\$ 423.9</b> | <b>\$ 722.9</b> | <b>\$ 394.8</b>  | <b>\$ 1,162.4</b> | <b>\$ 454.7</b> | <b>\$ 451.7</b>    | <b>\$ (3.0)</b>   |

| <b>TID 13: FUND BALANCE</b>       | <b>2023</b>       | <b>2024</b>   | <b>8/31/2025</b> | <b>2025</b>      | <b>2025</b>     | <b>2026</b>        |
|-----------------------------------|-------------------|---------------|------------------|------------------|-----------------|--------------------|
| \$ in '000s                       | <b>Actual</b>     | <b>Actual</b> | <b>Actual</b>    | <b>Projected</b> | <b>Budget</b>   | <b>Recommended</b> |
| Net Change in Fund Balance        | 221.2             | 416.7         | 982.3            | 220.6            | 915.7           | 971.3              |
| Fund Balance - Beginning of Year  | (631.8)           | (410.6)       | 6.1              | 6.1              | 6.1             | 226.7              |
| <b>Fund Balance - End of Year</b> | <b>\$ (410.6)</b> | <b>\$ 6.1</b> | <b>\$ 988.5</b>  | <b>\$ 226.7</b>  | <b>\$ 921.8</b> | <b>\$ 1,198.0</b>  |

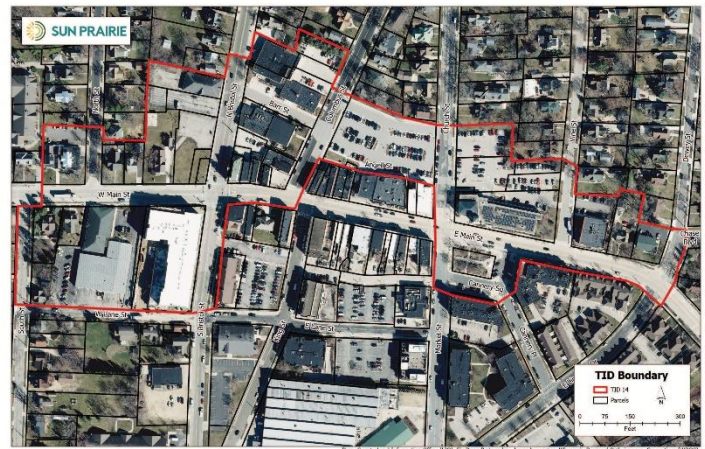


## MISSION

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 No. 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.

According to the adopted project plan, the boundary for TID No. 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.

## 2026 BUDGET HIGHLIGHTS

- The redevelopment at the northwest corner of Bristol & Main Street should have a partial evaluation on the hotel component of the project.
- Continued implementation of the TID No. 14 Project Plan and Sun Prairie Stronger Plan.

## 2025 BUDGET OVERVIEW

- ✓ Monarch on Main, the 92-unit multi-family project, was completed in July 2024 and will receive its first incentive payment.
- ✓ Implementing brand opportunities throughout Downtown, including parking lot signage and banners.

## PERFORMANCE METRICS

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

\*2025 data reflects final DOR Report

**Increase assessed valuation.**

| Measure                                    | 2020        | 2021        | 2022        | 2023        | 2024         | 2025         |
|--------------------------------------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Current Year Value                         | \$5,448,800 | \$4,985,800 | \$6,825,800 | \$9,983,000 | \$17,296,400 | \$30,145,000 |
| Increment Value                            | n/a         | -\$463,000  | \$1,377,000 | \$4,534,200 | \$12,008,100 | \$24,856,700 |
| % Change over prior year (increment value) | n/a         | n/a         | 397%        | 229%        | 165%         | 107%         |
| 2020 Base Value: \$5,448,800               |             |             |             |             |              |              |

| <b>TID 14 FUNDING SOURCES</b> | <b>2023</b>      | <b>2024</b>     | <b>8/31/2025</b> | <b>2025</b>     | <b>2025</b>     | <b>2026</b>       | <b>Increase</b>   |
|-------------------------------|------------------|-----------------|------------------|-----------------|-----------------|-------------------|-------------------|
| \$ in '000s                   | Actual           | Actual          | Actual           | Projected       | Budget          | Recommended       | (Decrease)        |
| General Property Taxes        | (27.9)           | 89.0            | 235.6            | 235.6           | 235.6           | 485.2             | 249.6             |
| State Aid- Personal Property  | -                | -               | 6.3              | 6.3             | 6.3             | 6.3               | -                 |
| State Grants - General        | -                | -               | -                | -               | -               | -                 | -                 |
| Investment Income             | (0.5)            | 1.6             | 1.1              | 1.5             | -               | -                 | -                 |
| Miscellaneous Income          | (0.1)            | -               | 0.0              | 0.0             | -               | -                 | -                 |
| Proceeds of Long Term Debt    | (20.0)           | 500.0           | -                | -               | -               | 1,600.0           | 1,600.0           |
| Fund Balance Applied          | -                | -               | -                | -               | -               | -                 | -                 |
| <b>Total Funding Sources</b>  | <b>\$ (48.6)</b> | <b>\$ 590.6</b> | <b>\$ 242.9</b>  | <b>\$ 243.4</b> | <b>\$ 241.9</b> | <b>\$ 2,091.4</b> | <b>\$ 1,849.6</b> |

| <b>TID 14 EXPENDITURES</b>     | <b>2023</b>    | <b>2024</b>     | <b>8/31/2025</b> | <b>2025</b>     | <b>2025</b>     | <b>2026</b>       | <b>Increase</b>   |
|--------------------------------|----------------|-----------------|------------------|-----------------|-----------------|-------------------|-------------------|
| \$ in '000s                    | Actual         | Actual          | Actual           | Projected       | Budget          | Recommended       | (Decrease)        |
| Professional Services          | 16.5           | 16.5            | 38.8             | 92.0            | 64.3            | 77.0              | 12.6              |
| Economic Development Payments  | 4.9            | 533.5           | 157.9            | 166.1           | 111.8           | 1,798.1           | 1,686.3           |
| Transfers                      | 10.0           | -               | 35.7             | 45.0            | 35.0            | -                 | (35.0)            |
| Debt Service and Related Costs | 3.0            | 3.5             | 1.5              | 2.5             | 2.5             | 32.9              | 30.4              |
| Debt Issuance Costs            | 0.3            | -               | -                | -               | -               | -                 | -                 |
| Payment to Escrow Agent        | -              | 10.0            | 10.0             | 10.0            | 10.0            | 111.6             | 101.6             |
| Capital Projects               | -              | -               | -                | -               | -               | -                 | -                 |
| <b>Total Expenditures</b>      | <b>\$ 34.8</b> | <b>\$ 563.5</b> | <b>\$ 243.9</b>  | <b>\$ 315.6</b> | <b>\$ 223.6</b> | <b>\$ 2,019.5</b> | <b>\$ 1,795.9</b> |

| <b>TID 14: FUND BALANCE</b>       | <b>2023</b>       | <b>2024</b>       | <b>8/31/2025</b>  | <b>2025</b>       | <b>2025</b>       | <b>2026</b>       |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| \$ in '000s                       | Actual            | Actual            | Actual            | Projected         | Budget            | Recommended       |
| Net Change in Fund Balance        | 14.2              | 27.1              | (1.0)             | (72.2)            | 18.3              | 72.0              |
| Fund Balance - Beginning of Year  | (259.2)           | (245.0)           | (217.9)           | (217.9)           | (217.9)           | (290.1)           |
| <b>Fund Balance - End of Year</b> | <b>\$ (245.0)</b> | <b>\$ (217.9)</b> | <b>\$ (218.9)</b> | <b>\$ (290.1)</b> | <b>\$ (199.7)</b> | <b>\$ (218.2)</b> |



## 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 No. 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 No. 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.

## 2026 BUDGET HIGHLIGHTS

- No notable budget highlights.

## 2025 BUDGET OVERVIEW

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

## PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhood**

\*2024 data reflects is preliminary DOR Report

Increase assessed valuation.

| Measure                                       | 2022         | 2023         | 2024         | 2025         |
|-----------------------------------------------|--------------|--------------|--------------|--------------|
| Current Year Value                            | \$51,551,024 | \$71,059,524 | \$74,399,800 | \$71,331,324 |
| Increment Value                               | \$7,224,900  | \$26,733,400 | \$27,005,200 | \$24,954,800 |
| % Change over prior year<br>(increment value) | n/a          | 270%         | 1%           | -7%          |
| 2022 Base Value: \$44,326,124                 |              |              |              |              |

| TID 15 FUNDING SOURCES       | 2023   | 2024            | 8/31/2025       | 2025            | 2025            | 2026            | Increase         |
|------------------------------|--------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| \$ in '000s                  | Actual | Actual          | Actual          | Projected       | Budget          | Recommended     | (Decrease)       |
| General Property Taxes       | -      | 141.7           | 524.4           | 524.4           | 524.5           | 487.1           | (37.4)           |
| State Aid- Personal Property | -      | -               | 48.9            | 48.9            | 48.9            | 48.9            | -                |
| State Grants                 | -      | -               | -               | -               | -               | -               | -                |
| Investment Income            | -      | 2.6             | 5.0             | 7.3             | 1.0             | 5.0             | 4.0              |
| Miscellaneous Income         | -      | -               | -               | -               | -               | -               | -                |
| Proceeds of Long Term Debt   | -      | -               | -               | -               | -               | -               | -                |
| Fund Balance Applied         | -      | -               | -               | -               | -               | -               | -                |
| <b>Total Funding Sources</b> | -      | <b>\$ 144.3</b> | <b>\$ 578.3</b> | <b>\$ 580.6</b> | <b>\$ 574.4</b> | <b>\$ 541.0</b> | <b>\$ (33.4)</b> |

| TID 15 EXPENDITURES            | 2023           | 2024            | 8/31/2025      | 2025            | 2025            | 2026            | Increase        |
|--------------------------------|----------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| \$ in '000s                    | Actual         | Actual          | Actual         | Projected       | Budget          | Recommended     | (Decrease)      |
| Professional Services          | 1.2            | 1.2             | 16.4           | 19.7            | 19.7            | 271.8           | 252.1           |
| Economic Development Payments  | -              | 177.7           | -              | 307.0           | 184.8           | 310.3           | 125.5           |
| Debt Service and Related Costs | -              | -               | -              | -               | -               | -               | -               |
| Debt Issuance Costs            | -              | -               | -              | -               | -               | -               | -               |
| Payment to Escrow Agent        | -              | -               | -              | -               | -               | -               | -               |
| Capital Projects               | -              | -               | -              | -               | -               | -               | -               |
| Transfers                      | 10.0           | -               | 10.0           | 20.0            | 10.0            | -               | (10.0)          |
| <b>Total Expenditures</b>      | <b>\$ 11.2</b> | <b>\$ 178.9</b> | <b>\$ 26.4</b> | <b>\$ 346.7</b> | <b>\$ 214.5</b> | <b>\$ 582.1</b> | <b>\$ 367.6</b> |

| TID 15: FUND BALANCE              | 2023             | 2024             | 8/31/2025       | 2025            | 2025            | 2026            |
|-----------------------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| \$ in '000s                       | Actual           | Actual           | Actual          | Projected       | Budget          | Recommended     |
| Net Change in Fund Balance        | (11.2)           | (34.5)           | 551.9           | 233.9           | 359.9           | (41.1)          |
| Fund Balance - Beginning of Year  | (8.9)            | (20.1)           | (54.6)          | (54.6)          | (54.6)          | 179.3           |
| <b>Fund Balance - End of Year</b> | <b>\$ (20.1)</b> | <b>\$ (54.6)</b> | <b>\$ 497.3</b> | <b>\$ 179.3</b> | <b>\$ 305.3</b> | <b>\$ 138.1</b> |

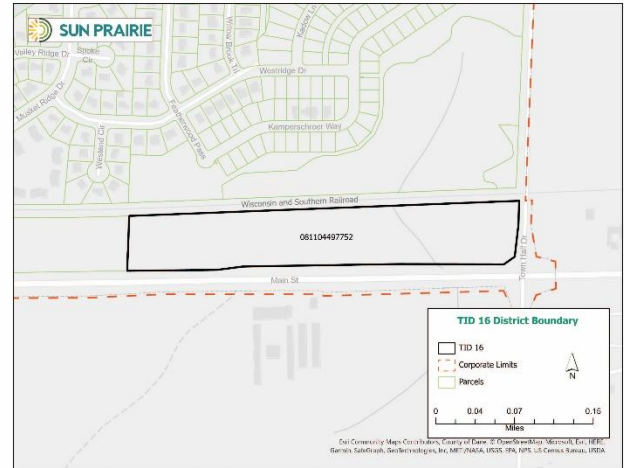
## MISSION

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 No. 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.



## 2026 BUDGET HIGHLIGHTS

- No changes to the budget.

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

## PERFORMANCE METRICS

Council Strategic Priority: **Housing & Neighborhood**

\*2025 data reflects final DOR Report

**Increase assessed valuation.**

| Measure                                    | 2023 | 2024        | 2025        |
|--------------------------------------------|------|-------------|-------------|
| Current Year Value                         | \$0  | \$1,422,900 | \$9,592,500 |
| Increment Value                            | n/a  | \$1,422,900 | \$9,592,500 |
| % Change over prior year (increment value) | n/a  | n/a         | 574%        |
| 2023 Base Value: \$0                       |      |             |             |

| <b>TID 16 FUNDING SOURCES</b> | <b>2023</b>   | <b>2024</b>   | <b>8/31/2025</b> | <b>2025</b>      | <b>2025</b>    | <b>2026</b>        | <b>Increase</b>   |
|-------------------------------|---------------|---------------|------------------|------------------|----------------|--------------------|-------------------|
| \$ in '000s                   | <b>Actual</b> | <b>Actual</b> | <b>Actual</b>    | <b>Projected</b> | <b>Budget</b>  | <b>Recommended</b> | <b>(Decrease)</b> |
| General Property Taxes        | -             | -             | 27.9             | 27.9             | 27.9           | 187.2              | 159.3             |
| Investment Income             | -             | -             | 0.2              | 0.4              | -              | -                  | -                 |
| Miscellaneous Income          | -             | -             | -                | -                | -              | -                  | -                 |
| Proceeds of Long Term Debt    | -             | -             | -                | -                | -              | -                  | -                 |
| Fund Balance Applied          | -             | -             | -                | -                | 8.0            | -                  | (8.0)             |
| <b>Total Funding Sources</b>  | <b>-</b>      | <b>-</b>      | <b>\$ 28.1</b>   | <b>\$ 28.3</b>   | <b>\$ 35.9</b> | <b>\$ 187.2</b>    | <b>\$ 151.3</b>   |

| <b>TID 15 EXPENDITURES</b>     | <b>2023</b>   | <b>2024</b>   | <b>8/31/2025</b> | <b>2025</b>      | <b>2025</b>   | <b>2026</b>        | <b>Increase</b>   |
|--------------------------------|---------------|---------------|------------------|------------------|---------------|--------------------|-------------------|
| \$ in '000s                    | <b>Actual</b> | <b>Actual</b> | <b>Actual</b>    | <b>Projected</b> | <b>Budget</b> | <b>Recommended</b> | <b>(Decrease)</b> |
| Professional Services          | -             | 0.6           | 3.2              | 10.1             | 7.8           | 39.0               | 31.2              |
| Economic Development Payments  | -             | -             | -                | -                | -             | 134.4              | 134.4             |
| Debt Service and Related Costs | -             | -             | -                | -                | -             | -                  | -                 |
| Debt Issuance Costs            | -             | -             | -                | -                | -             | -                  | -                 |
| Payment to Escrow Agent        | -             | -             | -                | -                | -             | -                  | -                 |
| Capital Projects               | -             | -             | -                | -                | -             | -                  | -                 |
| <b>Total Expenditures</b>      | <b>-</b>      | <b>\$ 0.6</b> | <b>\$ 3.2</b>    | <b>\$ 10.1</b>   | <b>\$ 7.8</b> | <b>\$ 173.4</b>    | <b>\$ 165.6</b>   |

| <b>TID 15: FUND BALANCE</b>       | <b>2023</b>     | <b>2024</b>     | <b>8/31/2025</b> | <b>2025</b>      | <b>2025</b>    | <b>2026</b>        |
|-----------------------------------|-----------------|-----------------|------------------|------------------|----------------|--------------------|
| \$ in '000s                       | <b>Actual</b>   | <b>Actual</b>   | <b>Actual</b>    | <b>Projected</b> | <b>Budget</b>  | <b>Recommended</b> |
| Net Change in Fund Balance        | (3.5)           | (0.6)           | 24.9             | 18.2             | 28.1           | 13.8               |
| Fund Balance - Beginning of Year  | -               | (3.5)           | (4.1)            | (4.1)            | (4.1)          | 14.1               |
| <b>Fund Balance - End of Year</b> | <b>\$ (3.5)</b> | <b>\$ (4.1)</b> | <b>\$ 20.9</b>   | <b>\$ 14.1</b>   | <b>\$ 24.1</b> | <b>\$ 27.9</b>     |

## 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.

## 2026 BUDGET HIGHLIGHTS

- Notable changes to the 2026 budget are as follows:
  - Administration = +\$17,785:
    - Budget Initiative for part-time/intern position +\$17,885
    - Annual Baker Tilly Financial Statement Review +\$100
    - Reduced Communications and Office Supply budget (-\$200)
  - Beautification, Maintenance, & Signage = No changes
  - Recruitment, Retention, & Policy = +\$1,500
    - Added funding funding for Memberships & Subscriptions
  - Advertising, Promotions, & Events = +\$5,100
    - Increased General Advertising +\$2,000
    - New event added "Holiday Sip & Shop" +5,000
    - Increased Ladies Night Out, Spring Wine Walk, & Fall Fun +2,100
    - Reduced Chocolate Cheese Walk and Fall Beer Taste (-\$4,000)
  - Budgeted Revenue = +\$18,221
    - The 2026 Sponsorship Revenue was increased based on the average of received sponsorships over the past two years +\$7,050
    - Increase Special Tax Assessment from \$173,300 to \$182,221 +\$8,921

## 2025 BUDGET OVERVIEW

- ✓ Hired a full-time BID Manager in Q3'24.
- ✓ Exceeded budgeted revenue goal.
- ✓ Beautification budget for Light Pole Banners will instead be used for purchasing new holiday decorations
- ✓ Wine Walk did not meet revenue goals. Adding a Holiday Sip & Shop event on November 13<sup>th</sup> to make up some of the missed revenue

PERFORMANCE METRICS

Promote the downtown area through special events

\*2025 data reflects information through August 8, 2025

| Ticket Sales                 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 GOAL | 2025 YTD |
|------------------------------|------|------|------|------|------|------|------|------|-----------|----------|
| Chocolate & Cheese Walk      |      |      |      |      |      |      | 205  |      | 250       | 265      |
| Wine Walk ticket sales       | 311  | 412  | 355  | 0    | 372  | 432  | 534  | 552  | 500       | 392      |
| Fall Beer Taste ticket sales | 137  | 168  | 204  | 0    | 215  | 319  | 288  | 298  | 300       |          |

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         | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Business Improvement District | 0              | 0              | 1                   | 1                 | 1              | 1                   |                        |
| <b>Total Personnel</b>        | -              | -              | 1.00                | 1.00              | 1.00           | 1.00                |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Business Improvement District           | 168.0           | 216.4           | 63.4                | 232.4             | 227.7           | 225.4               | (2.3)                  |
| <b>Total Expenditures</b>               | <b>\$ 168.0</b> | <b>\$ 216.4</b> | <b>\$ 63.4</b>      | <b>\$ 232.4</b>   | <b>\$ 227.7</b> | <b>\$ 225.4</b>     | <b>\$ (2.3)</b>        |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Contractual Services                    | 163.0           | 216.4           | 63.4                | 232.4             | 227.7           | 225.4               | (2.3)                  |
| Transfers/Bad Debt                      | 5.0             | -               | -                   | -                 | -               | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 168.0</b> | <b>\$ 216.4</b> | <b>\$ 63.4</b>      | <b>\$ 232.4</b>   | <b>\$ 227.7</b> | <b>\$ 225.4</b>     | <b>\$ (2.3)</b>        |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|----------------|----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Total Revenues                   | 174.3          | 232.0          | 224.5               | 230.7             | 223.6           | 233.0               | 9.4                    |
| Total Expenditures               | 168.0          | 216.4          | 63.4                | 232.4             | 227.7           | 225.4               | (2.3)                  |
| <b>Net Operating Result</b>      | <b>\$ 6.3</b>  | <b>\$ 15.6</b> | <b>\$ 161.2</b>     | <b>\$ (1.8)</b>   | <b>\$ (4.1)</b> | <b>\$ 7.6</b>       | <b>\$ 11.7</b>         |

| FUND BALANCE<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended |
|-----------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|
| Net Increase/(Decrease)     | 6.3            | 15.6           | 161.2               | (1.8)             | (4.1)          | 7.6                 |
| Fund Balance Applied        | -              | -              | -                   | -                 | 18.5           | 0.0                 |
| Beginning Fund Balance      | 54.4           | 60.7           | 76.3                | 76.3              | 76.3           | 74.5                |
| <b>Ending Fund Balance</b>  | <b>\$ 60.7</b> | <b>\$ 76.3</b> | <b>\$ 237.4</b>     | <b>\$ 74.5</b>    | <b>\$ 90.7</b> | <b>\$ 82.1</b>      |



# SUN PRAIRIE

*revolves around you*





## MISSION

Eliminate or prevent substandard, deteriorated, unsanitary, and blighted areas within the City. Provide and retain gainful employment opportunities for the citizens of the City. Provide affordable housing in the City. Encourage growth of the City's tax base and stimulate the flow of investment capital into the City.

## DESCRIPTION

Pursuant to Section 66.1335 of the Wisconsin State Statutes (i.e., the Community Development Authority Law), the Community Development Authority (CDA) was created as a "corporate body politic" authorized to transact business and exercise any and all powers, duties, and functions defined for housing and redevelopment authorities by Wisconsin State Statutes. In 2018, the City formalized the Community Development Authority by creating City Ordinance Section 2.38 – Community Development Authority (CDA). This ordinance expanded the CDA's duties to oversee the Revolving Loan Fund (RLF), contract with outside agencies, and to sell property.

The CDA's primary role has been to facilitate borrowing for infrastructure and acquisition costs related to redevelopment projects in the City's Tax Increment Districts (TIDs). Active TIDs are located in the Central Main Street Corridor (TID 11), the Sun Prairie Business Park (TID 12), the 151-Reiner Road Interchange area (TID 13), the Downtown area (TID 14), the West Main Street area (TID 15), and far east entrance the City near Town Hall Road (TID 16). In addition, the CDA reviews and provides direction on proposals requesting investment from the City in any capacity, and facilitating the sale of City or CDA -owned parcels in TID Districts.

The Community Development Department serves as the staff liaison to the CDA. The CDA consists of seven appointed members. Included among these members are one member of the Common Council and the Mayor, who serves as Chairperson.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

## PERFORMANCE METRICS

Council Strategic Priority: **Dynamic Economy & Housing and Neighborhoods**

\*2025 data reflects information through June 30, 2025

**Provide financial support and guidance necessary to promote housing and redevelopment in the City.**

| Measure                                                                                                                                  | 2020 | 2021 | 2022 | 2023 | 2024 | 2025* | 2025<br>YE | GOAL |
|------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|-------|------------|------|
| Formal applications for financial assistance in redevelopment projects received, reviewed, and forwarded to CDA for consideration        | 5    | 5    | 6    | 11   | 3    | 0     | 1          | 2    |
| Recommendations implemented and approved by the City Council                                                                             | 3    | 2    | 2    | 2    | 3    | 0     | 1          | 2    |
| Number of inquiries reviewed relating to acquisition of City or CDA-owned parcels                                                        | 6    | 7    | 8    | 6    | 2    | 3     | 5          | 8    |
| Sale, transfer, or purchase of land                                                                                                      | 2    | 1    | 0    | 0    | 0    | 0     | 1          | 1    |
| Completed projects resulting in the elimination of blight conditions, vacant buildings or parcels, or underutilized buildings or parcels | 2    | 1    | 1    | 2    | 2    | 1     | 1          | 1    |
| Planning efforts undertaken to advance redevelopment goals in the City                                                                   | 5    | 3    | 4    | 2    | 2    | 4     | 2          | 2    |

| PERSONNEL BY DIVISION           | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|---------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Community Development Authority | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b>          | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Community Development Authority         | 55.7           | 3.0            | -                   | -                 | -              | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 55.7</b> | <b>\$ 3.0</b>  | -                   | -                 | -              | -                   | -                      |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Debt Service                            | 55.7           | 3.0            | -                   | -                 | -              | -                   | -                      |
| <b>Total Expenditures</b>               | <b>\$ 55.7</b> | <b>\$ 3.0</b>  | -                   | -                 | -              | -                   | -                      |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual   | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|----------------|------------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 81.5           | (37.8)           | -                   | -                 | -              | -                   | -                      |
| Total Expenditures               | 55.7           | 3.0              | -                   | -                 | -              | -                   | -                      |
| <b>Net Operating Result</b>      | <b>\$ 25.7</b> | <b>\$ (40.9)</b> | -                   | -                 | -              | -                   | -                      |

| FUND BALANCE<br>\$ in '000s | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------|----------------|----------------|---------------------|-------------------|-----------------|---------------------|
| Net Increase/(Decrease)     | 25.7           | (40.9)         | -                   | -                 | -               | -                   |
| Fund Balance Applied        | -              | -              | 49                  | 49                | 49              | -                   |
| Beginning Fund Balance      | 15.1           | 40.9           | -                   | -                 | -               | (0.0)               |
| <b>Ending Fund Balance</b>  | <b>\$ 40.9</b> | <b>-</b>       | <b>\$ (0.0)</b>     | <b>\$ (0.0)</b>   | <b>\$ (0.0)</b> | <b>\$ (0.0)</b>     |



# 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.

## 2026 BUDGET HIGHLIGHTS

- There are no notable changes in the budget.

## 2025 BUDGET OVERVIEW

- ✓ There are no notable changes.

| PERSONNEL BY DIVISION  | 2023<br>Actual | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|------------------------|----------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| MPSIS COMMISSION       | 0              | 0              | 0                   | 0                 | 0              | 0                   |                        |
| <b>Total Personnel</b> | -              | -              | -                   | -                 | -              | -                   |                        |

| EXPENDITURES BY DIVISION<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| MPSIS COMMISSION                        | 715.1           | 747.1           | 473.9               | 778.1             | 768.1           | 809.8               | 41.7                   |
| <b>Total Expenditures</b>               | <b>\$ 715.1</b> | <b>\$ 747.1</b> | <b>\$ 473.9</b>     | <b>\$ 778.1</b>   | <b>\$ 768.1</b> | <b>\$ 809.8</b>     | <b>\$ 41.7</b>         |

| EXPENDITURES BY CATEGORY<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended | Increase<br>(Decrease) |
|-----------------------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|------------------------|
| Personnel                               | 222.5           | 264.6           | 136.0               | 279.0             | 279.0           | 298.5               | 19.5                   |
| Materials & Supplies                    | 250.5           | 276.5           | 200.0               | 265.0             | 265.0           | 285.2               | 20.3                   |
| Contractual Services                    | 95.2            | 96.4            | 62.1                | 150.3             | 150.3           | 153.5               | 3.1                    |
| Professional Development                | 2.2             | 5.5             | 2.3                 | 4.0               | 4.0             | 4.0                 | (0.0)                  |
| Transfers/Bad Debt                      | 10.9            | -               | -                   | -                 | -               | -                   | -                      |
| Capital Items                           | 133.8           | 104.1           | 73.5                | 79.8              | 69.8            | 68.6                | (1.1)                  |
| <b>Total Expenditures</b>               | <b>\$ 715.1</b> | <b>\$ 747.1</b> | <b>\$ 473.9</b>     | <b>\$ 778.1</b>   | <b>\$ 768.1</b> | <b>\$ 809.8</b>     | <b>\$ 41.7</b>         |

| OPERATING RESULTS<br>\$ in '000s | 2023<br>Actual   | 2024<br>Actual | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget | 2026<br>Recommended | Increase<br>(Decrease) |
|----------------------------------|------------------|----------------|---------------------|-------------------|----------------|---------------------|------------------------|
| Total Revenues                   | 701.1            | 755.7          | 803.8               | 778.1             | 768.1          | 809.8               | 41.7                   |
| Total Expenditures               | 715.1            | 747.1          | 473.9               | 778.1             | 768.1          | 809.8               | 41.7                   |
| <b>Net Operating Result</b>      | <b>\$ (14.0)</b> | <b>\$ 8.6</b>  | <b>\$ 329.9</b>     | <b>-</b>          | <b>-</b>       | <b>-</b>            | <b>-</b>               |

| FUND BALANCE<br>\$ in '000s | 2023<br>Actual  | 2024<br>Actual  | 8/31/2025<br>Actual | 2025<br>Projected | 2025<br>Budget  | 2026<br>Recommended |
|-----------------------------|-----------------|-----------------|---------------------|-------------------|-----------------|---------------------|
| Net Increase/(Decrease)     | (14.0)          | 8.6             | 329.9               | -                 | -               | -                   |
| Fund Balance Applied        | -               | -               | -                   | -                 | -               | -                   |
| Beginning Fund Balance      | 375.9           | 361.9           | 370.5               | 370.5             | 370.5           | 370.5               |
| <b>Ending Fund Balance</b>  | <b>\$ 361.9</b> | <b>\$ 370.5</b> | <b>\$ 700.4</b>     | <b>\$ 370.5</b>   | <b>\$ 370.5</b> | <b>\$ 370.5</b>     |

## APPENDIX A : RESOLUTIONS

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING  
THE 2026 CITY OF  
SUN PRAIRIE BUDGET**

Presented: December 2, 2025

Adopted: December 2, 2025

**Resolution No.: 25/108**

**RESOLUTION**

**WHEREAS**, on Tuesday, November 4, 2025, the Committee of the Whole held a public hearing to consider the 2026 City of Sun Prairie Budget; and

**WHEREAS**, on Tuesday, November 4, 2025, the Committee of the Whole met to consider the 2026 City of Sun Prairie Budget; and

**WHEREAS**, after careful review and discussion, on Tuesday, November 4, 2025, 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 2026 as set forth in the attached schedule and made a part hereof; and

**WHEREAS**, on Tuesday, December 2, 2025, the Common Council held a public hearing to consider the 2026 City of Sun Prairie Budget; and

**WHEREAS**, after careful review and discussion, on Tuesday, December 2, 2025, the City Council moved to adopt a resolution approving the budget of the City of Sun Prairie, Dane County, Wisconsin, for the year 2026 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 2026 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:   
Steven C. Stocker, Mayor

Date Approved: December 2, 2025

Date Signed: December 3, 2025



City of Sun Prairie, Wisconsin

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

Presented: December 2, 2025

Adopted: December 2, 2025

**Resolution No.: 25/109**

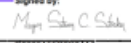
**RESOLUTION**

**WHEREAS**, on Tuesday, December 2, 2025, the Common Council met to consider the 2026 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 2026; and

**WHEREAS**, the amounts set forth in the 2026 budget require total property taxes to be levied in the amount of \$37,136,625.

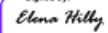
**NOW THEREFOR BE IT RESOLVED**, by the Common Council of the City of Sun Prairie, Dane County, Wisconsin, hereby approves the amounts set forth in the 2026 budget and that the same be placed on the tax roll for the year 2025, collectible in 2026, and that the total levy is hereby determined to be \$37,136,625.

APPROVED:   
Steven C. Stocker, Mayor

Date Approved: December 2, 2025

Date Signed: December 3, 2025

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 2nd day of December 2025 and submitted for signatures on the 3rd day of December 2025.

  
Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE 2026 SEWER  
UTILITY RATES**

**Presented:** December 2, 2025

**Adopted:** December 2, 2025

**Resolution No.: 25/110**

**RESOLUTION**

**WHEREAS**, on Tuesday, November 4<sup>th</sup>, the Committee of the Whole met to consider the 2026 City of Sun Prairie Recommended Budget including the Sewer Utility Budget; and

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

**WHEREAS**, said budget includes an increase in the sewer charges and meter charges of 9.9% for an average annual cost to take effect on January 1, 2026 as follows:

| <b>Domestic Sewerage Customers</b> | <b>2026<br/>Rates</b> |
|------------------------------------|-----------------------|
| Monthly Fixed Charge               |                       |
| 5/8                                | \$ 15.18              |
| 1                                  | \$ 21.20              |
| 1.5                                | \$ 29.63              |
| 2                                  | \$ 41.66              |
| 3                                  | \$ 66.96              |
| 4                                  | \$ 104.30             |
| Volumetric Charge per 100 Cu. Ft   | \$ 4.52               |
| Surcharge Rate BOD / lb.           | \$ 0.69               |
| Surcharge Rate TSS / lb.           | \$ 0.58               |
| Surcharge Rate Phosphorus / lb.    | \$ 7.72               |

**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, 2026.

APPROVED:   
Steven C. Stocker, Mayor

Date Approved: December 2, 2025

Date Signed: December 3, 2025

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 2nd day of December 2025 and was submitted for signatures on the 3rd day of December 2025.

  
Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING THE 2026 STORM  
WATER UTILITY RATES**

**Presented:** December 2, 2025

**Adopted:** December 2, 2025

**Resolution No.: 25/111**

**RESOLUTION**

**WHEREAS**, on Tuesday, November 4<sup>th</sup>, the Committee of the Whole met to consider the 2026 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 \$2.19 per ERU to take effect on January 1, 2026.

**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, 2026.

APPROVED:

Signed by:

*Steven C. Stocker*

Steven C. Stocker, Mayor

Date Approved: December 2, 2025

Date Signed: December 3, 2025

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 2nd day of December 2025 and was submitted for signatures on the 3rd day of December 2025.

Signed by:

*Elena Hilby*

Elena Hilby, City Clerk

City of Sun Prairie, Wisconsin

**RESOLUTION APPROVING  
THE 2026 FEE SCHEDULE**

**Presented:** December 2, 2025

**Adopted:** December 2, 2025

**Resolution No.: 25/112**

**RESOLUTION**

**WHEREAS**, on Tuesday, December 2, 2025, the Common Council met to discuss the 2026 Fee Schedule that was approved during the 2026 budget review process; and

**WHEREAS**, the proposed 2026 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 2026 Fee Schedule, per the attachment.

APPROVED:

Signed by:  
*Steven C. Stocker*

09386A5FD9B8A1  
Steven C. Stocker, Mayor

Date Approved: December 2, 2025

Date Signed: December 3, 2025

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 2nd day of December 2025 and was submitted for signatures on the 3rd day of December 2025.

Signed by:  
*Elena Hilby*

1FA3D8F4928F45C  
Elena Hilby, City Clerk

## APPENDIX B : BUDGET INITIATIVES

Revenue Information Form  
FY 2026

Department: Building Inspection Org: 10004400  
Account: 443100  
443300  
443400  
443200  
Check one:  
\_\_\_\_ New \_\_\_\_X\_\_\_\_ Rate Change \_\_\_\_ Existing

Describe this revenue source:

Increase penalty for work without a permit from double original fee to triple original fee.

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

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

Local Ordinance

**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: Double Fee  
(2) Proposed Rate or Fee Amount: Triple Fee  
(3) Frequency of Review: Annually  
(4) Total Number of Users/Units of Service: 481 (2024)  
(5) Revenue Usage Restrictions (if any):

Critical Issues Affecting Revenue:

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

There has been an increased rate of work without a permit, increasing the amount of work not being inspected. Doubling the fee is not working as a deterrent. Building Inspection wants compliance to ensure homes and businesses are safe. Inspectors are using too much time finding work being done without a permit and making them apply for a permit.

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

The revenue stream would increase or decrease with the amount of work being done.

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

Building inspection has been told by multiple contractors that they save money by not pulling permits and getting caught a few times and paying a few double fee's. We want permits for all work being done to ensure the work is being done correctly and safely.

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: | Lake Geneva | Rate: | Triple Fee |
| Community: | Waunakee    | Rate: | Double Fee |
| Community: | Middleton   | Rate: | Double Fee |

**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  
                                                 Compliance                      Double                      Triple

Please describe the method you used to develop the forecast:

I cannot pull exact numbers because we have permits of different cost and we manually double the fee.

|                  |                    |                    |                            |                          |                          |
|------------------|--------------------|--------------------|----------------------------|--------------------------|--------------------------|
| Construction     |                    |                    |                            |                          |                          |
|                  | <b>2023 Actual</b> | <b>2024 Actual</b> | <b>2024 Revised Budget</b> | <b>2025 Dept. Budget</b> | <b>2026 Dept. Budget</b> |
| Revenue Forecast | 263350.44          | 224339.7           | 332690                     | 264448                   | 200000                   |
| Percent Change   |                    |                    | 48%                        | -40%                     |                          |
| Electrical       |                    |                    |                            |                          |                          |
|                  | <b>2023 Actual</b> | <b>2024 Actual</b> | <b>2024 Revised Budget</b> | <b>2025 Dept. Budget</b> | <b>2026 Dept. Budget</b> |
| Revenue Forecast | 147388.99          | 103479.72          | 199323                     | 133986                   | 110000                   |
| Percent Change   |                    |                    | 93%                        | -45%                     |                          |
| HVAC             |                    |                    |                            |                          |                          |
|                  | <b>2023 Actual</b> | <b>2024 Actual</b> | <b>2024 Revised Budget</b> | <b>2025 Dept. Budget</b> | <b>2026 Dept. Budget</b> |
| Revenue Forecast | 186210.49          | 147563.48          | 214123                     | 181269                   | 140000                   |
| Percent Change   |                    |                    | 45%                        | -35%                     |                          |
| Plumbing         |                    |                    |                            |                          |                          |
|                  | <b>2023 Actual</b> | <b>2024 Actual</b> | <b>2024 Revised Budget</b> | <b>2025 Dept. Budget</b> | <b>2026 Dept. Budget</b> |
| Revenue Forecast | 225989.93          | 180616.02          | 223837                     | 219090                   | 165000                   |
| Percent Change   |                    |                    | 24%                        | -26%                     |                          |

Contact:                      Jonathan Betz                      Extension:                      1168

### Revenue Information Form FY 2026

Department: Building Inspection Org: 10004400

Account: 443200

**Check one:**

☐ New ☒ Rate Change ☐ Existing

**Describe this revenue source:**

Increase Commercial water treatment devise (boilers, water heaters, water softeners, etc.) fee's that were overlooked in the 2022 fee change.

Authorization: **When was this tax or fee last changed?** 01/23 (mm/yy)

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

Ordinance.

**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

(2) Proposed Rate or Fee Amount: \$150

(3) Frequency of Review: Annually

(4) Total Number of Users/Units of Service: 30

(5) Revenue Usage Restrictions (if any):

**Critical Issues Affecting Revenue:**

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

This proposed increase will offset the increase in administering and delivering inspection services to these types of projects. It will bring the fee even with how we treat other trades.

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

Permit fees are intended to cover the cost of inspection of a building, plan review and administrative costs. The revenue stream would increase or decrease with the amount of permits.

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

Inspections require a higher paid inspector and longer inspections. Commercial itemized fee's are double residential fees for HVAC and construction.

**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>Verona</u>        | Rate: <u>\$150</u>             |
| Community: <u>Cottage Grove</u> | Rate: <u>Residential \$120</u> |
| Community: <u>Janesville</u>    | Rate: <u>\$110</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>                    </u> | <u>                    </u> | <u>                    </u> |

Please describe the method you used to develop the forecast:

I cannot pull exact numbers without manually going through every permit for each year. Using the commercial plumbing inspector and the permit specialist, there are about 30 commercial plumbing permits a year. This would equate to \$2250 as an increase in revenue.

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | 225,989.93  | 180,616.02  | 223,837             | 219,090           | 165000            |
| Percent Change   |             |             | 24%                 | -26%              |                   |

Contact: Jonathan Betz Extension: 1168



### Revenue Information Form FY 2026

Department: Building Inspection Org: 10004600  
Account: 462420

**Check one:**

☐ New ☒ Rate Change ☐ Existing

**Describe this revenue source:**

Increase the Non-Solar App+ photovoltaic permits plan review fee from \$50 to \$100.

Authorization: **When was this tax or fee last changed?** 01/24 (mm/yy)

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

Ordinance

**Assumptions:** Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

(1) Current Rate or Fee Amount: \$50  
(2) Proposed Rate or Fee Amount: \$100  
(3) Frequency of Review: Annually  
(4) Total Number of Users/Units of Service: 13  
(5) Revenue Usage Restrictions (if any):

**Critical Issues Affecting Revenue:**

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

The City of Sun Prairie uses two solar permits Solar App+ (SAPL) and Photovoltaic (PV). SAPL total permit fee charge is \$236.36. Building Inspection is proposing a raise of our fee on PV permits to a total of \$250. We would like to be compensated for the time it takes to do a plan review and gently encourage applicants to use Solar App+.

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

The revenue stream would increase or decrease with the pace of construction.

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

The current fee does not cover the time it takes to process and review the PV permit. We want the PV fee to be higher than the SAPL fee while still being reasonable.

**Comparison to Other Communities:** Sun Prairie: \$200

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

|                                 |                                           |
|---------------------------------|-------------------------------------------|
| Community: <u>Middleton</u>     | Rate: <u>\$250 total</u>                  |
| Community: <u>Waunakee</u>      | Rate: <u>\$340 Minimum</u>                |
| Community: <u>Cottage Grove</u> | Rate: <u>Res. \$291 Commercial: \$520</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>                    </u> | <u>                    </u> | <u>                    </u> |

Please describe the method you used to develop the forecast:

I took the average number of PV permits per month over the last 20 months, calculated my annual permit amount and multiplied by the rate of increase.

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | 60,400      | 47,821      | 20,968              | 39,039            | 30,000            |
| Percent Change   |             |             | -56%                | 43%               |                   |

Contact: Jonathan Betz Extension: 1168

Revenue Information Form  
FY 2026

Department: Building Inspection Org: 100  
Account: 161200

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

Raise the fee on State Seals from \$33 to \$50.

Authorization: When was this tax or fee last changed? Over 10  
Years ago (mm/yy)

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

State Seals are required by the state for every new one- or two-family home.

**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: \$33.30  
(2) Proposed Rate or Fee Amount: \$50  
(3) Frequency of Review: Every 10 years  
(4) Total Number of Users/Units of Service: 90  
(5) Revenue Usage Restrictions (if any):

One State Seal per new home.

Critical Issues Affecting Revenue:

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

We are charging \$33 for each state seal while the cost to the city is \$33.30. The fee increase is intended to cover the cost of the seal as well as some of the administrative time required for the purchase and tracking of the seals for each residence.

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

This revenue will increase and decrease with the rate of new home construction.

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

We are recouping the cost of providing this required service.

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>Waunakee</u>  | Rate: | <u>\$37</u> |
| Community: | <u>Fitchburg</u> | Rate: | <u>\$75</u> |
| Community: | <u>Middleton</u> | Rate: | <u>\$45</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></u>     | <u></u>             | <u></u>              |

Please describe the method you used to develop the forecast:

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | 858         | 561         | 0                   | -957              | -1503             |
| Percent Change   |             |             | -100%               | #DIV/0!           |                   |

Contact: Jonathan Betz Extension: 1168

Revenue Information Form  
FY 2026

Department: Sun Prairie Media Center Org: 22004600  
Account: 465110

Check one:

☐ New ☒ 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: 2 Day: \$70 (members) \$90 (non-members), 4  
Day: \$100 (members) \$140 (non-members)

(2) Proposed Rate or Fee Amount: 2 Day: \$90 (members) \$110 (non-members), 4  
Day: \$140 (members) \$180 (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 due to member usage and/or the Library construction project; functioning and current equipment and curriculum; limited staff effects the number of participants and revenue generated; the KIDS4 media literacy programs are unique to the community and have high interest from local youth.

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

Changes in the economy could impact staffing which would affect the services offered. This revenue may be impacted by the individual circumstances of families who are looking to participate in Summer Workshops with KIDS4. Scholarships are available for families who qualify for a reduced rate to help increase participation in underserved communities.

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

This is part of the cost recovery plan for KIDS4 programs. The rates for these programs has not increased since November 2023.

**Comparison to Other Communities:**

Are other communities charging a similar fee? If yes, please provide city name(s) and the rate or fee amount.

Community: \_\_\_\_\_ Rate: \_\_\_\_\_  
Community: \_\_\_\_\_ Rate: \_\_\_\_\_  
Community: \_\_\_\_\_ Rate: \_\_\_\_\_

**Cost Recovery:** Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery : Goal Current Rate Proposed Rate  
100% 64% 80%

Please describe the method you used to develop the forecast:

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | \$ 18,610   | \$16,850    | \$21,000            | \$21,200          | \$22,380          |
| Percent Change   |             |             | 25%                 | 7%                |                   |

Contact: \_\_\_\_\_ Extension: \_\_\_\_\_

Revenue Information Form  
FY 2026

Department: Sun Prairie Media Center Org: 22004600  
Account: 465110

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

Authorization: When was this tax or fee last changed? 11/24 (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: \$200 (members) \$275 (non-members)  
(2) Proposed Rate or Fee Amount: \$250 (members) \$325 (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 due; functioning and current equipment and curriculum; limited staff effects the number of participants and revenue generated; the KIDS4 media literacy programs are unique to the community and have high interest from local youth.

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

Changes in the economy could impact staffing which would affect the services offered. This revenue may be impacted by the individual circumstances of families who are looking to participate in Summer Workshops with KIDS4. Scholarships are available for families who qualify for a reduced rate to help increase participation in underserved communities.

(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 third 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: Rate:  
Community: Rate:  
Community: Rate:

**Cost Recovery:** Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery : Goal Current Rate Proposed Rate  
100% 39% 46%

Please describe the method you used to develop the forecast:

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | \$ 18,610   | \$16,850    | \$21,000            | \$21,200          | \$ 22,380         |
| Percent Change   |             |             | 25%                 | 7%                |                   |

Contact: Extension:

Revenue Information Form  
FY 2026

Department: PRF Org: 10004600  
Account: 465505

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

Dog Park Fees (Cooperative with all Dane county Dog Parks)

Authorization: When was this tax or fee last changed? 01/23 (mm/yy)

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

**Assumptions:** Please indicate (1-2) the rate or fee amount charged for this revenue source, (3) how often the rate or fee is reviewed for adjustments, (4) the total number of users (e.g. accounts, customers) or units of services, and (5) any revenue usage restrictions.

- (1) Current Rate or Fee Amount: \$43 for regular annual pass  
\$20 for disabled/senior/military/veteran  
\$20 for additional and replacement  
\$8 daily pass
- (2) Proposed Rate or Fee Amount: \$46 for regular annual pass  
\$23 for disabled/senior/military/veteran  
\$20 for additional and replacement  
\$8 daily pass
- (3) Frequency of Review: every 3-5 years
- (4) Total Number of Users/Units of Service: approx. 600 users
- (5) Revenue Usage Restrictions (if any): N/A

Critical Issues Affecting Revenue:

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

This fee is established by Dane County for all dog parks within the county.

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

The dog park is seeing increased usage due to the pandemic and the increase in dog ownership. The economy isn't necessarily impacting this revenue in any significant way.

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

The city does not set the fee for the dog park. This increase was requested by Dane County, but supported by City staff to support the increased usage of the dog park and the cost associated with its maintenance.

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 Madison Rate: Same as proposed  
Community: City of Middleton Rate: Same as proposed  
Community: Dane County Rate: Same as proposed

**Cost Recovery:** Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery : Goal Current Rate Proposed Rate

Please describe the method you used to develop the forecast:

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | -23268      | -20088      | -30000              | -30000            | -31800            |
| Percent Change   |             |             | 49%                 | 6%                |                   |

Contact: Kristin Grissom Extension: 1117

Revenue Information Form  
FY 2026

Department: Police Department Org: 10004600  
Account: 462100

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

City of Sun Prairie Ordinance Sec 8.08.090 requires a permit for private alarm systems on all premises located within the City.

Authorization: When was this tax or fee last changed? 01/09 (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: One-time \$10 fee  
(2) Proposed Rate or Fee Amount: Annual \$20 fee  
(3) Frequency of Review: Annually  
(4) Total Number of Users/Units of Service: Approx. 36 permits per year  
(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.

Information submitted via the permit application is required for licensing alarms and effective response to alarm signals.

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

The economy does not impact this revenue in any significant way.

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

The one-time rate of \$10 has been in effect for at least 16 years. The administrative costs associated with this process have certainly increased since then. Further, the one-time application lends to keyholder information becoming no longer accurate, extending the time for responding to and resolving calls for service.

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>Middleton</u> | Rate: | <u>\$20 per year</u>     |
| Community: | <u>Madison</u>   | Rate: | <u>\$25 per year</u>     |
| Community: | <u>Fitchburg</u> | Rate: | <u>\$50 one-time fee</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>                    </u> | <u>                    </u> | <u>                    </u> |

Please describe the method you used to develop the forecast:

Total revenue collected over the last 16-1/2 years for processing 592 permits was \$5,920. This shows an average of 36 permits processed per year.

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | -360        | -270        | -360                | -360              | -720              |
| Percent Change   |             |             | 33%                 | 100%              |                   |

Contact: Michelle Garrison Extension: 6102

Revenue Information Form  
FY 2026

Department: Police Department Org: 10004600  
Account: 462100

Check one:

☐ New ☒ Rate Change ☐ Existing

Describe this revenue source:

City of Sun Prairie Ordinance Sec 8.08.090 dictates that any person, business, corporation or other entity, having a permissible alarm system with alarm device(s) at one or more locations shall pay to the city a charge for false alarms responded to by the police or fire department.

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: \$50 for 3rd false alarm per location  
\$70 for 4th false alarm per location  
\$90 for 5th false alarm per location  
\$130 for 6th and subsequent false alarm per location
- (2) Proposed Rate or Fee Amount: \$60 for 3rd false alarm per location  
\$80 for 4th false alarm per location  
\$100 for 5th false alarm per location  
\$150 for 6th false alarm per location  
\$300 for 7th and subsequent false alarm per location
- (3) Frequency of Review: Annually
- (4) Total Number of Users/Units of Service: Approx. 770 users
- (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.  
Each false alarm requires response of public safety personnel, involves unnecessary expense to the City, increases the risk of injury to persons or damage to property and dilutes the overall public safety protection to the city. Such false alarms constitute a public nuisance and must be abated.
- (2) How is this revenue affected by changes in the economy?

The economy does not impact this revenue in any significant way.

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

Current rates have been in place for almost eight years. Administrative costs associated with this process have increased, as well as costs associated with response. Notably, since the last fee increase, the number of false alarms has decreased; 339 false alarms in 2019, 260 false alarms in 2020, 166 false alarms in 2021, 114 false alarms in 2022, 111 false alarms in 2023. Additional rationale comes from data showing an exhorbitant number of false alarms above and beyond 6 occurrences, primarily from businesses less impacted by the current rates.

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: \$200 for 3rd and subsequent false alarm  
Community: Madison Rate: No less than \$100 and no more than \$1,000 per false alarm  
Community: Fitchburg Rate: \$150 for 3rd - 9th false alarm. \$500 for 10th and subsequent.

Cost Recovery: Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery : Goal Current Rate Proposed Rate

Please describe the method you used to develop the forecast:

Total revenue collected over the last 7 years was \$57,930, which is an average of \$8,276 per year. Proposed rates for that same data pool would result in \$95,940, which is an average of \$13,706 per year. The proposed rates reflect a 13% increase for the 3rd through 5th occurrence of false alarms within a one-year period. The greatest rate increase is in the 6th and 7th and subsequent false alarms, which account for an average of 38% of the overall number of yearly false alarms.

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | -5,670      | -9,790      | -9,790              | -8726             | -13706            |
| Percent Change   |             |             | 0%                  | 40%               |                   |

Contact: Michelle Garrison Extension: 6102



## Revenue Information Form FY 2026

Department: Police Department Org: 10004600  
Account: 462100

**Check one:**

☐ New ☒ Rate Change ☐ Existing

**Describe this revenue source:**

Police stand-by services at an event, such as school district sports and academic events, as well as mutual aid to other agencies for events in their jurisdiction such as concerts.

Authorization: When was this tax or fee last changed? 01/09 (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: \$65/hour  
(2) Proposed Rate or Fee Amount: \$90/hour  
(3) Frequency of Review: Annually  
(4) Total Number of Users/Units of Service: Approx. 5 users  
(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.

The current rate has been in place for over 16 years. Officer salaries have substantially increased since then. In essence, we are losing money (i.e., using taxpayer funds) when providing mutual aid, rather than being made whole.

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

The economy does not impact this revenue in any significant way.

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

We are aware that our current rate is one of the lowest in the Dane County area and have learned the average rate is \$80/hour.

**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: \$85/per hour w/3 hour minimum  
Community: UW PD Study Rate: \$78/hr + longevity & seniority  
Community: \_\_\_\_\_ Rate: \_\_\_\_\_

**Cost Recovery:** Please indicate percentage of the program or cost center cost that is recovered through this fee or charge. If available, provide cost recovery information. Attach worksheet if necessary.

% of cost recovery : Goal Current Rate Proposed Rate  
\_\_\_\_\_

Please describe the method you used to develop the forecast:

Personnel eligible for providing Officer stand-by services include Officers, Detectives, and Sergeants per collective bargaining agreement. The starting OT rate for a Police Officer as of January 1, 2026 will be \$57.60. The most senior Sergeant's OT rate is \$89.17. The average of these OT rates is \$73.39. Adding 7.65% FICA and 15.01% WRS brings the total to \$90. This is a 32% increase from \$65/hour to \$90/hour.

|                  | 2023 Actual | 2024 Actual | 2024 Revised Budget | 2025 Dept. Budget | 2026 Dept. Budget |
|------------------|-------------|-------------|---------------------|-------------------|-------------------|
| Revenue Forecast | -26,845     | -28654      | -28654              | -38732            | -51126            |
| Percent Change   |             |             | 0%                  | 78%               |                   |

Contact: Michelle Garrison Extension: 6102





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                                                                                        |
|---------------------------------------------|----------------------------------------------------------------------------------------|
| Provide requested information               | Response                                                                               |
| Administrator's Initiative Priority Number: | 1<br>Main Street Crosswalk,<br>Economic Development<br>Complete Transportation<br>2026 |
| 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 <sup>a</sup>                                                                                                                                  |             | 528,231        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | -              |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -              |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 528,231        |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>528,231</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -              |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>W Main Street is the backbone of Sun Prairie's transportation network, providing an essential pathway for residents driving, walking, and riding transit. Twelve intersections on W Main Street between O'Keeffe Ave and Union St were constructed with crosswalks made of textured, colored concrete that have deteriorated more quickly than the rest of the roadway. These crosswalks now pose safety hazards to pedestrians and drivers and are in need of replacement. The community has requested Rapid Rectangular Flashing Beacons, or RRFB's, for Main St at Thompson Rd to help students of West High School and Prairie View Middle School in walking to school from the Wildwood Apartments, and at Lothe St to assist residents crossing Main St to access to businesses on the north side of the street and residences on the south side of the street. The two transit stops on O'Keeffe Ave near Wal-Mart and the bus stop in front of the Landing at 818 (Bird St and Main St) are frequently used and riders would benefit from the addition of amenities including shelters and benches for added comfort when waiting for the bus. This request would involve installing a shelter and bench, and a bench at the Wal-Mart Stops, and a shelter and a bench at the Landing at 818.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This initiative will be fully funded through TID 11 and TID 15, both of which are cash-flow positive and have repaid all general fund advances. No new general fund dollars will be used.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Council has identified a complete transportation network as a strategic priority and objective.</p> <p>This project will replace deteriorating crosswalks at several of the City's most dangerous intersections for pedestrians with a grey concrete that will match the rest of the roadway. This will improve the safety of these crosswalks in reducing tripping hazards and in allowing for a higher contrast between painted crosswalks and the surface materials.</p> <p>Adding RRFB's at key crossings on Main St will help to facilitate safer pedestrian crossings at locations that are not signalized.</p> <p>Providing amenities at the bus stops near Wal-Mart and at the Landing at 818 will help to improve the transit experience for residents doing routine household shopping supporting the quality of life for seniors, low-income residents, other non-drivers that rely on Public Transit, and residents who choose to ride the bus.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                               |
|---------------------------------------------|-------------------------------|
| Provide requested information               | Response                      |
| Administrator's Initiative Priority Number: | 1                             |
| Department's Initiative Priority Number:    |                               |
| Initiative Title:                           | Traffic Calming Demonstration |
| Department Name:                            | Transportation                |
| Council Strategic Plan Vision:              | Complete Transportation       |
| Fiscal Year:                                | 2026                          |

| 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 <sup>a</sup>                                                                                                                                  |             | 50,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 50,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>50,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>Provide a concise description/justification for this initiative request.</p> <p>The City of Sun Prairie is working to achieve Zero serious injuries and deaths on roadways in the City by 2035. As part of this effort, the City is seeking to purchase materials to install temporary traffic calming demonstrations such as traffic circles, curb extensions, speed tables and speed cushions, and other traffic calming elements through the use of plastic bollards, rubber curbs, rubber speed tables and cushions, and traffic signage. Specific locations for these demonstrations have not been identified but may include areas on the High-Injury Network and other areas with known speeding or safety concerns. In general, these would be installed as a way to study their impacts on speed reductions, operational improvements, and user experiences and to help inform the design of future-year rehabilitation and reconstruction. The installation work would be completed by Public Works staff and evaluation would be completed by Transportation staff. The intent is that as evaluation supports, and budget allows, these temporary demonstrations will become more permanent.</p> |

| Why must this initiative be supported through the use of new funding?                                            |
|------------------------------------------------------------------------------------------------------------------|
| <p>This request would use existing balance in the Transportation Fund and no new general funds will be used.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The City's adopted strategic plan identifies a Complete Transportation Network as a priority. The safety of roadway users is paramount to creating a complete transportation network. Since adopting the strategic plan, the City has committed to Vision Zero and achieving zero serious injuries and fatalities on Sun Prairie's roadways by 2035. In 2025, the City adopted a Vision Zero Action Plan to help achieve this vision with two of the strategies focused on this initiative, 1. Design for calm streets and 2. Build strategic &amp; multimodal projects. Funding this initiative will allow the City to begin demonstrating, and evaluating, traffic calming features that are not yet present in Sun Prairie. Finding additional ways to calm streets across the City will be essential in reducing the risk of harm from roadways in Sun Prairie and enabling the City to achieve Vision Zero by 2035.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                         |
|---------------------------------------------|-------------------------|
| Provide requested information               | Response                |
| Administrator's Initiative Priority Number: | 2                       |
| Department's Initiative Priority Number:    | Near-Miss Analysis      |
| Initiative Title:                           | Transportation          |
| Department Name:                            | Complete Transportation |
| Council Strategic Plan Vision:              | 2026                    |
| 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 <sup>a</sup>                                                                                                                                  |             | 13,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 13,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>13,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>The City of Sun Prairie is working to achieve Zero serious injuries and deaths on roadways in the City by 2035. As part of this effort, the City is seeking to use City-owned portable traffic cameras to collect traffic data at three of the City's top ten most dangerous intersections and to complete "near-miss" analysis of traffic patterns. Typically, only crashes are reported and used in designing safety improvements on roadways and at intersections. This excludes a substantial number of "near-misses" that occur, which represent underlying risk factors on roadways and can provide valuable insight in fine-tuning design and safety improvements. This initiative would fund the cost to process traffic data and generate a "near-miss" report. The Transportation Safety Team, and additional members of the Engineering department, would use this report to review safety issues and identify recommended improvements.</p> |

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| Why must this initiative be supported through the use of new funding?                                            |
| <p>This request would use existing balance in the Transportation Fund and no new general funds will be used.</p> |

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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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>The City's adopted strategic plan identifies a Complete Transportation Network as a priority. The safety of roadway users is paramount to creating a complete transportation network. Since adopting the strategic plan, the City has committed to Vision Zero and achieving zero serious injuries and fatalities on Sun Prairie's roadways by 2035. In 2025, the City adopted a Vision Zero Action Plan to help achieve this vision with three of the strategies focused on this initiative 1. Use a Data-driven approach, 2. Design for calm streets, and 3. Build strategic &amp; multimodal projects. Funding this initiative will allow the City to test new analytical tools and identify further safety improvements at some of Sun Prairie's most dangerous intersections. Further improving these intersections will be essential in reducing the risk of harm from roadways in Sun Prairie and enabling the City to achieve Vision Zero by 2035.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                          |
|---------------------------------------------|--------------------------|
| Provide requested information               | Response                 |
| Administrator's Initiative Priority Number: |                          |
| Department's Initiative Priority Number:    | 3                        |
| Initiative Title:                           | Roundabout Traffic Study |
| Department Name:                            | Transportation           |
| Council Strategic Plan Vision:              | Complete Transportation  |
| Fiscal Year:                                | 2026                     |

| 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 <sup>a</sup>                                                                                                                                  |             | 6,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -            |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -            |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -            |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 6,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>6,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -            |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>The City of Sun Prairie is working to achieve Zero serious injuries and deaths on roadways in the City by 2035. As part of this effort, the City is seeking to use City-owned portable traffic cameras to collect traffic data at the Main St and Grand Ave, and Main St and Thompson Rd roundabouts and analyze the data to better understand how to improve the operations and safety of these intersections. Both of these intersections experience relatively high numbers of crashes, although they tend to be less severe than other intersections as is typical of roundabouts. This initiative is requesting budget to perform analysis of the traffic data collected which would help to inform whether installing RRFB's to improve pedestrians crossing these intersections are appropriate and how they should be designed. Staff will also be able to evaluate operational changes to the entry and exit lanes of the roundabout that may help to reduce certain types of crashes from occurring. This does not include near-miss analysis. The Transportation Safety Team, and additional members of the Engineering department, would collect the data and participate in reviewing the resulting analysis.</p> |

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| Why must this initiative be supported through the use of new funding?                                     |
| This request would use existing balance in the Transportation Fund and no new general funds will be used. |

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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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>The City's adopted strategic plan identifies a Complete Transportation Network as a priority. The City's adopted strategic plan identifies a Complete Transportation Network as a priority. The safety of roadway users is paramount to creating a complete transportation network. Since adopting the strategic plan, the City has committed to Vision Zero and achieving zero serious injuries and fatalities on Sun Prairie's roadways by 2035. In 2025, the City adopted a Vision Zero Action Plan to help achieve this vision with three of the strategies focused on this initiative 1. Use a Data-driven approach, 2. Design for calm streets, and 3. Build strategic &amp; multimodal projects. Funding this initiative will allow the City to identify ways to improve pedestrian safety and reduce certain crash types at two of Sun Prairie's roundabouts. Further improving safety at these intersections will be essential in reducing the risk of harm from roadways in Sun Prairie and enabling the City to achieve Vision Zero by 2035.</p> |





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                             |
|---------------------------------------------|-----------------------------|
| Provide requested information               | Response                    |
| Administrator's Initiative Priority Number: |                             |
| Department's Initiative Priority Number:    | 5                           |
| Initiative Title:                           | Sun Prairie Loop Crosswalks |
| Department Name:                            | Transportation              |
| Council Strategic Plan Vision:              | Complete Transportation     |
| Fiscal Year:                                | 2026                        |

| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 12,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>12,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>12,000</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| The City of Sun Prairie is working to increase walking and biking for residents and achieve Zero serious injuries and deaths on roadways in the City by 2035. As part of this effort, the City is seeking to paint new, or refresh existing, crosswalks where trails that are part of the "Sun Prairie Loop" cross streets. This would provide high-visibility crosswalks at locations where drivers should expect to have bicycle traffic traveling across a roadway at a mid-block location. |

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| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                         |
| The City regularly implements the painting of new, or refreshing of existing, crosswalks throughout the City. This initiative would target those crossings that will be promoted to residents and visitors alike as part of the "Sun Prairie Loop". One-time funding for this would ensure that these crossings do not have to compete with our priority crosswalks elsewhere in Sun Prairie. |

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| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                            |
| The City's adopted strategic plan identifies a Complete Transportation Network as a priority. This priority focuses on better incorporating multimodal transportation options into the City. The "Sun Prairie Loop" is soon to be a local and regional destination for bicyclists and pedestrians. Ensuring the areas where this trail crosses streets have painted crosswalks will provide all users with a safer experience and create a more complete transportation network. |



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City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                              |
|---------------------------------------------|------------------------------|
| Provide requested information               | Response                     |
| Administrator's Initiative Priority Number: | 6                            |
| Department's Initiative Priority Number:    | Sun Prairie Loop Centerlines |
| Initiative Title:                           | Transportation               |
| Department Name:                            | Complete Transportation      |
| Council Strategic Plan Vision:              | 2026                         |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 17,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>17,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>17,000</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Provide a concise description/justification for this initiative request.</p> <p>The City of Sun Prairie is working to increase walking and biking for residents and achieve Zero serious injuries and deaths on roadways in the City by 2035. As part of this effort, the City is seeking to paint new centerlines on trails that are part of the "Sun Prairie Loop". Painted centerlines provide a visual cue to users to be mindful of their location on trails and to help mitigate potential conflicts between users. This initiative would fund roughly 1/3 of the trail mileage on the Sun Prairie Loop and future one-time requests may come forward in future years.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The City does not regularly paint new centerlines on existing trails. This initiative would seek to paint trails on the "Sun Prairie Loop". One-time funding for this would ensure that users of the loop have a safe and enjoyable experience.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The City's adopted strategic plan identifies a Complete Transportation Network as a priority. This priority focuses on better incorporating multimodal transportation options into the City. The "Sun Prairie Loop" is soon to be a local and regional destination for bicyclists and pedestrians. Providing painted centerlines will help to mitigate potential user conflicts and ensure that users of the "Sun Prairie Loop" have a positive experience.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                                 |
|---------------------------------------------|---------------------------------|
| Provide requested information               | Response                        |
| Administrator's Initiative Priority Number: |                                 |
| Department's Initiative Priority Number:    | 2                               |
| Initiative Title:                           | Farmers Market 40th Anniversary |
| Department Name:                            | Community Development           |
| Council Strategic Plan Vision:              | Downtown & Central Corridor     |
| Fiscal Year:                                | 2026                            |

| 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 <sup>a</sup>                                                                                                                                  |             | 5,200        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -            |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -            |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -            |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 5,200        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>5,200</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -            |

| Request Justification                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                     |
| To celebrate the 40th Anniversary of the Saturday Farmers Market in 2026, the initiative will include a refreshed logo, enhanced marketing, and a vendor appreciation event. |

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|---------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                       |
| Fully funded through the Farmers Market fund balance; no general fund dollars will be used. |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                |
| Downtown and Central Corridor Vibrancy. The Farmers Market fosters community connection and economic activity; its 40th Anniversary is an opportunity to highlight and enhance this community asset. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                             |
|---------------------------------------------|-----------------------------|
| Provide requested information               | Response                    |
| Administrator's Initiative Priority Number: |                             |
| Department's Initiative Priority Number:    | 4                           |
| Initiative Title:                           | Central Main St Plan Update |
| Department Name:                            | Planning                    |
| Council Strategic Plan Vision:              | Downtown & Central Corridor |
| Fiscal Year:                                | 2026                        |

| 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 <sup>a</sup>                                                                                                                                  |             | 50,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 50,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>50,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Update the 2018 Central Main Street Corridor Redevelopment Plan. This plan was adopted in May 2018 and encompasses the TID 11 area from Jones Street west to Ruby Lane. Conditions have changed in the 8 years since the plan was prepared, and few proactive steps have been taken by the City for implementation. For context, the current plan was completed prior to the July 2018 incident at Bistrol and Main, Comprehensive Plan (2019), Sun Prairie Stronger Plan (2020), Sustainable Sun Prairie Report (2021), and addition of Madison Metro Bus Service (2023). Several potential redevelopment sites were not examined in the existing plan. This project will update the plan for current conditions, and for consistency with the Comprehensive Plan and Council Strategic Plan. Similar to the Strong Prairie Stronger Plan, a plan that reflects desired development outcomes with graphics and illustrations often results in significant returns for facilitating investment, creating new housing, and other key public goals.</p> <p>This initiative would allow for hiring consultants with design and redevelopment expertise to assist in assessing site development scenarios and creating illustrations and information for the plan.</p> |

|                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                                                                    |
| <p>This initiative will utilize existing cash balance in TID 11, in order to inform the wise and efficient use of TID 11 for the pursuit of city goals and policies.</p> |

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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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>The Central Main Street Plan Update will contribute to projects and initiatives in: <b>Downtown and Central Corridor Vibrancy, Housing and Neighborhoods, Vibrant Economy, Complete Transportation Network, and Sustainable Sun Prairie.</b></p> <p>The updated plan will reflect desired development outcomes, better reflecting existing conditions and utilize current information and resources. An implementation plan will be created to guide use of TID 11 resources, and others, and inform decisions ranging from land acquisition, infrastructure, and policy. If a single redevelopment investment is facilitated by completion of the plan, the investment will pay for itself many times over.</p> |





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                             |
|---------------------------------------------|-----------------------------|
| Provide requested information               | Response                    |
| Administrator's Initiative Priority Number: | 4                           |
| Department's Initiative Priority Number:    | "Bike Sun Prairie" Map      |
| Initiative Title:                           | Transportation              |
| Department Name:                            | Downtown & Central Corridor |
| Council Strategic Plan Vision:              | 2026                        |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 16,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>16,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>16,000</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p>Provide a concise description/justification for this initiative request.</p> <p>The City of Sun Prairie is working to increase walking and biking for residents while also providing amenities that attract visitors to Sun Prairie. As part of this effort, the City is seeking to hire a consultant to design a "Bike Sun Prairie" map that shows off the best places to bike to as a resident and a visitor in an accessible design. This map would also highlight the soon to be constructed "Sun Prairie Loop" which will include over a recreational walking and biking loop that encompasses over 20 miles of trails and on-street connections and passes by many of the best destinations in the City. Destinations include Downtown Sun Prairie, Sheehan Park, the library and aquatic center, and the West Side of Sun Prairie near Prairie Lakes and Grand Avenue and STH 19. This map will be a valuable marketing tool and resource for visitors who want to explore Sun Prairie by bicycle.</p> <p>Fitchburg has an excellent example map that can be found at <a href="http://www.fitchburgwi.gov/biking">www.fitchburgwi.gov/biking</a> or here: <a href="https://www.fitchburgwi.gov/DocumentCenter/View/27746/Fitchburg_Chamber_BikeMap_2023">https://www.fitchburgwi.gov/DocumentCenter/View/27746/Fitchburg_Chamber_BikeMap_2023</a></p> |

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| <p>Why must this initiative be supported through the use of new funding?</p> <p>This effort would be partly funded through a one-time budget initiative and would also seek advertising revenue from businesses within Sun Prairie and possibly funds from Tourism and the BID. The City does not have the expertise to design a high-quality map layout as would be reflective of the stature of Sun Prairie and the quality of Sun Prairie's amenities.</p> |
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| <p>Identify the Council priority and objective(s) supported by this initiative.</p> <p>Describe how this initiative enables the City to achieve these goals.</p> <p>The City's adopted strategic plan identifies Downtown and Central Corridor Vibrancy as a priority. This priority focuses on providing a high quality of life for residents by way of entertainment, dining, housing, and cultural opportunities. This initiative would create a tool that would last for numerous years and help residents and visitors alike find their way to a great time in Sun Prairie. Additionally, this initiative helps to further the goals of increasing walking and biking for residents while also supporting tourism to the City.</p> |
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City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                            |
|---------------------------------------------|----------------------------|
| Provide requested information               | Response                   |
| Administrator's Initiative Priority Number: | 2                          |
| Department's Initiative Priority Number:    | Site Marketing & Expansion |
| Initiative Title:                           | Community Development      |
| Department Name:                            | Dynamic Economy            |
| Council Strategic Plan Vision:              | 2026                       |
| 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 <sup>a</sup>                                                                                                                                  |             | 25,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 25,000        |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>25,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                              |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                           |
| With bedrock extraction beginning this fall by Yahara, continued marketing of the Business Park is essential to attract new businesses, expand the tax base, and share future infrastructure costs. Selling land does not eliminate the need for proactive outreach and planning to support long-term development. |

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| Why must this initiative be supported through the use of new funding?                                                                                                                                           |
| This initiative will be fully funded through TID 12. Following the Yahara land sale, the district is now cash-flow positive and has repaid all general fund advances. No new general fund dollars are required. |

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| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                              |
| Dynamic Economy. Continued marketing and development of the Business Park aligns with the City's goal of fostering a strong local economy by attracting new businesses, supporting tax base growth, and maximizing infrastructure investments through public-private partnerships. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 0                     |
| Department's Initiative Priority Number:    | 2                     |
| Initiative Title:                           | Fire LTE Pay Increase |
| Department Name:                            | Fire Protection       |
| Council Strategic Plan Vision:              | Employer of Choice    |
| Fiscal Year:                                | 2026                  |

| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | 82,509        |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>82,509</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>82,509</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>The recruitment and retention of fire personnel, including paid-on-call (LTE) firefighters and EMS providers, present significant and ongoing challenges for fire departments. Many individuals face increasing demands on their time due to work and family commitments, making it difficult to dedicate the necessary hours for training and emergency response. Modern firefighting and EMS roles require rigorous training and ongoing certification, which can be a barrier for potential LTEs. Additionally, current pay rates are not competitive enough to attract and retain qualified personnel (as shown in the comparison below). Newer generations entering the workforce often prioritize work-life balance and a positive organizational culture. This makes it more important than ever to provide fair compensation that reflects the demands and responsibilities of these critical roles. Hiring part-time personnel can be a more economical approach than immediately bringing on full-time staff, especially for cities with budget constraints. Strategically planning and incrementally building fire department staff to accommodate future needs can be a more fiscally responsible method than trying to address a sudden, significant staffing deficit. Continued recruitment of paid-on-call staff will allow us to maintain and support future growth.</p> <p><u>Pay Comparison: Dane County Departments Employing Paid-On-Premise Firefighters</u></p> <p>Mount Horeb Fire: \$15.00 to \$22.00 per hour (depending on certifications)</p> <p>Verona Fire: \$15.00 per hour</p> <p>DeForest Fire: \$15.00 per hour (officers receive an annual stipend)</p> <p>Fitchburg Fire: \$15.00 per hour</p> <p>Oregon Fire: \$11.00 to \$16.00 per hour (depending on qualifications)</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p>Advocating for better pay and benefits for Limited Term Employees (LTEs), who play a vital role in supplementing fire department staffing, is essential to ensuring their continued participation and the overall effectiveness of emergency response. Currently, LTE firefighters are paid as little as \$12.50 per hour. Despite this, LTEs account for 45% of our annual staffing, saving the city \$1.75 million each year. However, low or unpaid volunteer positions are becoming increasingly unsustainable as individuals face rising living costs and seek more reliable income. Offering fair pay to LTEs can significantly improve retention rates and help attract new recruits, strengthening the fire department's ability to serve the community.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Quality City Services / Employer of Choice / Dynamic Economy – Offering competitive salaries and benefits packages makes the profession more appealing, attracting a larger pool of qualified candidates. Many departments are grappling with recruitment and retention challenges, including declining numbers of firefighters, increasing call volumes, and growing demands for diversity. Improving compensation can help address these shortages and build a stronger, more diverse workforce. Higher pay also helps attract individuals who view firefighting as a long-term career rather than a temporary job, fostering a more dedicated and professional workforce.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                      |
|---------------------------------------------|----------------------|
| Provide requested information               | Response             |
| Administrator's Initiative Priority Number: | 2                    |
| Department's Initiative Priority Number:    | LAI - Youth Services |
| Initiative Title:                           | Library              |
| Department Name:                            | Employer of Choice   |
| Council Strategic Plan Vision:              | 2026                 |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        | 0.6         | 54,698        |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>0.60</b> | <b>54,698</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>54,698</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>The Sun Prairie Public Library receives regular requests to provide more programs and outreach for youth and families. In addition, the library is frequently requested to partner in larger community events for youth and families throughout the year. A goal of the Youth Services department is to meet the demands of the growing community. Due to staffing limitations in Youth Services, these requests and goals are not always met. Additionally, with the library's expansion, there has been a significant need for more staff to support readers advisory and reference services, wayfinding and navigation, program preparation, and collection management. Increasing hours for existing staff with the skills, knowledge, and interest to advance these efforts will allow the library to better and more consistently meet community needs. In addition, the Library Assistant positions in the Youth Services department are below the threshold to receive pro-rated health, vacation, sick leave, and retirement benefits. These are the only regular LAIs that don't receive benefits. An increase from 16 hours per week to 24 hours per week allows the library to meet service goals and advance internal equity.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The current budget does not support these positions at this level. The request is to increase the current two LA I Youth Services positions from 16 hours per week to 24 hours per week.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>Two Council priorities and objectives are supported by this initiative: 1) Quality City Services and 2) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for enhanced customer service, programming, outreach and community engagement. Additional staff hours also allow the library to enhance critical early and grade school literacy as well as teen and adolescent social and life-long learning support. Raising the Youth Services Library Assistant I position from 16 hours per week to 24 hours per week brings this position to pro-rated benefitted levels for medical, vacation, sick leave, and retirement benefits, improving the library's ability to recruit and retain staff and advance our goal of becoming an employer of choice.</p> |





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                         |
|---------------------------------------------|-------------------------|
| Provide requested information               | Response                |
| Administrator's Initiative Priority Number: | 1                       |
| Department's Initiative Priority Number:    | Housing Case Management |
| Initiative Title:                           | Planning                |
| Department Name:                            | Housing & Neighborhoods |
| Council Strategic Plan Vision:              | 2026                    |
| 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 <sup>a</sup>                                                                                                                                  |             | 130,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -              |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 130,000        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -              |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>130,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -              |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| The Sun Prairie Housing Committee requests funding through the Affordable Housing Fund to support a housing case management program in Sun Prairie that addresses the growing and critical issues of homelessness and housing instability. This initiative will provide families with school-aged children and seniors access to individualized housing case management services and short-term financial assistance for move-in costs, security deposits, etc. Through a Housing First approach, the program will be designed to resolve immediate crises while also supporting long-term housing stability. Services will be client-centered and responsive to the unique needs of each household, including helping households secure benefits, employment, and safe, stable, permanent housing. Funding this initiative at \$130,000 will support 1.0 FTE as well as short-term emergency housing assistance. This program will be administered by a third party-experienced in delivering housing case management and will be done in collaboration with school and senior center social workers, and other community partners, ensuring that families most at risk of homelessness and housing instability are prioritized. |

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| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                               |
| In February 2025 Council authorized holding TIDs 8 & 9 open for an additional year through the Affordable Housing Extension provision in State Statutes. The total amount generated by the extension is \$6.3 million. This funding will be deposited in the City's Affordable Housing Fund and become available for housing initiatives beginning in 2026. State statute requires that 75% of this funding be used to benefit affordable housing in the community. |

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| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                      |
| This initiative supports the City Council's priority of Housing and Neighborhoods by addressing the critical need for housing stability among Sun Prairie families. By providing targeted case management and financial assistance, the program helps prevent homelessness, reduce displacement, and promote long-term stability for vulnerable households. This uplifts individual families and contributes to the overall health, safety, and resilience of Sun Prairie's neighborhoods. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                         |
|---------------------------------------------|-------------------------|
| Provide requested information               | Response                |
| Administrator's Initiative Priority Number: |                         |
| Department's Initiative Priority Number:    | 2                       |
| Initiative Title:                           | Owner Occupied Dev Loan |
| Department Name:                            | Planning                |
| Council Strategic Plan Vision:              | Housing & Neighborhoods |
| Fiscal Year:                                | 2026                    |

| 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 <sup>a</sup>                                                                                                                                  |             | 600,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -              |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 600,000        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -              |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>600,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -              |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| The Sun Prairie Housing Committee proposes the creation of a loan program to develop attainable homeownership opportunities for low-to-moderate -income families. As land, labor, and construction material costs continue to rise, the private market alone cannot produce homes for households earning less than 80% of the Area Median Income (\$103,850 for a family of four). The impact of the continued rising costs continue to widen the homeownership gap that disproportionately affects working families, first-time buyers, and communities of color. The Committee recommends initial program funding of \$600,000. Loan amounts to developers would be capped at a maximum of \$200,000 per unit. Developers will be selected via a competitive application process. Applications will be scored based on how well applications meet program's scoring criteria. The construction loan is repaid by the developer once the homeowner takes occupancy, typically within 2–3 years. A portion of the loan remains with the homeowner as down payment assistance to help reduce their monthly mortgage. This portion is repaid to the Affordable Housing Fund when the home is sold. Upfront administration of the loan will occur via a third party. |

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| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                            |
| In February 2025 Council authorized holding TIDs 8 & 9 open for an additional year through the Affordable Housing Extension provision in State Statutes. The total amount generated by the extension is \$6.3 million will be deposited in the City's Affordable Housing Fund. This funding will be available for housing initiatives beginning in 2026. State statute requires that 75% of this funding be used to benefit affordable housing in the community. |

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| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| This initiative supports the City Council's priority of Housing and Neighborhoods by creating additional opportunities for affordable homeownership. By funding the development of more affordable owner occupied homes, the program helps diversify housing options and promote inclusive growth in Sun Prairie. It advances the Council's goals by fostering long-term affordability, strengthening neighborhood stability, and creating pathways to wealth-building for families who may not otherwise be able to afford a single-family home. The initiative strengthens neighborhoods by encouraging investment and reinvestment, offering economic opportunity and giving all residents, regardless of income, the ability to live in safe, stable housing. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                         |
|---------------------------------------------|-------------------------|
| Provide requested information               | Response                |
| Administrator's Initiative Priority Number: |                         |
| Department's Initiative Priority Number:    | 3                       |
| Initiative Title:                           | Homeowner Rehab Loan    |
| Department Name:                            | Planning                |
| Council Strategic Plan Vision:              | Housing & Neighborhoods |
| Fiscal Year:                                | 2026                    |

| 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 <sup>a</sup>                                                                                                                                  |             | 276,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -              |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 276,000        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -              |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>276,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -              |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>The Sun Prairie Housing Committee proposes the creation of a Housing Rehabilitation Loan Program to support low-income homeowners—defined as those earning less than 80% of the area median income (currently \$103,850 for a family of four). This initiative is designed to preserve Sun Prairie's aging housing stock and to promote safe, healthy, accessible, and energy-efficient living conditions across the community. Eligible homeowners would be able to access loans for a wide range of improvement activities, including but not limited to: exterior repairs, plumbing and electrical work, energy efficiency upgrades, accessibility modifications, code compliance issues, and essential grading, waterproofing, and drainage improvements. Special priority will be given to requests involving emergency repairs or health and safety concerns. The Committee recommends initial program funding of \$276,000 for the first year. Individual loan amounts would be capped at \$12,000 per qualifying household (anticipated impact of 20 households), available on a first-come, first-serve basis. Loans would carry 0% interest and be secured as a lien on the property, recorded with the Register of Deeds. Repayment would be required upon the sale, lease, or vacation of the property by the homeowner. This program will be administered by a third-party, to be selected via a Request for Proposals (RFP).</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>In February 2025 Council authorized holding TIDs 8 &amp; 9 open for an additional year through the Affordable Housing Extension provision in State Statutes. The total amount generated by the extension is \$6.3 million to be deposited in the City's Affordable Housing Fund. This funding will be available for housing initiatives beginning in 2026. State statute requires that 75% of this funding be used to benefit affordable housing in the community.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p>This initiative supports the City Council's priority of Housing and Neighborhoods by helping preserve existing homes, improve safety and livability, and promote long-term community stability. A homeowner rehabilitation loan program addresses a critical need in Sun Prairie, where many older homes require repairs that are financially out of reach for low- to moderate-income residents. By making these repairs more accessible, the program helps current homeowners, particularly seniors on fixed incomes, remain safely in their homes, preventing displacement. Without assistance, many households face increased risk of health and safety issues due to deferred maintenance or inability to make accessible updates to the home. The program also enhances the overall quality of life in neighborhoods. Exterior improvements like roofing and siding contribute to curb appeal, reduce property maintenance code violations, and support neighborhood pride. These investments help maintain the character and value of Sun Prairie's housing stock while reinforcing the City's broader goals of an inclusive and vibrant community.</p> |



SUN PRAIRIE

City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                                |
|---------------------------------------------|--------------------------------|
| Provide requested information               | Response                       |
| Administrator's Initiative Priority Number: |                                |
| Department's Initiative Priority Number:    |                                |
| Initiative Title:                           | Neighborhood Navigator Program |
| Department Name:                            | Council                        |
| Council Strategic Plan Vision:              | Human Services                 |
| Fiscal Year:                                | 2026                           |

| 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 <sup>a</sup>                                                                                                                                  |             | 43,422         |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | -              |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | 107,221        |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 6,100          |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -              |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>113,321</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>69,899</b>  |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p>Provide a concise description/justification for this initiative request.</p> <p>This initiative is for the continued funding of the Neighborhood Navigators Program. At its inception in 2018, the program was solely funded through Dane County's annual operating budget. As the program has evolved, it obtained approximately \$13,000 in general fund funding as well as a variety of different grants. In 2023, the City secured grant funding to add a much needed program manager to the program. This position oversees the administrative, staffing, community partnerships, operations, and logistics of the overall Navigators program. In 2025, the grant funding for the Program Manager and Community Health Worker (CHW) roles ended. Moving into 2026, the City will need to absorb the cost of the Program Manager and CHW roles as and there is only \$43,422 in funding committed and available, but the total cost of the program is \$113,321. Without additional funding, the program would discontinue* as there is not current staff capacity to take on the oversight of this program without the Program Manager. This program in particular requires significant dedicated staffing and administrative oversight.</p> <p>*The program would sunset as a City operated program and could potentially continue in a different service delivery format run by other community organizations.</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p>Why must this initiative be supported through the use of new funding?</p> <p>New funding is needed because the grant funding that covered the Program Manager and CHW positions has ended. However, funding we receive from Dane County DHS and the City's general fund contribution to the Navigators program is able to cover a portion of the program. New funding is needed to cover the remaining portion in order to continue the roles and subsequently the Neighborhood Navigators program.</p> |
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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Identify the Council priority and objective(s) supported by this initiative.</p> <p>Describe how this initiative enables the City to achieve these goals.</p> <p>This initiative supports the Council's Human Services strategic priority. The Neighborhood Navigator program cannot continue without program oversight and administration. The Neighborhood Navigators program is a grassroots, equity-based program that meets people in our community where they are at and provides them with resource connection. The Navigators are known for building strong relationships and trust in underserved neighborhoods, which then allows the Navigators to help individuals stabilize during emergencies and guide them to resource providers with a soft hand-off. The Navigators program has assisted hundreds of individuals in the community over the last several years with issues such as eviction prevention, arranging transportation to/from doctors appointments, job application assistance, rental application assistance, and more.</p> |
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City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                        |
|---------------------------------------------|------------------------|
| Provide requested information               | Response               |
| Administrator's Initiative Priority Number: | 1                      |
| Department's Initiative Priority Number:    | Makerspace Coordinator |
| Initiative Title:                           | Library                |
| Department Name:                            | Human Services         |
| Council Strategic Plan Vision:              | 2026                   |
| 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 <sup>a</sup>                                                                                                                                  |             | -              |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | 117,477        |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 15,000         |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 5,000          |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>137,477</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>137,477</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The Sun Prairie Public Library's expansion and renovation includes a state of the art makerspace, named The Mixer. The Mixer will include opportunities for patrons to use technology and equipment to produce audio and visual recordings, circuitry and robotics, culinary, visual, and fiber arts. The Mixer will require the specialized knowledge of a Makerspace Coordinator to: 1) coordinate and schedule activities including workshops, classes, and training in collaboration with the media center and library staff as well as subject area experts, 2) provide a welcoming presence and foster discovery, 3) direct patrons and staff on the safe and proper usage of the equipment, and 4) select and maintain equipment for The Mixer. In addition to these job duties, the Makerspace Coordinator will have collection development duties, recruit, direct and train staff and volunteers in The Mixer, and serve on the SPPL Management Team. |

|                                                                       |
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| Why must this initiative be supported through the use of new funding? |
| The current budget does not support this position.                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                     |
| This initiative supports the following Council priority: 1) Human Services. The Makerspace Coordinator position will provide community members with access to resources and opportunities for hands-on life long learning opportunities. A modern library provides unique hands-on discovery and learning opportunities, with access to specialized tools and resources. Access to these items results in developing technical and creative skills, enhancing opportunities for residents to live to their full potential through innovative experiences. |



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:    | Capital Campaign Costs |
| Initiative Title:                           | Library                |
| Department Name:                            | Human Services         |
| Council Strategic Plan Vision:              | 2026                   |
| 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 <sup>a</sup>                                                                                                                                  |             | 10,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 10,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>10,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| 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. |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On May 8, 2025, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating funds from the Library's fund balance for capital campaign expenses. These funds were previously allocated to the Sun Prairie Public Library and are retained in the library's fund balance. 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.<br>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: | 8                         |
| Department's Initiative Priority Number:    | Marketing & Communication |
| Initiative Title:                           | Library                   |
| Department Name:                            | Human Services            |
| Council Strategic Plan Vision:              | 2026                      |
| 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 <sup>a</sup>                                                                                                                                  |             | 10,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 10,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>10,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| 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. |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The library's current advertising and printing budget is \$2800. This additional funding allows for more translation services, expanded digital subscriptions to library newsletters, as well as physical and digital material creation. On May 8, 2025, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating funds from the Library's fund balance for marketing and communication. These funds were previously allocated to the Sun Prairie Public Library and are retained in the library's fund balance. 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.<br>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  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: |                       |
| Department's Initiative Priority Number:    | 2                     |
| Initiative Title:                           | Raze Order Funds      |
| Department Name:                            | Building Inspection   |
| Council Strategic Plan Vision:              | Quality City Services |
| Fiscal Year:                                | 2026                  |

| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 20,000        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>20,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>20,000</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>The Building Inspection Division has been dealing with several neglected properties that have remained in a state of disrepair for extended periods. At some point, it may become necessary to take action to raze one or more of these properties for public safety reasons. Currently, the Building Inspection Division has no funds allocated to cover such expenses should the need arise. This initiative would establish and designate funding in the Division's cost to continue budget moving forward, at the suggestion of the City Attorney's Office. It is estimated that an average cost for the demolition of a typical single-family home or small non-residential property is about \$20,000. While there is a possibility that the City will be reimbursed for these costs over time if and when the property sells, there is also a possibility that the funds will not be recovered. However, at some point the City will have a responsibility to take action in the interest of public safety to address property conditions on neglected properties. At any given time the Building Inspection Division may be dealing with five or more properties that have been deemed uninhabitable. While most of these situations result in rehabilitation and reversal of this designation, several have become long-term nuisances and pose significant public health and safety concerns.</p> |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The need to take action to address public safety issues associated with dilapidated properties is becoming imminent, and there is a strong possibility that this need may arise in 2026. Proactively allocating funds at this time for pending action will allow the Division to act swiftly and appropriately when the need arises without having to go through a budget amendment process and potentially requesting use of fund balance to meet these needs. (Please note that 'swiftly' is a relative term - the process for getting to the point of condemnation and demolition can be frustrating and tedious for neighboring property owners.)</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identify the Council priority and objective(s) supported by this initiative.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>This initiative addresses both the Quality City Services and Housing and Neighborhoods strategic priorities. Dilapidated properties can have a deleterious effect on surrounding properties, and can become an attractive nuisance within neighborhoods. Proactively allocating these funds will allow the Building Inspection Division to respond to issues in a timely and appropriate fashion, addressing both the delivery of quality city services and housing and neighborhood concerns.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                         |
|---------------------------------------------|-------------------------|
| Provide requested information               | Response                |
| Administrator's Initiative Priority Number: | 1                       |
| Department's Initiative Priority Number:    | Communications Outreach |
| Initiative Title:                           | Administration          |
| Department Name:                            | Quality City Services   |
| Council Strategic Plan Vision:              | 2026                    |
| 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 <sup>a</sup>                                                                                                                                  |                  | -  |
| Full-time Personnel <sup>b</sup>                                                                                                                        |                  | -  |
| Part-time Personnel <sup>c</sup>                                                                                                                        |                  | -  |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |                  | -  |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       | 20,000.00        | -  |
| <b>Total Request</b>                                                                                                                                    | <b>20,000.00</b> | -  |
| <b>Net Funding Needed</b>                                                                                                                               |                  | -  |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Administration is requesting one-time funds to purchase promotional and outreach materials to support city communication efforts. As the ad-hoc communications committee continues its work over the next few months, Administration would like to set aside funding to invest in the recommendations made by the committee. This funding could support some of the following: additional print copies of the city services guide, content calendar software, and print and promotional materials for outreach for elected officials. |

|                                                                       |
|-----------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding? |
| There is no existing funding to support this initiative.              |

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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.                                                                                                                                                                                                                                                                 |
| City communications is an important component of delivering quality city services. It supports transparency and allows residents to stay informed of city operations and initiatives while creating avenues for engagement and feedback. This initiative allows the city to invest in ways to engage and connect with city residents. |





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                              |
|---------------------------------------------|------------------------------|
| Provide requested information               | Response                     |
| Administrator's Initiative Priority Number: |                              |
| Department's Initiative Priority Number:    | 1                            |
| Initiative Title:                           | .125 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.125       | 15,864        |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>0.13</b> | <b>15,864</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>15,864</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>This request would move the Assitant City Attorney from a .875 FTE to a 1.0 FTE position, which would add 5 hours a week of work. The budget initiative for this position in 2025 was to bring a .75 FTE to a 1.0 FTE. Council elected to fund half the request, making the position a 0.875 FTE. With the upcoming retirement of the paralegal, there should be a budget savings of approximately \$12,000 as the current position is maxxed out due to longevity and performance.</p> |

|                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                              |
| <p>This initiative does not require new funding. Using the salary savings for the paralegal position should cover the expense.</p> |

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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.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Quality City Services: This would allow the City to receive over 250 additional hours of legal services for less than \$1,000 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 \$300, so 500 hours of outside counsel time would cost \$150,000.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                                                                                                 |
|---------------------------------------------|-------------------------------------------------------------------------------------------------|
| Provide requested information               | Response                                                                                        |
| Administrator's Initiative Priority Number: | 1 - Preferred Choice<br>Partial Tabulator Update<br>City Clerk<br>Quality City Services<br>2026 |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 38,145        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>38,145</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>38,145</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Provide a concise description/justification for this initiative request.</p> <p>This initiative funds the replacement of five aging DS200 tabulators and software updates for the remaining 11 DS200 tabulators and 4 ExpressVote accessible voting machines to ensure full compatibility with the upcoming County-wide election software update. These updates are critical to maintain seamless ballot programming, vote tabulation, and compliance with state and federal election requirements starting with the February 2026 election.</p> <p>The County Clerk's Office must upgrade to new ballot programming software to support the City of Madison's transition to the DS300 tabulators, currently the only model offered by our vendor, ES&amp;S. Once the County Clerk updates their software, all other municipalities, including Sun Prairie, must ensure their voting equipment is compatible. Without these updates and strategic replacements, we risk equipment incompatibility and possible election disruption.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>There is currently no budgeted funding for these replacement costs or software updates. This initiative represents a proactive, one-time investment to align with County-wide software changes and preserve the integrity of Sun Prairie's election operations. The five tabulators recommended for replacement were purchased in January 2014 and have surpassed their expected 10-year life cycle. While still functional, continued use poses operational risk, and software-only updates would forfeit the available \$250 per-unit trade-in credit.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This initiative supports the goal of Quality City Services. My objective is to deliver reliable, innovative, and well-managed local government operations that reflect industry best practices and maintain public trust. This initiative ensures uninterrupted, accurate, and legally compliant election services in Sun Prairie. It aligns with the City's commitment to high-quality, dependable government services and positions the Clerk's Office to be fully prepared for the February 2026 election and beyond. Delaying these upgrades could result in technical incompatibility, reduced voter confidence, and costly emergency replacements with no trade-in value.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 2                     |
| Department's Initiative Priority Number:    | Replace Badger Books  |
| Initiative Title:                           | City Clerk            |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 48,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>48,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>48,000</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>This initiative is a proactive step to plan for the eventual replacement of Sun Prairie's original 20 Badger Books (electronic poll books), which were purchased in early 2019. These devices were first used during the April 2019 election and have now surpassed their 7-year projected lifespan. While they continue to function with minimal issues, aside from occasional power cord replacements, there is growing uncertainty about how much longer they will remain reliable. At the time of purchase, the manufacturer estimated a 7-year lifespan based on daily use. However, our use case is different, we use these devices in high-demand conditions for 2 to 4 elections per year, with long periods of storage in between. So far, we've had minimal issues, mainly worn-out power cords, but as the equipment ages beyond its tested life, the risk of failure increases, particularly during major elections.</p> <p>As early adopters, we have served as a statewide test case for real-world municipal election usage, and we are now entering uncharted territory regarding long-term durability. Badger Books are critical to efficient, accurate, and accessible election administration. This initiative outlines two paths forward: (1) a Preferred Plan to begin phased replacement now, and (2) a Defer-with-Risks approach, which delays replacement but carries operational and financial risks if multiple units fail unexpectedly.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There is no existing budget for replacement of these devices. Given the scope of election operations and the critical function of Badger Books in the check-in and voter verification process, dedicated funding is necessary to maintain reliability and trust in Sun Prairie's elections. While I intend to delay any purchase until absolutely necessary, the City must be prepared in advance, both financially and logistically, should the current equipment fail. |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This initiative supports the Quality City Services priority. Efficient and accurate election administration is a core function of municipal government and a key contributor to public trust. The Badger Books streamline the check-in process, reduce human error, and improve the voter experience at the polls. Ensuring that we are ready to replace aging equipment with reliable, secure, and modern tools helps the City maintain high-quality services during every election cycle.</p> <p>Furthermore, I am actively involved at the state level, serving on a taskforce with county clerks, advocating for either increased state investment in the Wisconsin Elections Commission's Badger Book program or permission to evaluate alternative e-pollbook vendors. Until a broader policy decision is made, we must prepare based on what is currently available.</p> |





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                 |
|---------------------------------------------|-----------------|
| Provide requested information               | Response        |
| Administrator's Initiative Priority Number: | 1               |
| Department's Initiative Priority Number:    | Fire Inspector  |
| Initiative Title:                           | Fire Protection |
| Department Name:                            |                 |
| Council Strategic Plan Vision:              |                 |
| Fiscal Year:                                | 2026            |

| 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 <sup>a</sup>                                                                                                                                  |             | -              |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | 103,457        |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 4,500          |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 3,360          |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>111,317</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>111,317</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Provide a concise description/justification for this initiative request.</p> <p>In Sun Prairie, an increase in buildings and occupants naturally leads to more areas requiring fire inspections. It also results in more complex layouts and specialized equipment that may need specific inspection protocols. The Fire Inspection Division conducts approximately 3,000 inspections each year.</p> <p>According to Wisconsin State Statutes 101.14 and Wisconsin Administrative Code SPS 314, fire departments are required to conduct fire inspections. Chapter SPS 314, which focuses on fire prevention, mandates that public buildings and places of employment be inspected for fire hazards. These inspections must take place at least once during each non-overlapping six-month period in a calendar year, or more frequently if ordered by the fire chief.</p> <p>As the community continues to grow, the number of required inspections increases. At the same time, the availability of firefighters to perform inspections decreases due to higher call volumes and ongoing training demands. It is no longer sustainable to rely solely on fire crews to complete inspections.</p> <p>Each year, the Sun Prairie Fire Department collects approximately \$230,000 from the 2% Fire Tax, which helps fund the fire prevention budget. However, if a department fails to meet fire inspection requirements, the Wisconsin Department of Safety and Professional Services may withhold 2% Fire Dues funding, putting that revenue at risk.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Wisconsin Department of Safety and Professional Services (DSPS) allocates most of these funds to cities, villages, and towns with local fire departments that comply with state law. The funding received covers approximately 75% of our Fire Prevention salaries. Municipalities are required to use these funds for eligible activities related to fire department operations, including purchasing and replacing equipment, training fire crews, and supporting fire prevention programs.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This supports our initiative for quality services. Like many other fire and EMS departments, we face the unfortunate challenge of having responsibilities expand faster than our available resources. This imbalance can lead to overburdened personnel, missed inspections, and lapses in compliance, putting both state revenue and community safety at risk.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                                  |
|---------------------------------------------|----------------------------------|
| Provide requested information               | Response                         |
| Administrator's Initiative Priority Number: | #1                               |
| Department's Initiative Priority Number:    | Aerial Imagery Flight (Fly Dane) |
| Initiative Title:                           | GIS                              |
| Department Name:                            | Quality City Services            |
| Council Strategic Plan Vision:              | 2026                             |
| 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 <sup>a</sup>                                                                                                                                  |      | 23,800 |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00 | -      |
| Part-time Personnel <sup>c</sup>                                                                                                                        |      | -      |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |      | 23,800 |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |      | 23,800 |
| Total Request                                                                                                                                           | 0.00 | 23,800 |
| Net Funding Needed                                                                                                                                      |      | -      |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Aerial imagery is an important tool for planning, field collection and documentation. Because the city is ever expanding, it is important to have up to date imagery to assist in the decision making process for future projects, city growth, and verification of field collected data. Frequent high resolution flights are also used to assess how the city has changed over time (change detection). The imagery will also provide an infra-red band that could be used in future analysis for vegetation. |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This initiative will be paid for using the aerial imagery fund. We historically purchase new aerial imagery with the Fly Dane initiative, a partnership between Dane County and other municipalities in the area, which share the cost of the flight. |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This new 3 inch resolution imagery will be used across departments including Assessing, Engineering, Planning, Public Works, etc. These departments need up to date imagery for the decision making process. For instance, engineering can use imagery to supplement their analysis of road status. Planning can use the imagery to more fully describe how new development will fit into the city's fabric. Assessing can use the imagery to determine assessment rates for different parcels. Public Works uses the imagery in their field operations. Further, the imagery should be made available in appropriate web mapping applications that are used by both citizens and city employees. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                                    |
|---------------------------------------------|------------------------------------|
| Provide requested information               | Response                           |
| Administrator's Initiative Priority Number: |                                    |
| Department's Initiative Priority Number:    | 3                                  |
| Initiative Title:                           | LAll -Technical Services (24hours) |
| Department Name:                            | Library                            |
| Council Strategic Plan Vision:              | Quality City Services              |
| Fiscal Year:                                | 2026                               |

| 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 <sup>a</sup>                                                                                                                                  |             | -            |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -            |
| Part-time Personnel <sup>c</sup>                                                                                                                        | 0.6         | 7,752        |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -            |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -            |
| <b>Total Request</b>                                                                                                                                    | <b>0.60</b> | <b>7,752</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>7,752</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| The Sun Prairie Public Library acquires and desleets approximately 17,000 items anually across various physical formats including books, magazines, newspapers, cds, playaways, launchpads, vinyl LPs, dvds and blu-rays, kits and videogames. SPPL's Technical Services staff orders, recieves, processes, organizes, and manages the collection so that our patrons have access to a wide range of informational, educational, and literary materials for all ages. With the expansion, we will be adding new formats to the collection and doing so will require more staff hours to establish guidelines and procedures with a high level of detail in order to maintain, manage, and organize these collections utilizing principles and methods of library classification. Increasing hours for existing staff with the skills and knowledge to advance these efforts will allow the library to efficiently meet community needs. In addition, the Library Assistant II positions in Technical Services are currently below the threshold to receive WRS benefits. An increase from 20 hours per week to 24 hours per week allows the library to meet service goals and advance internal equity. |

|                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                                                               |
| The current budget does not support this positions at this level. The request is to increase the current this position from 20 hours per week to 24 hours per week. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Two Council priorities and objectives are supported by this initiative: 1) Quality City Services and 2) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for access to more collection types for a better patron experience. Raising one of the two Library Assistant II positions provides the department with the extra hours needed for the duties described and also includes pro-rated WRS retirement benefits at this new threshold, improving the library's ability to recruit and retain staff and advance our goal of becoming an employer of choice. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 4                     |
| Department's Initiative Priority Number:    | Page II (24 hours)    |
| Initiative Title:                           | Library               |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        | 1.2         | 11,121        |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>1.20</b> | <b>11,121</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>11,121</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The Sun Prairie Public Library currently has a physical collection size of approximately 135,000 materials. As the library plans for the full expansion, the library's physical collection will grow in size and there will be new collection types and categories adding an extra layer of organization and management. SPPL's Page IIs assist in processing, mending, shelving, and organizing the collection so that our patrons have access to a wide range of informational, educational, and literary material for all ages and needs. The growing collection and formats will require more staff hours to support maintenance and ease of access. Increasing hours for existing staff with the skills and knowledge to advance these efforts will allow the library to efficiently meet community needs. In addition, the Page II position is below the threshold to receive WRS benefits. An increase from 20 hours per week to 24 hours per week allows the library to meet service goals and advance internal equity. |

|                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                                                                  |
| The current budget does not support these positions at this level. The request is to increase these two Page II positions from 20 hours per week to 24 hours per week. |

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| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Two Council priorities and objectives are supported by this initiative: 1) Quality City Services and 2) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for access to the entire collection resulting in a better patron experience. Raising the two Page II positions currently at 20 hours/week to 24 hours/week provides the department with the extra hours needed for the duties described and also includes pro-rated WRS retirement benefits, improving the library's ability to recruit and retain staff and advance our goal of becoming an employer of choice. |



City of Sun Prairie  
Budget Development Process  
2025 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 5                     |
| Department's Initiative Priority Number:    | AV Service Support    |
| Initiative Title:                           | Library               |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | 11,699        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 11,699        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>11,699</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| As part of the SPPL Expansion & Renovation project, new technology with sophisticated audio-visual equipment was installed in our program and discussion rooms. Support and maintenance is necessary to best serve patrons and staff. Globalcom, our technology vendor for this system has a 5-year service agreement to support our needs and provide training. On May 8, 2025, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating \$11,699 from the Library's fund balance towards service and maintenance through 2029. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                           |
| On May 8, 2025, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating \$11,699 from the Library's fund balance towards service and maintenance through 2029. This is not currently included in the library's budget. These funds were previously allocated to the Sun Prairie Public Library and are retained in the library's fund balance. 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 priority and objective supported by this initiative is: 1) Quality City Services. The Library is committed to providing and developing services and resources that make a positive impact on the community with state of the art systems that work efficiently and seamlessly. A comprehensive service agreement with a knowledgeable vendor is best practice when in-house staffing is limited. |





**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: | 6                     |
| Department's Initiative Priority Number:    | Furniture & Equipment |
| Initiative Title:                           | Library               |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | 50,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 50,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>50,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                          |
| The SPPL Expansion & Renovation will require new furniture and equipment for new public service and staff spaces. This includes furniture, technology, and tools for library operations and building maintenance. |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On May 8, 2025, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating funds from the Library's fund balance for furniture and equipment. These funds were previously allocated to the Sun Prairie Public Library and are retained in the library's fund balance. 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.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Council priority and objective supported by this initiative is: Quality City Services. High quality equipment, technology, furniture, and tools to maintain the facility are critical to providing a welcoming and positive public library experience. Maintaining a comfortable facility for staff and patrons ensures smooth operations and quality services and resources. |



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:    |                       |
| Initiative Title:                           | Continuing Education  |
| Department Name:                            | Library               |
| Council Strategic Plan Vision:              | Quality City Services |
| Fiscal Year:                                | 2026                  |

| 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 <sup>a</sup>                                                                                                                                  |             | 15,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 15,000        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>15,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                     |
| One of the focus areas within the Library's strategic plan is to increase investments in the staff, which includes continuing education opportunities. In 2026, there will be several opportunities for staff including the Public Library Association Conference and the Association of Library Services to Children Institute. Both conferences are excellent learning opportunities for SPPL staff to learn and bring back best practices to Sun Prairie. |

|                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                            |
| On May 8, 2025, the Sun Prairie Public Library Board reviewed the Library's fund balance and approved allocating funds from the Library's fund balance for continuing education. These funds were previously allocated to the Sun Prairie Public Library and are retained in the library's fund balance. 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.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                             |
| The Council priorities and objectives supported by this initiative are: 1) Employer of Choice and 2) Quality City Services. The Library is committed to providing and developing innovative services and resources that make a positive impact on the community. Ensuring that the staff have the skills and knowledge is critical to bringing back these best practices to Sun Prairie. In addition, investing in our staff demonstrates our commitment to a positive work culture that values professional and personal growth. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 10                    |
| Department's Initiative Priority Number:    | LAI - Youth Services  |
| Initiative Title:                           | Library               |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        | 0.6         | 45,202        |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>0.60</b> | <b>45,202</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>45,202</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>The Sun Prairie Public Library receives regular requests to provide more programs and outreach for youth and families. In addition, the library is frequently requested to partner in larger community events for youth and families throughout the year. A goal of the Youth Services department is to meet the demands of the growing community. Due to staffing limitations in Youth Services, these requests and goals are not always met. Additionally, with the library's expansion, there has been a significant need for more staff to support readers advisory and reference services, wayfinding and navigation, program preparation, and collection management in they Youth Services area and in the new Teen Space. Adding an additional 24-hour/week position provides staffing hours to enhance support for our youth, teens, and families.</p> |

|                                                                       |
|-----------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding? |
| <p>The current budget does not support this position.</p>             |

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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.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Two Council priorities and objectives are supported by this initiative: 1) Quality City Services and 2) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for enhanced customer service, programming, outreach and community engagement. Additional staff hours also allow the library to enhance critical early and grade school literacy as well as teen and adolescent social and life-long learning support.</p> |





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                        |
|---------------------------------------------|------------------------|
| Provide requested information               | Response               |
| Administrator's Initiative Priority Number: | 11                     |
| Department's Initiative Priority Number:    | Page I (15 hours/week) |
| Initiative Title:                           | Library                |
| Department Name:                            | Quality City Services  |
| Council Strategic Plan Vision:              | 2026                   |
| 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 <sup>a</sup>                                                                                                                                  |       | -      |
| Full-time Personnel <sup>b</sup>                                                                                                                        |       | -      |
| Part-time Personnel <sup>c</sup>                                                                                                                        | 0.375 | 10,974 |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |       | -      |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |       | -      |
| Total Request                                                                                                                                           | 0.38  | 10,974 |
| Net Funding Needed                                                                                                                                      |       | 10,974 |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The Sun Prairie Public Library currently has a physical collection size of approximately 135,000 materials. As the library plans for the full expansion, the library's physical collection will grow in size and there will be new collection types and categories adding an extra layer of organization and management. SPPL's Page Is assist in shelving and organizing the collection so that our patrons have access to a wide range of informational, educational, and literary material for all ages and needs. The growing collection and formats will require more staff hours to support maintenance and ease of access. By increasing the number of Page Is, the library will be able to keep recently retrained items available, allow other staff to focus on preparing new materials for check out, thereby keeping the whole collection available. Adding 15 hour/week for a new Page I position allows the library to meet service goals.</p> |

|                                                                       |
|-----------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding? |
| The current budget does not support this position.                    |

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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 following Council priority and objective is supported by this initiative: 1) Quality City Services. With an additional Page I position, the library is better positioned to meet the community's needs for timely access to the entire collection resulting in a better patron experience. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                               |
|---------------------------------------------|-------------------------------|
| Provide requested information               | Response                      |
| Administrator's Initiative Priority Number: | 12                            |
| Department's Initiative Priority Number:    | Teen Interns - Youth Services |
| Initiative Title:                           | Library                       |
| Department Name:                            | Quality City Services         |
| Council Strategic Plan Vision:              | 2026                          |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        | 0.63        | 18,416        |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>0.63</b> | <b>18,416</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>18,416</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| A goal of the Sun Prairie Public Library is to meet the demands of the growing community and an increasing number of library patrons. With the library's expansion, there has been a significant need for more staff to support patrons in our new Teen Space and in The Mixer, the library's new Makerspace. Adding a pool of teen interns provides staffing hours to enhance support for our youth, teens, and families while creating opportunities for teens to explore a career in librarianship and public service. |

|                                                                       |
|-----------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding? |
| The current budget does not support these positions.                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                  |
| Two Council priorities and objectives are supported by this initiative: 1) Quality City Services and 2) Employer of Choice. With additional library staff hours, the library is better positioned to meet the community's needs for enhanced customer service, programming, outreach and community engagement. Additional staff hours also allow the library to enhance critical early and grade school literacy as well as teen and adolescent social and life-long learning support. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                          |
|---------------------------------------------|--------------------------|
| Provide requested information               | Response                 |
| Administrator's Initiative Priority Number: | 1                        |
| Department's Initiative Priority Number:    | HDV Mixer, Video Podcast |
| Initiative Title:                           | Cable Access Television  |
| Department Name:                            | Quality City Services    |
| Council Strategic Plan Vision:              | 2026                     |
| 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 <sup>a</sup>                                                                                                                                  |             | 10,700        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 10,700        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>10,700</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| This initiative would replace the current equipment from 2020 and it would include the computer along with the fixed Logitech cameras (3) in the large radio studio with NDI PTZ cameras (4) allowing for higher quality video and camera function. Cost includes upgraded software and a 6 channel On-Air Video Server License. These improvements will enable producers to create higher-quality video podcast programs with greater flexibility and professional production standards. |

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

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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.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Audio and video equipment is an important part of being able to provide quality services to our members and youth program participants . The video podcasting setup allows for recording video content alongside audio in the radio studio, enabling the creation of video podcasts. As podcasting continues to grow as a popular medium for reaching audiences, this equipment allows SPMC to expand its reach by airing content on the TV channels and the radio station—effectively doubling the programming output and impact. |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                              |
|---------------------------------------------|------------------------------|
| Provide requested information               | Response                     |
| Administrator's Initiative Priority Number: | 1                            |
| Department's Initiative Priority Number:    | Parks Maintenance Technician |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | 99,543        |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | -             |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>99,543</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>99,543</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Provide a concise description/justification for this initiative request.</p> <p>The Parks Maintenance team has increased its total number of parkland acreage by 50% in 2025, and has added/will be adding a total of 8 new parks from 2018 through 2026. Along with the addition of parkland comes new facilities and amenities as well as more grass to mow. During this time, the Parks Maintenance team has not increased its number of staff. The crew is getting stretched thin and is no longer able to maintain the same level of service that it had just years ago due to the rapid expansion of the park system without additional staffing resources to keep up with the needs. Additionally, parks maintenance is responsible for mowing, landscaping, and general maintenance of various city facilities, including medians, trash removal along main street, and garden beds at city hall and the Westside building. Only 27% of the landscape areas and less than 50% of the mowing areas that the Parks Maintenance team is responsible for are actually in parks. Without additional support, not only parks, but medians, landscape beds, stormwater areas, and other areas will see service level reductions. An additional team member is essential for the crew to maintain our park system and other public spaces at a level in which the public expects.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                             |
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| <p>Due to two retirements of long tenured individuals on the crew in 2025 and the cost savings in wages from their wages to the new staff who were hired in, there is approximately \$117,146 in savings of wages and fringes. Staff is seeking permission to utilize those savings to put towards this new position. The remaining would need to be covered by new funding as there is no existing funding source available.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p>This initiative aligns with quality city services. The Parks Division is no longer able 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 8 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.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: |                       |
| Department's Initiative Priority Number:    | 1                     |
| Initiative Title:                           | Police Officer 1 of 2 |
| Department Name:                            | Police Department     |
| Council Strategic Plan Vision:              | Quality City Services |
| Fiscal Year:                                | 2026                  |

| 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 <sup>a</sup>                                                                                                                                  |             | -              |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | 121,362        |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 8,650          |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 16,861         |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>146,873</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>146,873</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p>Provide a concise description/justification for this initiative request.</p> <p>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, one in 2021, two in 2022, one in 2023, one in 2024, and one in 2025. This still leaves us two 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 2025, from 38,495 to 39,101, 13.12 square miles, 8400.66 acres, and as of 2022, over 15,000 housing units as well as over 15,000 households (includes multi-family, duplex, and single family units). The west side commercial expansion has continued to be substantial and brings in a large number of calls for service each year. Several multi-unit housing complex bringing in several hundred people per building have been built in the last three years and we had an additional housing location being built on N. Bird St. at Egge Rd. and W. Main St. at S. Thompson Rd. that have filled in quickly. 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.</p> |

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| <p>Why must this initiative be supported through the use of new funding?</p> <p>No funding is currently available for this position.</p> |
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Identify the Council priority and objective(s) supported by this initiative.</p> <p>Describe how this initiative enables the City to achieve these goals.</p> <p>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. We will continue to see the need for police resources to address increased daily traffic, traffic crashes, increase in relationship building needs, and problem solving deployment tactics. Reactive police response time cannot eliminate proactive problem solving time. Adequately staffed patrol operations are vital for efficient, effective and responsive delivery of police services. Patrol saturation time (the times during a patrol shift where all available officers are assigned to service calls and are unavailable) must be reduced in order to increase an officer's undirected patrol time. This will then be effectively used for community engagement and proactive problem solving policing services. Two officers are needed to raise 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.</p> |
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City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 1                     |
| Department's Initiative Priority Number:    | Police Officer 2 of 2 |
| Initiative Title:                           | Police Department     |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | -              |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | 121,362        |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -              |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 8,650          |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 16,861         |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>146,873</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>146,873</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>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, one in 2021, two in 2022, one in 2023, one in 2024, and one in 2025. This still leaves us two 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 2025, from 38,495 to 39,101, 13.12 square miles, 8400.66 acres, and as of 2022, over 15,000 housing units as well as over 15,000 households (includes multi-family, duplex, and single family units). The west side commercial expansion has continued to be substantial and brings in a large number of calls for service each year. Several multi-unit housing complex bringing in several hundred people per building have been built in the last three years and we had an additional housing location being built on N. Bird St. at Egge Rd. and W. Main St. at S. Thompson Rd. that have filled in quickly. 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.</p> |

|                                                                       |
|-----------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding? |
| No funding is currently available for this position.                  |

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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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>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. We will continue to see the need for police resources to address increased daily traffic, traffic crashes, increase in relationship building needs, and problem solving deployment tactics. Reactive police response time cannot eliminate proactive problem solving time. Adequately staffed patrol operations are vital for efficient, effective and responsive delivery of police services. Patrol saturation time (the times during a patrol shift where all available officers are assigned to service calls and are unavailable) must be reduced in order to increase an officer's undirected patrol time. This will then be effectively used for community engagement and proactive problem solving policing services. Two officers are needed to raise 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.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 3                     |
| Department's Initiative Priority Number:    | CARES                 |
| Initiative Title:                           | Police Department     |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 63,720        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>63,720</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>63,720</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>The CARES program provides a non-law enforcement response to behavioral health emergencies in Sun Prairie, pairing a paramedic with a mental health crisis worker to address calls involving emotional distress, suicidal ideation, or psychiatric crisis when no immediate threat exists. Since launching in February 2025, CARES has diverted calls from traditional police and EMS response, allowing our department to stay focused on core public safety responsibilities while connecting individuals in crisis with trained professionals.</p> <p>Sun Prairie averages over 120 CARES-eligible calls annually based on prior data, and demand continues to grow. The model improves community outcomes, reduces unnecessary transports and jail placements, and ensures our most vulnerable residents receive the right care at the right time. Ongoing funding is critical to sustain this alternative response and maintain alignment with regional efforts led by the City of Madison and Dane County.</p> <p>Without dedicated funding, CARES coverage in Sun Prairie may be reduced or lost altogether. Continued support will ensure CARES remains a</p> |

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| Why must this initiative be supported through the use of new funding?                                                 |
| ARPA funds are no longer available for this program and therefore no funding source is available outside of the levy. |

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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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The CARES initiative aligns with the City's Human Services priority by expanding access to compassionate, real-time crisis care for residents experiencing behavioral health emergencies. CARES connects individuals to mental health professionals instead of relying solely on law enforcement, ensuring residents get support that helps them stabilize, build relationships, and address underlying issues.</p> <p>This approach reduces strain on emergency services, diverts individuals from the criminal justice system, and promotes long-term wellbeing. CARES also enhances regional coordination by aligning with Dane County and City of Madison efforts, ensuring Sun Prairie remains a strong partner in delivering essential human services to the broader community.</p> |



SUN PRAIRIE

City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                                                                          |
|---------------------------------------------|--------------------------------------------------------------------------|
| Provide requested information               | Response                                                                 |
| Administrator's Initiative Priority Number: | 4<br>Flock Cameras<br>Police Department<br>Quality City Services<br>2026 |
| 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 <sup>a</sup>                                                                                                                                  |             | 15,000        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 15,000        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -             |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>15,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>The Police Department is requesting ongoing funding to support five existing Flock license plate recognition cameras currently operating without a permanent funding source. These cameras were initially deployed using temporary salary savings and have since played a vital role in solving homicides, locating stolen vehicles, identifying fleeing suspects, and supporting investigations across jurisdictional lines. They provide real-time alerts and searchable vehicle data that significantly reduce investigative time and improve case outcomes.</p> <p>Flock cameras serve as a force multiplier by enhancing the department's ability to respond quickly and accurately in high-risk situations, even with limited staffing. Without continued funding, these tools would be deactivated at the end of 2025, creating a gap in our investigative capabilities and weakening our ability to proactively address crime. This request ensures these cameras remain active and continue contributing to public safety operations citywide.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p>This initiative requires new funding because the department's existing Flock cameras were originally funded using temporary salary savings, which are no longer available. These savings were one-time in nature and cannot be relied upon for ongoing operational costs. To maintain the current five cameras beyond 2025 dedicated funding must now be added to the operating budget. No existing line item can absorb these recurring costs without impacting core services. \$20,000 of funding comes from MIPSIS money earmarked for ALPR units. This is a one-time funding source.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The continued funding and expansion of the Flock Safety camera system directly supports the City's commitment to high-quality, efficient public safety services. These cameras have played a critical role in solving serious crimes, recovering stolen vehicles, and locating dangerous offenders. They enhance the department's ability to respond quickly, build strong cases, and reduce time spent on complex investigations. Expanding this system ensures citywide coverage, strengthens investigative outcomes, and supports the department's efforts to deliver responsive and effective service as the community grows and demands on policing increase.</p> |





City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: | 5                     |
| Department's Initiative Priority Number:    | Flock Cameras         |
| Initiative Title:                           | Police Department     |
| Department Name:                            | Quality City Services |
| Council Strategic Plan Vision:              | 2026                  |
| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 18,000        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 7,500         |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>25,500</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>25,500</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Provide a concise description/justification for this initiative request.</p> <p>The Police Department is requesting approval for the addition of six new ALPR cameras. These include six cameras that will improve coverage on the east side of Sun Prairie.</p> <p>Flock cameras have proven to be one of the most effective investigative tools available to our department. They have directly contributed to solving homicides, recovering stolen vehicles, identifying suspects in armed robberies and credit card fraud cases, and locating missing or endangered individuals. In one case, a Flock camera provided the only timely lead in a homicide. In another, a suspect vehicle involved in a statewide fraud ring was identified and intercepted, preventing additional loss.</p> <p>By capturing objective, searchable data on vehicle movement, Flock cameras allow officers and detectives to act quickly, accurately, and efficiently. The real-time alerts and searchable image database significantly reduce investigative hours, freeing up staff to focus on proactive policing and other community priorities. This not only enhances case clearance rates but also reduces the overall cost of investigations.</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Why must this initiative be supported through the use of new funding?</b></p> <p>This initiative must be supported through the use of new funding because there is currently no established budget line for additional Flock cameras. The initial deployment on the west side was funded using one-time vacancy savings from unfilled positions, which are not a reliable or sustainable funding source for ongoing public safety infrastructure. Expanding coverage to the east side requires a consistent, dedicated funding stream to support long-term operational costs and ensure equitable access to this critical investigative tool across the city.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Identify the Council priority and objective(s) supported by this initiative.</b></p> <p><b>Describe how this initiative enables the City to achieve these goals.</b></p> <p>The continued funding and expansion of the Flock Safety camera system directly supports the City's commitment to high-quality, efficient public safety services. These cameras have played a critical role in solving serious crimes, recovering stolen vehicles, and locating dangerous offenders. They enhance the department's ability to respond quickly, build strong cases, and reduce time spent on complex investigations. Expanding this system ensures citywide coverage, strengthens investigative outcomes, and supports the department's efforts to deliver responsive and effective service as the community grows and demands on policing increase.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: |                       |
| Department's Initiative Priority Number:    | 6                     |
| Initiative Title:                           | Flock Cameras         |
| Department Name:                            | Police Department     |
| Council Strategic Plan Vision:              | Quality City Services |
| Fiscal Year:                                | 2026                  |

| 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 <sup>a</sup>                                                                                                                                  |             | 12,750        |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 0.00        | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 9,000         |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 3,750         |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>12,750</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | -             |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>The Police Department is requesting the addition of three Flock license plate recognition cameras in the Prairie Lakes commercial district, funded entirely by a \$12,750 donation from Woodman's Grocery Stores. The cameras will be installed on public property in the area surrounding their store, benefiting not just Woodman's, but all nearby businesses, residents, and visitors.</p> <p>Prairie Lakes is one of the city's highest-traffic commercial areas and consistently generates a high volume of calls for police service. These cameras will enhance public safety by capturing objective, real-time vehicle data to assist in identifying suspect vehicles tied to crimes such as retail theft, hit-and-runs, and other offenses. The initiative will improve investigative efficiency, reduce time spent on complex cases, and increase officer effectiveness in this densely developed zone.</p> |

|                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                    |
| <p>This initiative requires no city funding as it will be completely funded by the donation of \$12,750 from Woodmans. Woodman's has committed to providing ongoing donations to support the cameras. This request delivers a strategic public safety upgrade at no cost to the City's general fund.</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>The continued funding and expansion of the Flock Safety camera system directly supports the City's commitment to high-quality, efficient public safety services. These cameras have played a critical role in solving serious crimes, recovering stolen vehicles, and locating dangerous offenders. They enhance the department's ability to respond quickly, build strong cases, and reduce time spent on complex investigations. Expanding this system ensures citywide coverage, strengthens investigative outcomes, and supports the department's efforts to deliver responsive and effective service as the community grows and demands on policing increase.</p> |



SUN PRAIRIE

City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                       |
|---------------------------------------------|-----------------------|
| Provide requested information               | Response              |
| Administrator's Initiative Priority Number: |                       |
| Department's Initiative Priority Number:    |                       |
| Initiative Title:                           | Lexipol               |
| Department Name:                            | Police Department     |
| Council Strategic Plan Vision:              | Quality City Services |
| Fiscal Year:                                | 2026                  |

| 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 <sup>a</sup>                                                                                                                                  |             | -             |
| Full-time Personnel <sup>b</sup>                                                                                                                        |             | -             |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -             |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 20,481        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | 10,378        |
| <b>Total Request</b>                                                                                                                                    | <b>0.00</b> | <b>30,859</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>30,859</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Public safety agencies use Lexipol to reduce risk and improve outcomes. Lexipol offers a variety of programming and resources to improve policy, procedure, and training within police departments. The Sun Prairie Police Department currently uses Shield Suites, now owned by Lexipol, which provides documentation, review and management capabilities across all high-risk categories to include Internal Affairs, Use of Force, Squad Damage, Vehicle Pursuits, and Field Training. The goal of this initiative is to continue our momentum to increase Professional Standards across the agency with complete revision of policy and procedure to national standards along with progression towards accreditation. Lexipol offers a policy management system which has state-specific and customizable policies, automated updates based on case law, best practices and accreditation standards. It also provides policy acknowledgement to ensure personnel compliance.</p> <p>Based on our current authorized sworn staff:<br/>Annual policy subscription would be \$18,500.<br/>Policy implementation would be \$10,378 one-time setup.<br/>Annual Accreditation subscription would be \$1981</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>No current funding exists for this program. Current projected operating savings can be utilized to cover the recurring operating expenditures. New funding would be needed to cover the one-time setup.</p> |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Lexipol initiative supports the improvement in quality city services ensuring the police department operates at comprehensive, constitutionally sound, national standards with recognized best practices while continuing the progression and ultimate completion of accreditation beginning in the year 2026.</p> |



City of Sun Prairie  
Budget Development Process  
2026 Budget Initiative Form

| Initiative Request Form                     |                              |
|---------------------------------------------|------------------------------|
| Provide requested information               | Response                     |
| Administrator's Initiative Priority Number: |                              |
| Department's Initiative Priority Number:    |                              |
| Initiative Title:                           | Solar Array Maintenance Fund |
| Department Name:                            | Building Maintenance         |
| Council Strategic Plan Vision:              | Sustainable Sun Prairie      |
| Fiscal Year:                                | 2026                         |

| 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 <sup>a</sup>                                                                                                                                  |             | -            |
| Full-time Personnel <sup>b</sup>                                                                                                                        | 1.00        | -            |
| Part-time Personnel <sup>c</sup>                                                                                                                        |             | -            |
| Recurring Operating Expenditures <sup>d</sup>                                                                                                           |             | 5,000        |
| One-time Equipment or Start-up Costs <sup>e</sup>                                                                                                       |             | -            |
| <b>Total Request</b>                                                                                                                                    | <b>1.00</b> | <b>5,000</b> |
| <b>Net Funding Needed</b>                                                                                                                               |             | <b>5,000</b> |

| Request Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide a concise description/justification for this initiative request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>By the end of calendar year 2025, Sun Prairie will have a total of 5 solar PV arrays online, with a combined capacity exceeding 1 megawatt (MW). These solar arrays come with various limited warranties covering the first 10-12 years of production. Solar PV systems typically have a life of 20-30 years, meaning the limited warranties cover less than half of the expected life of the solar PV systems. Any issues that occur outside of the warranty scope or coverage duration will be at the expense of the city. Currently, the city does not have any kind of budget dedicated to repair and maintenance of municipal solar arrays. This budget initiative proposes allocating approximately 3% of the \$170,000 annual electric savings from the solar PV systems to establish a dedicated fund balance for maintenance, repair, and eventual replacement of municipal solar arrays. Established as a fund balance, this account will accumulate annually, ensuring long-term sustainability and financial readiness when systems reach end-of-life and need to be replaced.</p> |

| Why must this initiative be supported through the use of new funding?                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Existing maintenance and repair funds are fully utilized each year for non-solar infrastructure repairs and maintenance. No funds are currently allocated or available for solar-specific repairs, demonstrating the need to dedicate new funding to ensure ongoing performance, reliability, and protection of the city's clean energy systems. |

| Identify the Council priority and objective(s) supported by this initiative.<br>Describe how this initiative enables the City to achieve these goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The establishment of a repair and maintenance fund dedicated to municipal solar PV systems supports the Council's Sustainable Sun Prairie priority by protecting the city's investment in renewable energy infrastructure. As the city continues to invest in solar energy to power municipal operations, it's critical a dedicated repair and maintenance fund is established to ensure long-term functionality of these systems. By setting up the repair and maintenance fund as a fund balance, the fund will grow year over year and can be used to cover the full cost of system replacement at the end of life, effectively demonstrating the key sustainability principals of ROI and using dollars saved to invest in future clean energy systems. This proactive approach ensures the city's clean energy infrastructure remains reliable, financially sound, and aligned with long-term sustainability goals.</p> |

## APPENDIX C : FINANCIAL POLICIES

|                                          |            |
|------------------------------------------|------------|
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| Investment Policy                        | 321        |
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## CAPITAL IMPROVEMENT POLICY

|                       |                                   |                       |                         |
|-----------------------|-----------------------------------|-----------------------|-------------------------|
| <b>TITLE:</b>         | <b>CAPITAL IMPROVEMENT POLICY</b> | <b>CREATION DATE:</b> | <b>JANUARY 17, 2017</b> |
| <b>POLICY SOURCE:</b> | <b>FINANCE DEPARTMENT</b>         | <b>REVISION DATE:</b> | <b>FEBRUARY 6, 2018</b> |
| <b>APPLICATION:</b>   | <b>ALL EMPLOYEES</b>              |                       |                         |
| <b>INDEXED AS:</b>    | <b>CAPITAL IMPROVEMENT</b>        |                       |                         |

### 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

|                       |                          |                       |                 |
|-----------------------|--------------------------|-----------------------|-----------------|
| <b>TITLE:</b>         | <b>INVESTMENT POLICY</b> | <b>CREATION DATE:</b> | OCTOBER, 1989   |
| <b>POLICY SOURCE:</b> | FINANCE COMMITTEE        | <b>REVISION DATE:</b> | AUGUST 7, 2017  |
| <b>APPLICATION:</b>   | FINANCIAL MANAGEMENT     |                       | OCTOBER 1, 2019 |
| <b>INDEXED AS:</b>    | INVESTMENT POLICY        |                       |                 |

### 1. SCOPE

This policy applies to the investment of short-term operating funds. This policy excludes the investment of assets held in escrow in order to debase refunded debt, nor does it include retirement funds managed by others such as the state, the Wisconsin Employee Trust Fund, and deferred compensation plan providers.

#### A. POOLING OF FUNDS

Except for cash in certain restricted and special funds, the City of Sun Prairie (City) will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### 2. GENERAL PHILOSOPHY

Safety of principal is the foremost objective of the City's investment policy. The City's investment portfolio shall be designed to attain a market-average rate of return, taking into account constraints imposed by its safety objective, cash flow considerations and state laws that restrict the placement of certain public funds.

As a general rule, investments are determined by three factors, yield, risk and liquidity. These factors or the combination of these factors must be closely monitored to determine a prudent investment. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### A. CREDIT RISK

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Appendix A of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

#### B. INTEREST RATE RISK

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

## INVESTMENT POLICY

Since the factors of risk and liquidity are specifically addressed by the investments that are permitted in this policy, then the determination of yield or projected interest income will be the major factor in selection of an investment.

In accordance with Sec 3.04.040 of the City of Sun Prairie Code of Ordinances, the Director of Administrative Services and the Finance Director/City Treasurer are authorized to invest any City funds that are not immediately needed. The Director of Administrative Services and the Finance Director/City Treasurer, acting in accordance with these policies and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided these deviations are reported immediately and that appropriate action is taken to control adverse developments.

### 3. PERMITTED INVESTMENTS

Investments made by the City of Sun Prairie are generally governed by Wisconsin Statutes 66.0603. Please see Appendix A for Wisconsin Statutes 66.0603.

1. Utilizing the state statutes as a guideline, the City of Sun Prairie will invest in the following types of agreements:
  - A. Full faith and credit obligations of the Federal Government. These include Treasury bills, Treasury notes and Treasury Bonds.
  - B. Bonds or securities issued or guaranteed as to principal and interest by the federal government or by a commission, board or other instrumentality of the federal government.
  - C. Time deposits in any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state. Time deposits are defined as Savings Accounts or Certificates of Deposit.
  - D. "Overnight" Repurchase agreement with any bank, savings bank, trust company or savings and loan association which is authorized to transact business in the state if Repurchase agreements are defined as a transaction whereby a bank (seller) will agree to repurchase securities (U.S. Government securities) at an agreed upon price and at an agreed upon time. The repurchase agreements are to be considered an investment and not a collateralized loan between the bank and the City of Sun Prairie. This manual strictly prohibits the following types of repurchase agreements: open repos, reverse repurchase agreements or retail purchase agreements.
  - E. Commercial paper with a superior rating as determined by a major rating firm such as Moody's (P-1) or Standard & Poor's (A-1+, A-1).
  - F. Investment of surplus funds in the local government pooled-investment fund.
  - G. The MBIA CLASS Wisconsin Investment Pool

### 4. COLLATERAL

It is the policy of the City of Sun Prairie to require that all funds in excess of insured or guaranteed limits be secured by some form of collateral. The City will accept for collateral any investment that is allowed by state statute. The amount of collateral required is up to 105% but not less than 100% of the principal investment.

All collateral held by a third party must be verified by a third party safekeeping receipt. The receipt must indicate that the collateral is pledged in the name of the City of Sun Prairie. The pledged collateral can only be released by written authorization of the City Administrator, Director of Administrative Services, Finance Director/City Treasurer. The City will permit collateral to be substituted, provided it meets the City's collateral requirements.

In addition, the City will permit the pledging of a block of collateral in the name of the City of Sun Prairie. This will enable the bank to conduct Repurchase transactions on a regular basis without the need to daily pledge collateral. The City will not, however, permit any institution to under pledge or fail to pledge proper collateral.

## 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.

## INVESTMENT POLICY

## Appendix 1

Wisconsin State Statutes [66.0603 Investments](#)

66.0603 Investments.

**(1g)** Definition. In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

**(1m)** Investments.

**(a)** A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
  - 3m. Bonds issued by a local exposition district under subch. II of ch. 229.
  - 3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
  - 3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
  - 3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
  - 3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.
  - 3u. Bonds issued by the Wisconsin Aerospace Authority.
4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
  - a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
  - b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
  - c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

**(b)**

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.
2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.
3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
  - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
  - b. Other post-employment benefits provided separately from a defined benefit pension plan.
4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.
5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
  - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
  - b. Other post-employment benefits provided separately from a defined benefit pension plan.
6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

**(c)** A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

**(d)** A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local

## INVESTMENT POLICY

government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

(e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 59.87 (3).
2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.
3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
5. Moneys held in an employee retirement system of the county.

(f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 62.622 (3).
2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.
3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
5. Moneys held in an employee retirement system of the city.

(g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. 881.01. Funds held in trust under this paragraph may only be distributed from the trust in a manner consistent with ch. 38 and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.



## FUND BALANCE POLICY

|                |                      |                |                   |
|----------------|----------------------|----------------|-------------------|
| TITLE:         | FUND BALANCE POLICY  | CREATION DATE: | JULY 16, 2002     |
| POLICY SOURCE: | FINANCE COMMITTEE    | REVISION DATE: | NOVEMBER 13, 2012 |
| APPLICATION:   | FINANCIAL MANAGEMENT |                | APRIL 17, 2018    |

### 1. GENERAL POLICY AND PURPOSE

The establishment of a formal fund balance policy is an important component of the City's financial management policy. Maintaining appropriate levels of fund balance is a key element of the City's overall financial health. This policy is intended to set targets for the desired level of fund balance, identify the approach to maintain these levels, and to provide guidelines for the use of fund balance.

### 2. DEFINITIONS

**Non-spendable Fund Balance** — Amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. Examples: Inventory, Prepaid Expenditures, Property Held for Resale.

**Restricted Fund Balance** — Amounts that are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Enabling legislation must be such that the government is legally mandated to use the resources for a specific purpose.

**Committed Fund Balance** — Amounts that can only be used for specific purposes pursuant to constraints imposed by the government's highest level of decision-making authority. Committed amounts cannot be used for another purpose unless the government removes or changes the specific use by taking the same type of action (legislation, resolution, ordinance) it used to previously commit the amounts.

**Assigned Fund Balance** — Amounts that are constrained by the government's intent to be used for a specific purpose but are neither restricted nor committed. Intent should be expressed by the governing body itself, a body (e.g. a committee), or an official to which the governing body has delegated authority to assign amounts to be used for specific purposes.

**Unassigned Fund Balance** — Amounts that are spendable in form and are not restricted, committed, or assigned to a specific purpose.

**Contingency Allocation** — An annual appropriation set aside to meet unexpected needs within the current budget. Unused contingency can be used to increase fund balance levels.

**General Fund** — For purposes of this policy, the General Fund is defined as Fund 100 as accounted for in the City's financial system; therefore the Sun Prairie Media Center and Family Aquatic Center shall be excluded from the revenue calculations.

### 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 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.

**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.

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\*The Budget Transfer Form shall be posted on the Finance Department's intranet site.

## APPENDIX D : CAPITAL IMPROVEMENT PLAN

October 1, 2025

Honorable Mayor, Members of the City Council, and Citizens of Sun Prairie:

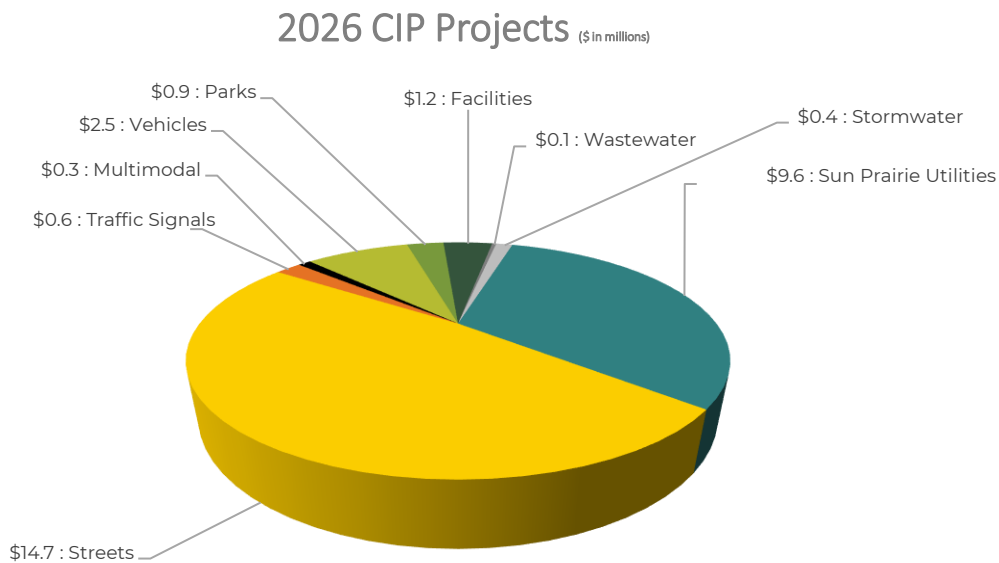
We are pleased to present to you the City of Sun Prairie's Ten-Year Capital Improvement Plan for fiscal years 2026-2035 (CIP). This document identifies the strategic investments necessary to meet the City's goals. It is also intended to stimulate discussion to determine how the City can best allocate 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 create additional heated storage at the Public Works Storage Facility; update City Hall building signage; design, land acquisition, and construction of a 3<sup>rd</sup> Fire Station; and flooring replacement at the Westside Community Building.





This document reflects an ongoing effort to align the CIP process with best practices and includes refinements in the development of the plan and format of the document. These efforts aim to ensure consistency and fairness in the planning process and reaffirm the City's commitment to long-term sustainability of our current assets as well as new improvements that accommodate growth.

The plan meets the City's Debt Management Policy metrics for all ten years. These metrics include the statutory limit of 5% of the City's equalized value, direct debt burden of 1.75%, and an annual debt levy of no more than 27.5% of the City's total tax levy.

The City coordinates the development of the annual CIP with the development of the operating budget. The inclusion of a project within the first year of the CIP (2026) 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

Caitlin Stene  
Director of Administrative Services

|                                   | 2026                 | 2027                 | 2028                 | 2029                 | 2030                 | 2031                 | 2032                 | 2033                 | 2034                 | 2035                 | Total                 |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| <b>Funding Sources</b>            |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                       |
| General Obligation Debt           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                       |
| City                              | \$ 13,661,640        | \$ 11,690,843        | \$ 11,527,304        | \$ 13,003,395        | \$ 10,638,777        | \$ 10,229,183        | \$ 10,854,849        | \$ 12,154,209        | \$ 11,328,881        | \$ 9,097,812         | \$ 114,186,894        |
| TIF District                      | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | \$ -                  |
| Fleet Inservice Fund              | 2,242,920            | -                    | 318,240              | -                    | 813,164              | -                    | -                    | -                    | -                    | 1,520,743            | \$ 4,895,067          |
| Water Pollution Control Facility  | -                    | 402,900              | -                    | 440,343              | -                    | 2,673,967            | -                    | 420,824              | -                    | 225,499              | \$ 4,163,533          |
| Stormwater                        | -                    | 1,555,500            | -                    | 782,921              | -                    | 968,615              | -                    | 881,256              | -                    | 908,346              | \$ 5,096,638          |
| Grants & Donations                | 3,538,500            | -                    | 1,432,990            | 832,540              | 817,772              | -                    | -                    | -                    | -                    | -                    | \$ 6,621,802          |
| Traffic Impact Fee                | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | \$ -                  |
| Park Fund Fees                    | 395,000              | 190,000              | 300,000              | 25,000               | 200,000              | -                    | -                    | -                    | -                    | -                    | \$ 1,110,000          |
| Retained Earnings                 | 10,920,347           | 4,117,940            | 3,673,749            | 2,904,887            | 3,835,651            | 2,869,101            | 2,975,599            | 3,261,938            | 3,215,197            | 3,594,281            | \$ 41,368,690         |
| <b>Total Funding Sources</b>      | <b>\$ 30,758,407</b> | <b>\$ 17,957,183</b> | <b>\$ 17,252,283</b> | <b>\$ 17,989,087</b> | <b>\$ 16,305,365</b> | <b>\$ 16,740,866</b> | <b>\$ 13,830,448</b> | <b>\$ 16,718,227</b> | <b>\$ 14,544,078</b> | <b>\$ 15,346,680</b> | <b>\$ 177,442,624</b> |
| <b>Proposed Capital Projects</b>  |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                       |
| Public Works                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                       |
| Street Reconstruction             | \$ 13,766,750        | \$ 3,507,000         | \$ 7,101,920         | \$ 6,281,693         | \$ 6,630,458         | \$ 5,450,958         | \$ 5,663,676         | \$ 5,888,023         | \$ 6,121,345         | \$ 6,121,345         | \$ 66,533,168         |
| Street Pavement Rehabilitation    | 933,000              | 5,182,000            | 2,689,940            | 2,794,538            | 3,270,414            | 3,016,452            | 3,134,110            | 3,256,473            | 3,383,733            | 3,383,733            | \$ 31,044,393         |
| Westside Traffic Improvement Plan | 647,764              | 4,097,500            | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | \$ 4,745,264          |
| Traffic Signals                   | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | -                    | \$ -                  |
| Multimodal                        | 350,781              | 233,280              | 251,942              | 688,689              | 1,656,820            | 417,574              | 988,164              | 865,186              | 735,186              | -                    | \$ 6,187,622          |
| Vehicles                          | 2,550,920            | 2,330,680            | 3,540,936            | 2,685,990            | 873,100              | 2,506,674            | 2,571,459            | 3,405,254            | 2,484,955            | 1,520,743            | \$ 24,470,711         |
| Park Improvements                 | 987,500              | 790,000              | 900,000              | 670,000              | 800,000              | 600,000              | 185,000              | 600,000              | 600,000              | 440,000              | \$ 6,572,500          |
| Facilities                        | 1,215,000            | 2,100,000            | 300,000              | -                    | -                    | -                    | -                    | -                    | -                    | 1,000,000            | \$ 4,615,000          |
| Equipment                         | 475,000              | 171,200              | -                    | 306,000              | -                    | -                    | -                    | 150,000              | -                    | -                    | \$ 1,102,200          |
| Water Pollution Control Facility  | 140,000              | 220,000              | 535,000              | 250,000              | 450,000              | 2,425,000            | 200,000              | 200,000              | 710,000              | -                    | \$ 5,130,000          |
| Stormwater Improvements           | 450,000              | 425,000              | 400,000              | 200,000              | 200,000              | 200,000              | 200,000              | 200,000              | 200,000              | 200,000              | \$ 2,675,000          |
| Sun Prairie Utilities             | 9,657,667            | 2,285,940            | 2,737,739            | 1,945,717            | 2,857,874            | 1,852,213            | 1,918,035            | 1,889,442            | 1,908,336            | 2,450,420            | \$ 29,503,383         |
| <b>Projects Subtotal</b>          | <b>\$ 31,174,382</b> | <b>\$ 21,342,600</b> | <b>\$ 18,457,477</b> | <b>\$ 15,822,627</b> | <b>\$ 16,738,666</b> | <b>\$ 16,468,871</b> | <b>\$ 14,860,444</b> | <b>\$ 16,454,378</b> | <b>\$ 16,143,555</b> | <b>\$ 15,116,241</b> | <b>\$ 182,579,241</b> |
| Debt Issuance Costs               | 327,605              | 308,432              | 261,015              | 242,204              | 238,705              | 271,995              | 237,697              | 263,849              | 258,567              | 230,439              | 2,640,509             |
| <b>Total Capital Projects</b>     | <b>\$ 31,501,987</b> | <b>\$ 21,651,032</b> | <b>\$ 18,718,492</b> | <b>\$ 16,064,831</b> | <b>\$ 16,977,371</b> | <b>\$ 16,740,866</b> | <b>\$ 15,098,141</b> | <b>\$ 16,718,227</b> | <b>\$ 16,402,122</b> | <b>\$ 15,346,680</b> | <b>\$ 185,219,750</b> |

To review the comprehensive report on the City of Sun Prairie's Capital Improvement Plan, visit [CityofSunPrairie.com](http://CityofSunPrairie.com)

# APPENDIX D - CAPITAL IMPROVEMENT PLAN

City of Sun Prairie

## 2026 FUNDED CAPITAL PROJECTS AND IMPACT ON OPERATING BUDGET

345

| Project Name                                                | PROJECT ESTIMATE    | City Allocation     | Fleet Replace Fund | Water Pollution Control Fund | Stormwater Fund    | Sun Prairie Utilities | Park Fund        | Impact on Operating Budget |
|-------------------------------------------------------------|---------------------|---------------------|--------------------|------------------------------|--------------------|-----------------------|------------------|----------------------------|
| Street Tree Replacement for Street Reconstruction           | 30,000              | 30,000              | -                  | -                            | -                  | -                     | -                | 30,000                     |
| Street Investigation for Future Year Street Projects        | 25,000              | 25,000              | -                  | -                            | -                  | -                     | -                | 25,000                     |
| Coral Drive Total Reconstruction                            | 2,503,000           | 1,454,000           | -                  | 46,000                       | 288,000            | 715,000               | -                | 1,788,000                  |
| Emerald Terrace Total Reconstruction                        | 2,881,300           | 2,347,300           | -                  | 10,000                       | 374,000            | 150,000               | -                | 2,072,800                  |
| HWY 19/Westmount Roundabout                                 | 3,523,000           | 3,425,000           | -                  | -                            | -                  | 98,000                | -                | 550,000                    |
| Montana and Walmart Reconstruction                          | 1,575,450           | 1,153,000           | -                  | 19,000                       | 398,500            | 4,950                 | -                | 1,570,500                  |
| Downtown E Main Pedestrian Safety Improvments               | 2,544,000           | 2,310,000           | -                  | 1,000                        | 220,000            | 13,000                | -                | 2,531,000                  |
| Vernig Road                                                 | 685,000             | 265,000             | -                  | 105,000                      | 100,000            | 215,000               | -                | 470,000                    |
| Concrete Road Repair - Various                              | 100,000             | 100,000             | -                  | -                            | -                  | -                     | -                | 100,000                    |
| Huntington/Sapphire/Colony/Rustic Pave Rehab                | 561,000             | 535,000             | -                  | 16,000                       | 6,000              | 4,000                 | -                | 557,000                    |
| Talon Place Pavement Rehab                                  | 272,000             | 264,000             | -                  | 4,000                        | 1,000              | 3,000                 | -                | 269,000                    |
| O'Keeffe-Mccoy Intersection Improvements                    | 647,764             | 647,764             | -                  | -                            | -                  | -                     | -                | 647,764                    |
| Vision Zero Safety Improvements                             | 108,000             | 108,000             | -                  | -                            | -                  | -                     | -                | 108,000                    |
| Annual Multimodal Maintenance/Improvements                  | 108,000             | 108,000             | -                  | -                            | -                  | -                     | -                | 108,000                    |
| W Main St Sidewalk - Thompson Rd to USH 151                 | 134,781             | 134,781             | -                  | -                            | -                  | -                     | -                | 134,781                    |
| Engineering Pickup - Replace vehicle 408                    | 48,000              | -                   | 48,000             | -                            | -                  | -                     | -                | 48,000                     |
| Public Works Patrol Truck - Replace Vehicle 126             | 265,200             | -                   | 265,200            | -                            | -                  | -                     | -                | 265,200                    |
| Public Works Traffic Engineering Van - Replace Vehicle 186  | 90,120              | -                   | 90,120             | -                            | -                  | -                     | -                | 90,120                     |
| Public Works Patrol Truck - Replace Vehicle 125             | 265,200             | -                   | 265,200            | -                            | -                  | -                     | -                | 265,200                    |
| Fire Department SUV - Replace Vehicle C-4                   | 74,400              | -                   | 74,400             | -                            | -                  | -                     | -                | 74,400                     |
| Fire Department - Unit E-8 NEDFU Truck                      | 1,500,000           | -                   | 1,500,000          | -                            | -                  | -                     | -                | 1,500,000                  |
| Public Works Tandem Axle Hook Truck - NEW                   | 308,000             | -                   | -                  | -                            | 308,000            | -                     | -                | 308,000                    |
| 9-Hole Disc Golf Course - Location TBD                      | 30,000              | -                   | -                  | -                            | -                  | -                     | 30,000           | 25,000                     |
| Colorado Commons Park East Development                      | 250,000             | -                   | -                  | -                            | -                  | -                     | 250,000          | 250,000                    |
| Bicycle Skills Facility - Location TBD                      | 15,000              | -                   | -                  | -                            | -                  | -                     | 15,000           | 15,000                     |
| Evergreen Park Rehabilitation                               | 150,000             | 150,000             | -                  | -                            | -                  | -                     | -                | 150,000                    |
| Oakridge Park Rehabilitation & ADA Compliance               | 140,000             | 140,000             | -                  | -                            | -                  | -                     | -                | 140,000                    |
| Valley Park Rehabilitation & ADA Compliance                 | 150,000             | 150,000             | -                  | -                            | -                  | -                     | -                | 150,000                    |
| Patrick Marsh Parking Lot Construction                      | 210,000             | 105,000             | -                  | -                            | -                  | -                     | 105,000          | 210,000                    |
| Resurface Pickleball Courts 1-6 at Wyndham Hills            | 42,500              | 42,500              | -                  | -                            | -                  | -                     | -                | 42,500                     |
| City Hall & WCSB Water Heater Replacement                   | 75,000              | 75,000              | -                  | -                            | -                  | -                     | -                | 75,000                     |
| Heated Storage for Public Works Storage Facility            | 1,000,000           | 500,000             | -                  | -                            | 500,000            | -                     | -                | 1,000,000                  |
| EMS/Fire Station 1 Concrete Entrance                        | 30,000              | 30,000              | -                  | -                            | -                  | -                     | -                | 30,000                     |
| City Hall Building Signage                                  | 25,000              | 25,000              | -                  | -                            | -                  | -                     | -                | 25,000                     |
| WCSB Make Up Air Unit Replacement & Roof Access Improve.    | 35,000              | 35,000              | -                  | -                            | -                  | -                     | -                | 35,000                     |
| Retaining Wall Repair & Replacement                         | 50,000              | 50,000              | -                  | -                            | -                  | -                     | -                | 50,000                     |
| Fleet Facility Drive On Parallelogram Hoist                 | 222,000             | -                   | 222,000            | -                            | -                  | -                     | -                | 222,000                    |
| Fleet Maintenance Facility Alignment Rack Hoist             | 47,000              | -                   | 47,000             | -                            | -                  | -                     | -                | 47,000                     |
| Police Department Dispatch Console Replacement              | 75,000              | 75,000              | -                  | -                            | -                  | -                     | -                | 75,000                     |
| EMS/Fire Station 1 Washing Machines                         | 31,000              | 31,000              | -                  | -                            | -                  | -                     | -                | 31,000                     |
| EMS/Fire Station 1 Generator Replacement                    | 100,000             | 100,000             | -                  | -                            | -                  | -                     | -                | 100,000                    |
| Replace Collection System Pickup Truck #617                 | 140,000             | -                   | -                  | 140,000                      | -                  | -                     | -                | 140,000                    |
| TMDL - Water Quality Projects                               | 200,000             | -                   | -                  | -                            | 200,000            | -                     | -                | 200,000                    |
| Koshkonong Creek Corridor Drainage Repair - Districts 8 & 9 | 50,000              | -                   | -                  | -                            | 50,000             | -                     | -                | 50,000                     |
| Stormwater Facilities Retrofits & Rehabilitations           | 200,000             | -                   | -                  | -                            | 200,000            | -                     | -                | 200,000                    |
| Automatic Meter Reading System                              | 510,000             | -                   | -                  | -                            | -                  | 510,000               | -                | -                          |
| LED System Street Lighting Upgrades                         | 30,000              | -                   | -                  | -                            | -                  | 30,000                | -                | -                          |
| Electric Distribution System Additions                      | 1,732,317           | -                   | -                  | -                            | -                  | 1,732,317             | -                | -                          |
| Morbark Chipper                                             | 50,000              | -                   | -                  | -                            | -                  | 50,000                | -                | -                          |
| F350 4x4 Pickup Truck                                       | 65,000              | -                   | -                  | -                            | -                  | 65,000                | -                | -                          |
| Ford Taurus                                                 | 40,000              | -                   | -                  | -                            | -                  | 40,000                | -                | -                          |
| Vermeer VX50-500 Vacuum Excavator                           | 110,000             | -                   | -                  | -                            | -                  | 110,000               | -                | -                          |
| Business Park Loop - LRP #15                                | 1,413,000           | -                   | -                  | -                            | -                  | 1,413,000             | -                | -                          |
| Well #10 Construction                                       | 5,179,350           | -                   | -                  | -                            | -                  | 5,179,350             | -                | -                          |
| Replace High Voltage Regulators at Business Park Sub        | 528,000             | -                   | -                  | -                            | -                  | 528,000               | -                | -                          |
| <b>Total Projects</b>                                       | <b>\$31,174,382</b> | <b>\$14,415,345</b> | <b>\$2,511,920</b> | <b>\$341,000</b>             | <b>\$2,645,500</b> | <b>\$10,860,617</b>   | <b>\$400,000</b> | <b>\$16,775,265</b>        |



# SUN PRAIRIE

*revolves around you*



## APPENDIX E : LONG TERM DEBT

|               | General Obligation Debt |                   |                          |                   | Revenue Debt             |                   |
|---------------|-------------------------|-------------------|--------------------------|-------------------|--------------------------|-------------------|
|               | Governmental Activities |                   | Business-Type Activities |                   | Business-Type Activities |                   |
|               | Principal               | Interest          | Principal                | Interest          | Principal                | Interest          |
| Years         |                         |                   |                          |                   |                          |                   |
| 2026          | 8,705,000               | 2,960,422         | 1,725,000                | 1,163,165         | 1,450,000                | 13,781,211        |
| 2027          | 8,050,000               | 2,583,012         | 1,710,000                | 1,140,738         | 1,500,000                | 1,313,695         |
| 2028          | 7,340,000               | 2,288,080         | 1,770,000                | 1,144,306         | 1,565,000                | 1,246,207         |
| 2029          | 6,945,000               | 2,018,557         | 1,835,000                | 1,146,150         | 1,630,000                | 1,175,338         |
| 2030          | 5,990,000               | 1,774,091         | 1,895,000                | 1,147,950         | 1,695,000                | 1,105,903         |
| 2031          | 5,660,000               | 1,550,867         | 1,880,000                | 1,146,125         | 1,755,000                | 1,037,681         |
| 2032          | 5,180,000               | 1,331,205         | 1,935,000                | 1,148,450         | 1,820,000                | 965,638           |
| 2033          | 4,285,000               | 1,124,604         | 2,000,000                | 1,149,850         | 1,700,000                | 892,814           |
| 2034          | 3,150,000               | 958,220           | 2,010,000                | 1,145,625         | 1,780,000                | 818,972           |
| 2035          | 2,620,000               | 832,792           | 2,065,000                | 1,140,925         | 1,660,000                | 744,600           |
| 2036          | 1,885,000               | 734,805           | 2,135,000                | 1,145,325         | 1,730,000                | 670,125           |
| 2037          | 2,065,000               | 647,112           | 1,605,000                | 774,375           | 1,805,000                | 592,175           |
| 2038          | 1,950,000               | 557,388           | 1,335,000                | 561,525           | 1,890,000                | 510,450           |
| 2039          | 2,100,000               | 466,213           | 875,000                  | 561,350           | 1,975,000                | 424,700           |
| 2040          | 1,850,000               | 375,072           | 440,000                  | 201,159           | 2,060,000                | 343,350           |
| 2041          | 1,850,000               | 293,525           | 445,000                  | 196,138           | 2,140,000                | 266,950           |
| 2042          | 1,850,000               | 217,822           | 170,000                  | 82,075            | 1,825,000                | 191,500           |
| 2043          | 1,850,000               | 141,438           | 180,000                  | 83,856            | 1,900,000                | 117,000           |
| 2044          | 1,855,000               | 64,256            | 185,000                  | 80,434            | 1,975,000                | 39,500            |
| 2045          | 550,000                 | 12,719            | 195,000                  | 81,850            | -                        | -                 |
| <b>Totals</b> | <b>75,730,000</b>       | <b>20,932,200</b> | <b>26,390,000</b>        | <b>15,241,371</b> | <b>33,855,000</b>        | <b>26,237,809</b> |

| DATE OF<br>ISSUE                                                   | PURPOSE | FINAL<br>MATURITY | CALL<br>DATE | INTEREST<br>RATES % | ORIGINAL<br>AMOUNT | Balance<br>12/31/2024 | Issued<br>2025    | Principal<br>2025 | Balance<br>12/31/2025 | Due in<br>One Year | Interest<br>2025 |
|--------------------------------------------------------------------|---------|-------------------|--------------|---------------------|--------------------|-----------------------|-------------------|-------------------|-----------------------|--------------------|------------------|
| <b>GENERAL OBLIGATION DEBT</b>                                     |         |                   |              |                     |                    |                       |                   |                   |                       |                    |                  |
| 8/9/2005 GO Bonds - Series A                                       |         | 2/1/2020          | 2/1/2015     | 3.0-4.75            | 4,710,000          |                       |                   |                   |                       | -                  |                  |
| 8/9/2005 GO Ref Bonds - Series C                                   |         | 2/1/2018          | 2/1/2014     | 3.5-4.25            | 5,875,000          |                       |                   |                   |                       | -                  |                  |
| 3/8/2006 STFL (Sunshine Place)                                     |         | 3/15/2015         | n/a          | 4.75                | 250,000            |                       |                   |                   |                       | -                  |                  |
| 9/1/2006 GO Notes                                                  |         | 2/1/2016          | 2/1/2014     | 4                   | 5,335,000          |                       |                   |                   |                       | -                  |                  |
| 9/11/2007 GO Bonds (Gen & TIF 9)                                   |         | 4/1/2022          | 4/1/2015     | 3.75-3.90           | 4,165,000          |                       |                   |                   |                       | -                  |                  |
| 10/21/2008 GO Notes (Gen & TIF 8)                                  |         | 4/1/2018          | 4/1/2015     | 4.0-4.125           | 5,500,000          |                       |                   |                   |                       | -                  |                  |
| 7/8/2014 2014C Taxable Notes (TIF 9)                               |         | 2/1/2027          | 2/1/2023     | 1.2-3.7             | 4,315,000          | 1,610,000             |                   | 1,610,000         | -                     | -                  | 48,467           |
| 7/7/2015 2015A GO Promissory Note                                  |         | 2/1/2025          | 2/1/2021     | 2.0-2.25            | 2,815,000          | 285,000               |                   | 285,000           | -                     | -                  | 3,206            |
| 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          | 1,090,000             |                   | 600,000           | 490,000               | 490,000            | 18,900           |
| 6/28/2017 2017A GO Promissory Notes                                |         | 4/1/2027          | 4/1/2024     | 2.0-3.0             | 3,940,000          | 1,260,000             |                   | 410,000           | 850,000               | 420,000            | 21,100           |
| 10/11/2018 2018B GO Promissory Note                                |         | 4/1/2028          | 4/1/2025     | 3.0 - 4.0           | 7,690,000          | 3,175,000             |                   | 745,000           | 2,430,000             | 780,000            | 103,700          |
| 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          | 5,445,000             |                   | 810,000           | 4,635,000             | 840,000            | 172,978          |
| 2/7/2019 2019B GO Refunding Bonds (TIF 13)                         |         | 4/1/2032          | 4/1/2028     | 3.0 - 4.0           | 2,555,000          | 2,275,000             |                   | 250,000           | 2,025,000             | 255,000            | 75,450           |
| 7/17/2019 2019C GO Bonds                                           |         | 4/1/2039          | 4/1/2027     | 3.0 - 5.0           | 3,895,000          | 3,035,000             |                   | 155,000           | 2,880,000             | 160,000            | 100,475          |
| 7/17/2019 2019D GO Notes                                           |         | 4/1/2029          | 4/1/2026     | 2.0 - 4.0           | 8,800,000          | 4,830,000             |                   | 905,000           | 3,925,000             | 930,000            | 140,975          |
| 12/20/2019 2019 State Trust Fund Loan (TID 8)                      |         | 3/15/2029         | n/a          | 3.25                | 650,000            | 386,911               |                   | 386,911           | -                     | -                  | 15,990           |
| 8/13/2020 2020A GO Notes                                           |         | 4/1/2030          | 4/1/2027     | 1.0 - 3.0           | 5,855,000          | 3,175,000             |                   | 495,000           | 2,680,000             | 510,000            | 60,325           |
| 12/22/2020 2020 State Trust Fund Loan (TID 8)                      |         | 3/15/2030         | n/a          | 3                   | 1,150,000          | 805,450               |                   | 805,450           | -                     | -                  | 30,991           |
| 8/12/2021 2021C GO Notes                                           |         | 4/1/2031          | 4/1/2028     | 1.5 - 2.0           | 7,395,000          | 4,225,000             |                   | 570,000           | 3,655,000             | 580,000            | 69,425           |
| 8/9/2022 2022A GO Notes (Gen)                                      |         | 4/1/2032          | 4/1/2029     | 3.0-4.0             | 5,740,000          | 4,245,000             |                   | 465,000           | 3,780,000             | 480,000            | 143,150          |
| 12/27/2022 2022 State Trust Fund Loan (TID12 & TID 13)             |         | 3/15/2036         | n/a          | 4.75                | 1,804,000          | 1,717,190             |                   | 109,480           | 1,607,710             | 114,681            | 81,566           |
| 8/10/2023 2023A GO Notes (Gen, TID 14)                             |         | 4/1/2033          | 4/1/2030     | 2.88                | 9,285,000          | 8,080,000             |                   | 870,000           | 7,210,000             | 755,000            | 352,050          |
| 8/8/2024 2024A GO Notes                                            |         | 8/8/2024          | 4/1/2033     | 4.0-5.0             | 25,585,000         | 25,585,000            |                   | 1,720,000         | 23,865,000            | 920,000            | 1,364,699        |
| 12/16/2024 2024 State Trust Fund Loan - TID 14 Developer Incentive |         | 3/15/2029         | n/a          | 5%                  | 500,000            | 500,000               |                   | -                 | 500,000               | 111,556            | -                |
| 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             | 758,582            | -                |
| 8/27/2025 2025 GO Notes                                            |         | 8/27/2025         | n/a          | 4.0-5%              | 13,290,000         | -                     | 13,290,000        | -                 | 13,290,000            | 860,000            | -                |
| <b>TOTAL GENERAL OBLIGATION DEBT</b>                               |         |                   |              |                     | <b>153,259,000</b> | <b>75,124,551</b>     | <b>13,290,000</b> | <b>11,191,841</b> | <b>77,222,710</b>     | <b>8,964,819</b>   | <b>2,803,447</b> |
| 7/7/2015 2015A GO Promissory Note                                  |         | 2/1/2025          | 2/1/2021     | 2.0-2.25            | 155,000            | 20,000                |                   | 20,000            | -                     | -                  | 225              |
| 10/26/2016 2016B GO Promissory Note                                |         | 4/1/2026          | 8/1/2021     | 2.0-3.0             | 1,185,000          | 255,000               |                   | 125,000           | 130,000               | 130,000            | 4,475            |
| 6/28/2017 2017A GO Promissory Note                                 |         | 4/1/2027          | 4/1/2024     | 2.0-3.0             | 980,000            | 310,000               |                   | 100,000           | 210,000               | 105,000            | 5,200            |
| 10/11/2018 2018B GO Notes                                          |         | 10/11/2018        |              | 3.0-4.0             | 135,000            | 60,000                |                   | 15,000            | 45,000                | 15,000             | 1,950            |
| 7/17/2019 2019 GO Notes - Series D                                 |         | 4/1/2029          | 4/1/2026     | 2.0 - 4.0           | 805,000            | 410,000               |                   | 75,000            | 335,000               | 80,000             | 11,975           |
| 8/13/2020 2020A GO Notes                                           |         | 4/1/2030          | 4/1/2027     | 1.0-3.0             | 195,000            | 120,000               |                   | 20,000            | 100,000               | 20,000             | 2,300            |
| 8/12/2021 2021C GO Notes                                           |         | 4/1/1931          | 4/1/2028     | 1.5 - 2.0           | 415,000            | 285,000               |                   | 40,000            | 245,000               | 40,000             | 4,675            |
| 8/9/2022 2022A GO Notes                                            |         | 4/1/2032          | 4/1/2029     | 3.0-4.0             | 1,015,000          | 815,000               |                   | 90,000            | 725,000               | 95,000             | 27,500           |
| 8/10/2023 2023A GO Notes                                           |         | 4/1/2033          | 4/1/2030     | 2.88                | 1,340,000          | 1,185,000             |                   | 130,000           | 1,055,000             | 110,000            | 51,600           |
| 8/8/2024 2024A GO Notes                                            |         | 8/8/2024          | 4/1/2033     | 4.0-5.0             | 495,000            | 495,000               | -                 | 40,000            | 455,000               | 45,000             | 27,394           |
| 8/27/2025 2025A GO Notes                                           |         | 8/27/2025         | 4/1/1936     | 4.0-5               | 715,000            | -                     | 715,000           | -                 | 715,000               | 85,000             | -                |
| <b>TOTAL FLEET INSERVICE</b>                                       |         |                   |              |                     | <b>7,435,000</b>   | <b>3,955,000</b>      | <b>715,000</b>    | <b>655,000</b>    | <b>4,015,000</b>      | <b>725,000</b>     | <b>137,294</b>   |
| <b>TOTAL GOVERNMENTAL ACTIVITIES</b>                               |         |                   |              |                     | <b>160,694,000</b> | <b>79,079,551</b>     | <b>14,005,000</b> | <b>11,846,841</b> | <b>81,237,710</b>     | <b>9,689,819</b>   | <b>2,940,741</b> |

| DATE OF<br>ISSUE                      | PURPOSE                              | FINAL<br>MATURITY | CALL<br>DATE | INTEREST<br>RATES % | ORIGINAL<br>AMOUNT | Balance<br>12/31/2024 | Issued<br>2025    | Principal<br>2025 | Balance<br>12/31/2025 | Due in<br>One Year | Interest<br>2025 |
|---------------------------------------|--------------------------------------|-------------------|--------------|---------------------|--------------------|-----------------------|-------------------|-------------------|-----------------------|--------------------|------------------|
| <b>BUSINESS-TYPE ACTIVITIES</b>       |                                      |                   |              |                     |                    |                       |                   |                   |                       |                    |                  |
| 6/8/2005                              | CWF Loan (WWTP) #4236-04             | 5/1/2025          |              | 2.365               | 14,729,283         | 1,022,226             | -                 | 1,022,226         | -                     | -                  | 12,088           |
| 7/7/2015                              | 2015A GO Promissory Note             | 2/1/2025          | 2/1/2021     | 2.0-2.25            | 265,000            | 30,000                | -                 | 30,000            | -                     | -                  | 337              |
| 10/26/2016                            | 2016B GO Promissory Note             | 4/1/2026          | 4/1/2023     | 2.0-3.0             | 475,000            | 85,000                | -                 | 40,000            | 45,000                | 45,000             | 1,500            |
| 11/30/2017                            | 2017B GO Bonds                       | 4/1/2037          | 4/1/2027     | 2.0-3.0             | 1,580,000          | 1,090,000             | -                 | 70,000            | 1,020,000             | 70,000             | 31,300           |
| 7/17/2019                             | 2019 GO Bonds - Series C             | 4/1/2039          | 4/1/2027     | 3.0 - 5.0           | 1,500,000          | 1,175,000             | -                 | 60,000            | 1,115,000             | 60,000             | 38,850           |
| 8/13/2020                             | 2020A GO Notes                       | 4/1/2030          | 4/1/2027     | 1.0-3.0             | 715,000            | 440,000               | -                 | 70,000            | 370,000               | 70,000             | 8,400            |
| 3/24/2021                             | CWF Loan (WWTP) #4236-05             | 5/1/2040          | 5/1/2040     | 1.485               | 15,603,340         | 13,589,991            | -                 | 758,722           | 12,831,269            | 769,990            | 196,178          |
| 8/12/2021                             | 2021B GO Bonds                       | 4/1/2041          | 4/1/2029     | 2.0 - 3.0           | 2,870,000          | 2,425,000             | -                 | 115,000           | 2,310,000             | 120,000            | 55,425           |
| 8/10/2023                             | 2023A GO Notes                       | 4/1/2033          | 4/1/2030     | 2.88                | 405,000            | 360,000               | -                 | 40,000            | 320,000               | 35,000             | 15,650           |
|                                       | 2025 CWF Loan Phase 1                | 5/1/2044          | 5/1/2044     | 2.2                 |                    |                       | 2,714,584         | -                 | 2,714,584             | 116,630            | 7,235            |
|                                       | 2025 CWF Loan Phase 2                | 5/1/2045          | 5/1/2045     | 2.475               |                    |                       | 17,583,889        | -                 | 17,583,889            | -                  | 7,235            |
|                                       | 2025A GO Notes                       | 8/27/2025         | 4/1/2045     | 4.0-5%              | 1,600,000          | -                     | 1,600,000         | -                 | 1,600,000             | 116,630            | -                |
| <b>TOTAL WWTP</b>                     |                                      |                   |              |                     | <b>39,742,623</b>  | <b>20,217,217</b>     | <b>21,898,473</b> | <b>2,205,948</b>  | <b>39,909,742</b>     | <b>1,403,250</b>   | <b>374,198</b>   |
|                                       |                                      |                   |              |                     |                    |                       |                   |                   |                       |                    |                  |
| 7/7/2015                              | 2015A GO Promissory Note             | 2/1/2025          | 2/1/2021     | 2.0-2.25            | 570,000            | 60,000                | -                 | 60,000            | -                     | -                  | 675              |
| 10/26/2016                            | 2016A GO Corporate Purpose Bond      | 4/1/2036          | 4/1/2025     | 2.0-3.0             | 5,820,000          | 3,750,000             | -                 | 265,000           | 3,485,000             | 275,000            | 103,187          |
| 11/30/2017                            | 2017B GO Bonds                       | 4/1/2037          | 4/1/2027     | 2.0-3.0             | 3,320,000          | 2,295,000             | -                 | 150,000           | 2,145,000             | 155,000            | 65,850           |
| 7/17/2019                             | 2019 GO Bonds - Series C             | 4/1/2039          | 4/1/2027     | 3.0 - 5.0           | 5,580,000          | 4,345,000             | -                 | 220,000           | 4,125,000             | 230,000            | 143,850          |
| 8/12/2021                             | 2021B GO Bonds                       | 4/1/2041          | 4/1/2029     | 2.0 - 3.0           | 1,990,000          | 1,680,000             | -                 | 80,000            | 1,600,000             | 80,000             | 38,350           |
|                                       | 2025A GO Notes                       | 8/27/2025         | 4/1/2045     | 4.0-5%              | 1,095,000          | -                     | 1,095,000         | -                 | 1,095,000             | 45,000             | -                |
| <b>TOTAL STORMWATER</b>               |                                      |                   |              |                     | <b>18,375,000</b>  | <b>12,130,000</b>     | <b>1,095,000</b>  | <b>775,000</b>    | <b>12,450,000</b>     | <b>785,000</b>     | <b>351,912</b>   |
|                                       |                                      |                   |              |                     |                    |                       |                   |                   |                       |                    |                  |
|                                       | 2012 Taxable Revenue Refunding Bonds | 4/1/2032          |              |                     |                    | 1,345,000             | -                 | 155,000           | 1,190,000             | 155,000            | 36,420           |
| 6/16/2014                             | 2014 Revenue Bonds                   | 4/1/2034          |              |                     |                    | 1,775,000             | -                 | 175,000           | 1,600,000             | 175,000            | 64,459           |
| 10/26/2016                            | 2016A GO Corporate Purpose Bond      | 4/1/2036          | 4/1/2025     | 2.0-3.0             | 3,435,000          | 2,215,000             | -                 | 155,000           | 2,060,000             | 165,000            | 60,938           |
| 10/11/2018                            | 2018A GO Corporate Purpose Bond      | 4/1/2038          | 4/1/2027     | 3.0-5.0             | 7,125,000          | 5,395,000             | -                 | 295,000           | 5,100,000             | 305,000            | 195,062          |
| 2/10/2021                             | 2021A Revenue Bonds                  | 4/1/2041          | 4/1/2029     | 1.125 - 4.0         | 6,300,000          | 5,570,000             | -                 | 260,000           | 5,310,000             | 275,000            | 122,556          |
| 8/8/2024                              | 2024B Revenue Bonds                  | 4/1/2044          |              | 4.0-5.0             | 25,755,000         | 25,755,000            | -                 | -                 | 25,755,000            | 845,000            | 1,372,479        |
| <b>TOTAL SPU</b>                      |                                      |                   |              |                     | <b>42,615,000</b>  | <b>42,055,000</b>     | <b>-</b>          | <b>1,040,000</b>  | <b>41,015,000</b>     | <b>1,920,000</b>   | <b>1,851,914</b> |
| <b>TOTAL BUSINESS-TYPE ACTIVITIES</b> |                                      |                   |              |                     | <b>100,732,623</b> | <b>74,402,217</b>     | <b>22,993,473</b> | <b>4,020,948</b>  | <b>93,374,742</b>     | <b>4,108,250</b>   | <b>2,578,024</b> |
|                                       |                                      |                   |              |                     |                    |                       |                   |                   |                       |                    |                  |
| <b>TOTAL ALL DEBT</b>                 |                                      |                   |              |                     | <b>261,426,623</b> | <b>153,481,768</b>    | <b>36,998,473</b> | <b>15,867,789</b> | <b>174,612,452</b>    | <b>13,798,069</b>  |                  |



AMORTIZATION SCHEDULES

| General Fund Debt Service |                   |                   |                   |
|---------------------------|-------------------|-------------------|-------------------|
| Year                      | Principal         | Interest          | Total             |
| 2026                      | 7,623,582         | 2,810,379         | 10,433,960        |
| 2027                      | 7,167,963         | 2,418,333         | 9,586,296         |
| 2028                      | 7,154,614         | 2,132,607         | 9,287,221         |
| 2029                      | 6,773,842         | 1,860,017         | 8,633,859         |
| 2030                      | 5,020,000         | 1,607,325         | 6,627,325         |
| 2031                      | 4,665,000         | 1,418,425         | 6,083,425         |
| 2032                      | 4,200,000         | 1,233,463         | 5,433,463         |
| 2033                      | 3,715,000         | 1,055,913         | 4,770,913         |
| 2034                      | 2,720,000         | 909,513           | 3,629,513         |
| 2035                      | 3,171,408         | 799,913           | 3,971,321         |
| 2036                      | 2,140,525         | 715,463           | 2,855,988         |
| 2037                      | 1,735,000         | 640,513           | 2,375,513         |
| 2038                      | 1,950,000         | 557,388           | 2,507,388         |
| 2039                      | 2,100,000         | 466,213           | 2,566,213         |
| 2040                      | 1,850,000         | 375,072           | 2,225,072         |
| 2041                      | 1,850,000         | 293,525           | 2,143,525         |
| 2042                      | 1,850,000         | 217,822           | 2,067,822         |
| 2043                      | 1,850,000         | 141,438           | 1,991,438         |
| 2044                      | 1,855,000         | 64,256            | 1,919,256         |
| 2045                      | 550,000           | 12,719            | 562,719           |
|                           | <u>69,941,933</u> | <u>19,730,293</u> | <u>89,672,226</u> |

| TIF District 9 |                  |               |                  |
|----------------|------------------|---------------|------------------|
| Year           | Principal        | Interest      | Total            |
| 2026           | 560,000          | 27,220        | 587,220          |
| 2027           | 575,000          | 9,200         | 584,200          |
|                | <u>1,135,000</u> | <u>36,420</u> | <u>1,171,420</u> |

| TIF District 11 |                |               |                |
|-----------------|----------------|---------------|----------------|
| Year            | Principal      | Interest      | Total          |
| 2026            | 55,000         | 6,944         | 61,944         |
| 2027            | 60,000         | 5,118         | 65,118         |
| 2028            | 60,000         | 3,168         | 63,168         |
| 2029            | 65,000         | 1,089         | 66,089         |
|                 | <u>240,000</u> | <u>16,318</u> | <u>256,318</u> |

| TIF District 12 |                  |                  |                  |
|-----------------|------------------|------------------|------------------|
| Year            | Principal        | Interest         | Total            |
| 2026            | 351,544          | 184,379          | 535,923          |
| 2027            | 341,604          | 171,894          | 513,499          |
| 2028            | 351,740          | 159,202          | 510,941          |
| 2029            | 367,451          | 145,509          | 512,960          |
| 2030            | 383,267          | 131,190          | 514,458          |
| 2031            | 399,360          | 116,061          | 515,421          |
| 2032            | 415,641          | 100,193          | 515,834          |
| 2033            | 432,423          | 83,260           | 515,683          |
| 2034            | 449,425          | 65,599           | 515,024          |
| 2035            | 466,760          | 47,011           | 513,771          |
| 2036            | 484,422          | 27,412           | 511,834          |
| 2037            | 330,000          | 6,600            | 336,600          |
|                 | <u>4,773,637</u> | <u>1,238,311</u> | <u>6,011,948</u> |

AMORTIZATION SCHEDULES (CONT)

| TIF District 13 |           |          |           |
|-----------------|-----------|----------|-----------|
| Year            | Principal | Interest | Total     |
| 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            | -         | -        | -         |
|                 | 2,139,073 | 278,987  | 2,418,060 |

| TIF District 14 |           |          |         |
|-----------------|-----------|----------|---------|
| Year            | Principal | Interest | Total   |
| 2026            | 111,556   | 31,096   | 142,652 |
| 2027            | 123,230   | 19,422   | 142,652 |
| 2028            | 129,355   | 13,297   | 142,652 |
| 2029            | 135,859   | 6,793    | 142,652 |
|                 | 500,000   | 70,608   | 570,608 |

| Wastewater Debt Service |            |           |            |
|-------------------------|------------|-----------|------------|
| Year                    | Principal  | Interest  | Total      |
| 2026                    | 1,356,620  | 896,194   | 2,252,813  |
| 2027                    | 1,320,620  | 855,716   | 2,176,336  |
| 2028                    | 2,137,077  | 815,807   | 2,952,884  |
| 2029                    | 2,186,018  | 765,534   | 2,951,551  |
| 2030                    | 2,235,674  | 716,011   | 2,951,685  |
| 2031                    | 2,216,063  | 667,374   | 2,883,436  |
| 2032                    | 2,257,199  | 618,130   | 2,875,329  |
| 2033                    | 2,309,100  | 567,788   | 2,876,888  |
| 2034                    | 2,311,783  | 517,481   | 2,829,264  |
| 2035                    | 2,360,265  | 467,316   | 2,827,580  |
| 2036                    | 2,409,563  | 416,025   | 2,825,588  |
| 2037                    | 2,464,696  | 363,490   | 2,828,186  |
| 2038                    | 2,415,682  | 311,243   | 2,726,925  |
| 2039                    | 2,462,541  | 259,388   | 2,721,929  |
| 2040                    | 2,420,292  | 207,747   | 2,628,039  |
| 2041                    | 1,508,420  | 163,423   | 1,671,843  |
| 2042                    | 1,373,750  | 126,816   | 1,500,566  |
| 2043                    | 1,409,821  | 90,816    | 1,500,637  |
| 2044                    | 1,446,651  | 53,691    | 1,500,342  |
| 2045                    | 1,307,907  | 17,422    | 1,325,329  |
|                         | 39,909,742 | 8,897,410 | 48,807,152 |

| Stormwater Debt Service |            |           |            |
|-------------------------|------------|-----------|------------|
| Year                    | Principal  | Interest  | Total      |
| 2026                    | 785,000    | 378,165   | 1,163,165  |
| 2027                    | 795,000    | 345,738   | 1,140,738  |
| 2028                    | 825,000    | 319,306   | 1,144,306  |
| 2029                    | 855,000    | 291,150   | 1,146,150  |
| 2030                    | 885,000    | 262,950   | 1,147,950  |
| 2031                    | 910,000    | 236,125   | 1,146,125  |
| 2032                    | 940,000    | 208,450   | 1,148,450  |
| 2033                    | 970,000    | 179,850   | 1,149,850  |
| 2034                    | 995,000    | 150,625   | 1,145,625  |
| 2035                    | 1,020,000  | 120,925   | 1,140,925  |
| 2036                    | 1,055,000  | 90,325    | 1,145,325  |
| 2037                    | 710,000    | 64,375    | 774,375    |
| 2038                    | 515,000    | 46,525    | 561,525    |
| 2039                    | 530,000    | 31,350    | 561,350    |
| 2040                    | 180,000    | 21,159    | 201,159    |
| 2041                    | 180,000    | 16,138    | 196,138    |
| 2042                    | 70,000     | 12,075    | 82,075     |
| 2043                    | 75,000     | 8,856     | 83,856     |
| 2044                    | 75,000     | 5,434     | 80,434     |
| 2045                    | 80,000     | 1,850     | 81,850     |
|                         | 12,450,000 | 2,791,372 | 15,241,372 |

AMORTIZATION SCHEDULES (CONT)

| Fleet Debt Service |                  |                |                  |
|--------------------|------------------|----------------|------------------|
| Year               | Principal        | Interest       | Total            |
| 2026               | 725,000          | 147,300        | 872,300          |
| 2027               | 585,000          | 120,325        | 705,325          |
| 2028               | 490,000          | 99,175         | 589,175          |
| 2029               | 495,000          | 79,475         | 574,475          |
| 2030               | 415,000          | 61,400         | 476,400          |
| 2031               | 420,000          | 45,263         | 465,263          |
| 2032               | 385,000          | 29,600         | 414,600          |
| 2033               | 285,000          | 15,500         | 300,500          |
| 2034               | 135,000          | 6,175          | 141,175          |
| 2035               | 80,000           | 1,600          | 81,600           |
|                    | <u>4,015,000</u> | <u>605,813</u> | <u>4,620,813</u> |

| Sun Prairie Utilities Debt Service |                   |                   |                   |
|------------------------------------|-------------------|-------------------|-------------------|
| Year                               | Principal         | Interest          | Total             |
| 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         |
|                                    | <u>41,015,000</u> | <u>15,436,958</u> | <u>56,451,958</u> |



# SUN PRAIRIE

*revolves around you*



## **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<br>Budget | 2026<br>Budget | 2027<br>Budget | 2028<br>Budget | 2029<br>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         |
| <b>Total Revenues/Resources</b> | <b>32,539,425</b> | <b>35,147,879</b> | <b>36,352,589</b> | <b>37,846,586</b> | <b>39,353,908</b> |

### 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                 |
| <b>Total Expenditures/Uses</b>     | <b>43,357,932</b> | <b>45,484,316</b> | <b>47,692,865</b> | <b>50,432,324</b> | <b>53,315,052</b> |

## 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. However, the city did not complete a formal FMP update in 2025 due to planning for a referendum. 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.

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## 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 Balance (*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<br>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.

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## 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.

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## 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)** – The City prepares an annual CIP for all planned projects including streets, facilities, sidewalks, multi-modal, utility plant and infrastructure, vehicles and equipment, and park improvements.

**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.

**Department Budget Summary** – Departments and divisions prepare a narrative to communicate their values, goals, and accomplishments. The summary further highlights any significant budget or staffing changes and presents key performance metrics tracked by the department on an ongoing basis.

**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.

**Financial Management Plan (FMP)** – The second phase of budget development where City departments articulate significant operational needs that may not be included in a traditional forecast of revenues and expenditures. The FMP provides the city a snapshot of the tax levy for the next five years based on a series of projections and assumptions.

**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.

**Internal Service Fund** – Funds used to account for the services provided by one department of the City to other departments of the City, on a cost-reimbursement basis.

**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.

**Net Position** – The difference between an entity’s total assets and its total liabilities, representing the residual financial value available to support public services after all obligations are met. Net position is typically reported in three components: net investment in capital assets, restricted net position, and unrestricted net position.

**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.

**Strategic Plan Process** – The strategic planning process consisting of a structured series of activities undertaken by Common Council members to define the City's priority focus areas and guide budgetary decisions.

**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

|                                                                 |                                                               |                                                                      |
|-----------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------|
| <b>ACFR</b> – Annual Comprehensive Financial Report             | <b>ETF</b> – Exchange-Traded Fund                             | <b>LTE</b> – Limited Term Employment                                 |
| <b>AG</b> – Agriculture                                         | <b>EV</b> – Equalized Value                                   | <b>mgd</b> – million gallons per day                                 |
| <b>AM</b> – Adaptive Management                                 | <b>Exp.</b> – Expenditure                                     | <b>mg/l</b> – milligrams per liter                                   |
| <b>BID</b> – Business Improvement District                      | <b>FAC</b> – Family Aquatic Center                            | <b>MMSD</b> – Madison Metropolitan Sewerage District                 |
| <b>CAAS</b> – Commission on Accreditation of Ambulance Services | <b>FMLA</b> – Family and Medical Leave Act of 1993            | <b>MPSISC</b> – Multijurisdictional Public Safety Information System |
| <b>CAIDI</b> – Customer Average Interruption Duration Index     | <b>FMP</b> – Financial Management Plan                        | <b>MS4s</b> – Municipal Separate Storm Sewer Systems                 |
| <b>CDA</b> – Community Development Authority                    | <b>FT</b> – Full-Time Employee                                | <b>MSA</b> – Metropolitan Statistical Area                           |
| <b>CIP</b> – Capital Improvement Plan                           | <b>FTE</b> – Full-Time Equivalent                             | <b>N/A</b> – Not Applicable                                          |
| <b>COVID-19</b> – The Novel Coronavirus                         | <b>GAAP</b> – Generally Accepted Accounting Principles        | <b>OWI</b> – Operating While Intoxicated                             |
| <b>CP</b> – Capital Project                                     | <b>GASB</b> – Governmental Accounting Standards Board         | <b>PSC</b> – Public Service Commission                               |
| <b>CPI</b> – Consumer Price Index                               | <b>GFOA</b> – Government Finance Officers Association         | <b>PSCW</b> – Public Service Commission of Wisconsin                 |
| <b>DOR</b> – Department of Revenue                              | <b>GIS</b> – Geographical Information System                  | <b>PT</b> – Part-Time Employee                                       |
| <b>EAB</b> – Emerald Ash Borer                                  | <b>GMA</b> – Greater Madison Area                             | <b>Rec</b> – Recreation                                              |
| <b>ECD</b> – Electronic Control Device                          | <b>GMCVB</b> – Greater Madison Convention Visitors Bureau     | <b>RFB</b> – Request for Proposal                                    |
| <b>EMR</b> – Emergency Medical Responder                        | <b>HVAC</b> – Heating, Ventilation, and Air Conditioning      | <b>RJ</b> – Restorative Justice Program                              |
| <b>EMS</b> – Emergency Medical Services                         | <b>ICMA</b> – International City Managers; Association        | <b>RLF</b> – Revolving Loan Fund                                     |
| <b>EMT</b> – Emergency Medical Technician                       | <b>IT</b> – Information Technology                            | <b>RMS</b> – Records Management System                               |
| <b>EOC</b> – Emergency Operations Center                        | <b>JGTRRA</b> – Jobs and Growth Tax Relief Reconciliation Act | <b>SAIDI</b> – System Average Interruption Duration Index            |
| <b>EPA</b> – US Environmental Protection Agency                 | <b>LED</b> – Light-Emitting Diode                             | <b>SAIFI</b> – System Average Interruption Frequency Index           |
| <b>ERU</b> – Equivalent Run-Off Units                           | <b>LEED</b> – Leadership in Energy and Environmental Design   | <b>SPFD</b> – 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





**City of Sun Prairie**

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