



CITY OF JANESVILLE
**ANNUAL
BUDGET**
2022



ADAPTABILITY.
SERVICE.
RESPECT.
COMMUNICATION.



CITY OF JANESVILLE
Wisconsin's Park Place

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Council President Marklein and City Councilmembers:

The City Council, City Administration and staff have worked diligently these past five months to deliver the adopted 2022 City and Library budgets. This year has been especially difficult with the on-going pandemic and learning to adjust to our new operating environment. When we began the budget process in early August, we projected a shortfall of just over \$661,900. Today, the General Fund budget is balanced, under the City's Expenditure Restraint Program (ERP) limit, and eliminates the City's draw on the General Fund's undesignated reserve for operating expenditures which was nearly \$466,600 in 2021. This is the first time in staff's recollection that the City did not propose using undesignated reserves to balance the General Fund budget. The City of Janesville is truly living within its means and practicing responsible, appropriate, and prudent budgeting.

Again, the adopted budget is a balanced budget that does not rely on a fund balance draw. I cannot reiterate enough how proud I am of the staff's "team approach" and efforts this year to develop this year's budget.

The adopted 2022 City and Library budgets met most of the budget parameters established as guidance for developing a budget proposal:

Must-Have

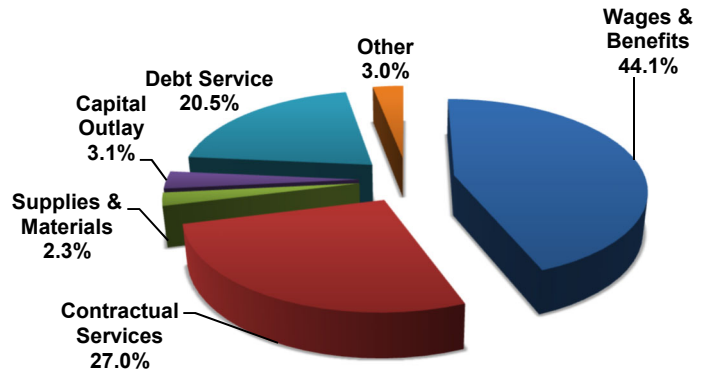
- ✓ Increase the operating property tax levy to the maximum allowable amount under Wisconsin levy limits law
- ✓ Maintain the City's investment in infrastructure
- ✓ Provide negotiated pay increases to Police, Fire, and Transit union employees
- ✓ Provide a cost of living adjustment (COLA) to administrative employees to match union employees' COLA
- ✓ Continue the merit pay program for administrative employees

Nice-to-Have

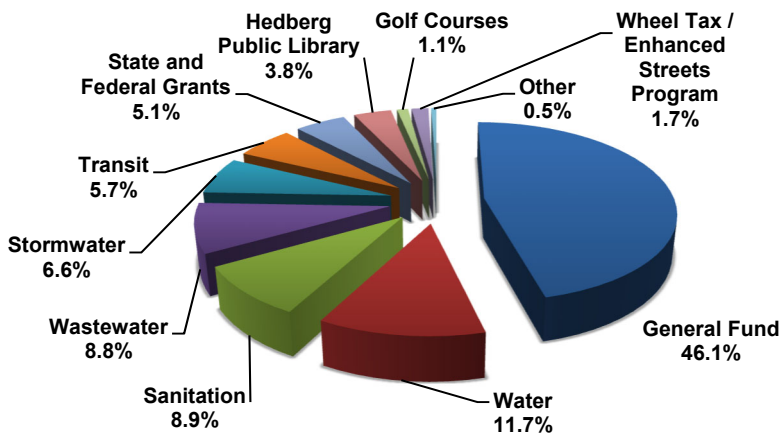
- ✓ Maintain or reduce the amount of applied General Fund balance utilized
- ✗ Allocate a proportionate share of the operating property tax levy increase to the Hedberg Public Library (HPL)
- ✓ Implement revenue enhancements and/or cost reductions based on the City Council's feedback from the budget study session held on August 3, 2021

Overview

The adopted 2022 City and Library budgets for all funds total \$115,400,111, which represents an increase of \$3,519,255, or 3.2%, compared to the amended 2021 budget. As shown in the pie chart to the right, Wages & Benefits represent the largest portion of budgeted expenditures at 44.1%; followed by Contractual Services at 27.0%; and Debt Service at 20.5%.



The adopted 2022 City and Library operating budgets for all funds is \$84,740,699, which represents an increase of \$3,929,228, or 4.9%, compared to the amended 2021 budget. Additionally, the adopted 2022 City and Library capital and debt service budgets for all funds totals \$30,719,412, which represents an increase of \$1,419,027, or 4.8%, compared to the amended 2021 budget. This increase in the capital and debt service budgets is primarily due to an increase in the proposed 2022 JTS capital budget as the City was awarded CARES Act grant funding for the Transfer Center Refurbishment.



The adopted 2022 City and Library budgets are comprised of a number of funds as represented in the pie chart to the left. The largest of these funds in terms of expenditures is the General Fund at 46.1% of the overall budget, followed by the Water Utility (11.7%), Sanitation (8.9%), the Wastewater Utility (8.8%), and Stormwater (6.6%).

Most of these funds will be discussed in further detail.

The table below depicts the financial impact of the adopted 2022 City and Library budgets for the average Janesville household:

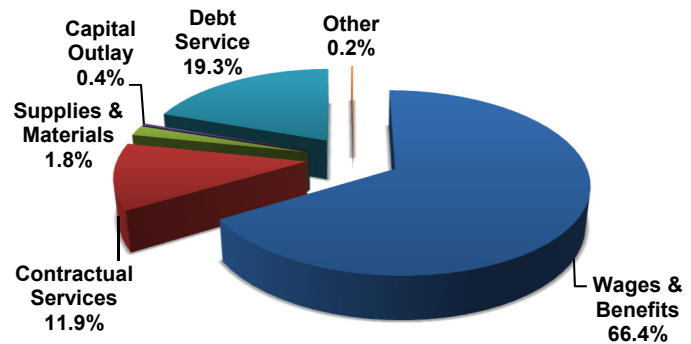
<u>Funding Source</u>	<u>2021</u>	<u>2022</u>	<u>Change</u>	<u>% Change</u>
Property Taxes				
Operating	\$716.59	\$723.70	\$7.11	1.0%
Debt Service	279.94	296.63	16.69	6.0%
Hedberg Public Library	103.74	102.25	-1.49	-1.4%
Wheel Tax	40.00	80.00	40.00	100.0%
Janesville Municipal Utilities Bill				
Water	268.56	276.62	8.06	3.0%
Wastewater	320.88	320.88	0.00	0.0%
Stormwater	105.92	140.56	34.64	32.7%
Solid Waste Management Fee	150.52	150.52	0.00	0.0%
Total Increase	\$1,986.15	\$2,091.16	\$105.01	5.3%

Of note, the median assessed home in Janesville will pay \$23.80 more in property taxes for municipal programs and services in 2022. Further, the average Janesville household will pay \$105.01 more for all municipal programs and services in 2022. The majority of the increase (\$74.64) is a result of increases to wheel tax and stormwater utility.

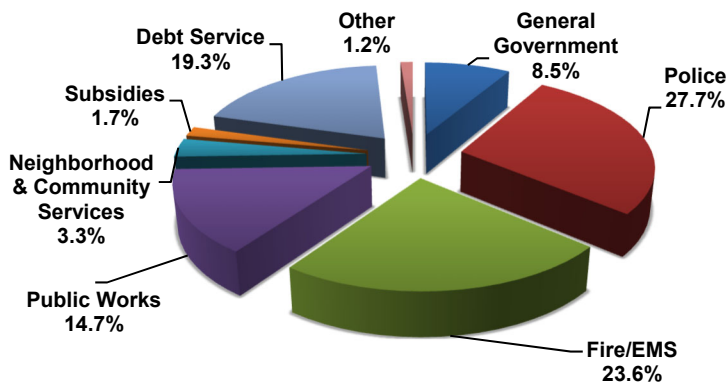
General Fund

The adopted 2022 General Fund budget anticipates expenditures totaling \$53,232,976, which represents a decrease of \$586,147, or -1.09%, compared to the amended 2021 General Fund budget. The adopted 2022 General Fund operating budget totals \$42,947,041, which is a decrease of \$1,300,722 or -2.94%, from the amended 2021 General Fund operating budget. Meanwhile, the adopted 2022 General Fund debt service budget totals \$10,285,935, which represents an increase of \$714,575, or 7.5%, compared to the amended 2021 General Fund debt service budget.

The following pie charts break down the adopted 2022 General Fund budget by use of funds and by programs. Most of the programs and services provided from the General Fund are heavily dependent upon human capital. Wages & Benefits represent the largest category of expenditures at 66.4% of the adopted 2022 General Fund budget, followed by Debt Service (19.3%) and Contractual Services (11.9%).



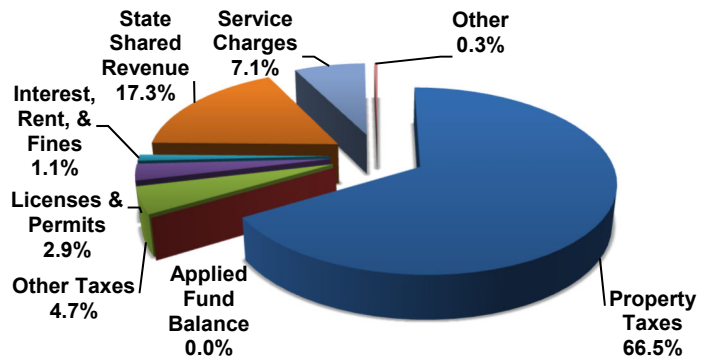
Within the adopted 2022 General Fund operating budget, which excludes debt service, personnel costs represent 82.3% of total expenditures.



The pie chart to the left illustrates the variety of programs and services funded through the General Fund. Public Safety services (Police and Fire) represent the majority of adopted expenditures at 51.3%, followed by Debt Service (19.3%) and Public Works (14.7%). If Debt Service is excluded, Public Safety represents 63.6% of the adopted 2022 General Fund budget.

Revenue Changes

The pie chart to the right illustrates the variety of revenue sources in the General Fund. Property Taxes represent the majority of adopted General Fund revenue at 66.5% followed by State Shared Revenue (17.3%) and Service Charges (7.1%).



The adopted 2022 General Fund property tax levy totals \$35,380,824, which represents an increase of \$1,303,938, or 3.8%, compared to 2021. The majority of the property tax levy increase (\$714,575) is for debt service payment in 2022. Lastly, the adopted 2022 General Fund budget decreases the amount of applied fund balance utilized to \$0, which represents a decrease of \$466,654 from the amended 2021 budget. This is the first time since at least 2000 that the General Fund budget has not required an applied fund balance draw in order to be balanced.

Non-property tax revenues total \$17,852,152, an increase of \$385,5699, or 2.21%, from the amended 2021 budget. Non-property tax revenues increase primarily due to an anticipated 4.6% increase in service charges revenue in 2022.

The following table summarizes major revenue changes in the adopted 2022 General Fund budget:

Property Tax Levy	\$ 1,303,938
Wheel Tax	100,000
Regular Ambulance Transports	100,000
PILOT Payment	80,700
Community Development Permits	53,025
Room Tax Revenue	50,000
Recreation Fees	36,100
State Shared Revenues	26,829
Fire Inspections State & Federal Aid	14,000
Vacant Building Registration Program Fees	10,000
Court Fines	10,000
Parking Fees	5,000
Interest Income	(19,000)
Transfer In	(30,000)
Bartender Licenses	(43,000)
Fire Shared Services Agreement	(52,080)
<u>Other</u>	<u>3,995</u>
Total Revenue Changes	\$ 1,649,507

Program/Expenditure Changes

The adopted 2022 General Fund budget includes a number of significant program and expenditure changes that are identified in the following table:

Wages and Wage-Driven Fringe Benefits	\$ 682,704
Computer Maintenance	90,032
Utilities	62,324
Insurance	22,414
Community Surveys	(25,000)
Rural Fire Contracts Offset	(292,961)
Reduce Animal Control	(42,000)
Salt / Chemicals	17,503
Elections	27,243
VOM Cost Increases	31,552
Debt Service	714,575
Transit Subsidy	(117,262)
Other	11,729
Total Program/Expenditure Changes	\$ 1,182,853

Water and Wastewater Utilities

The adopted 2022 Water & Wastewater Utilities budget is \$23,699,726, an increase of \$206,372, or .9%, from the amended 2021 budget. This increase is primarily due to increased costs for additional chemicals to remove Phosphorus from wastewater and increased capital purchases.

Revenue Changes

The adopted 2022 Water Utility budget is based on the revenue requirements and water rates adjustments approved by the PSC in September of 2019. The City will apply for a 3% increase in water rates with the Public Service Commission. The adopted 2022 Wastewater Utility budget includes no rate increase.

The financial impact of the proposed Utility rate increases on the average residential customer will be \$2.02 per quarter on their Janesville Municipal Utilities Bill.

Program/Expenditure Changes

The adopted 2022 Utilities budget includes a number of significant program and expenditure changes that are identified in the following table:

Water	
Taxes	\$ 79,425
User Fee Capital Projects	(97,732)
Wages and Wage-Driven Fringe Benefits	37,840
Computer Services	58,025
Supplies & Materials	55,882
Debt Service	(232,498)
Other	45,723

Wastewater	
User Fee Capital Projects	100,233
Debt Service	82,587
Wages and Wage-Driven Fringe Benefits	(42,834)
Supplies & Materials	175,000
Insurance	(10,686)
Utilities	(22,090)
Other	<u>(27,503)</u>
Total Program/Expenditure Changes	\$ 201,372

Sanitation Fund

The Sanitation Fund consists of Solid Waste Collection, Solid Waste Disposal, Recycling, and Industrial Waste. The adopted 2022 Sanitation Fund budget totals \$10,298,499, which is an increase of \$65,876, or .6%, from the amended 2021 budget. This increase is primarily due to the cost to process increased tonnage at the Sanitary Landfill.

Revenue Changes

The Sanitary Landfill anticipates an increase of 500 tons of solid waste disposed next year, however, the loss of a large hauler offsets any increase and revenues are expected to decrease \$6,437 in 2022. The City does anticipate an increase of \$78,000 in recycling revenue in 2022. The adopted 2022 Sanitation Fund budget does not increase the per household solid waste management fee of \$150.52 per year charged in 2021.

The following table summarizes major revenue changes in the proposed 2022 Sanitation Fund budget:

Sanitary Landfill	\$ (6,437)
Solid Waste Management Fee	50,000
<u>Recycling Program</u>	<u>78,000</u>
Total Revenue Changes	\$ 121,563

Program/Expenditure Changes

The adopted 2022 Sanitation Fund budget includes a number of significant program and expenditure changes that are identified in the following table:

Wages and Wage-Driven Fringe Benefits	\$ 158,337
Reduction in Recycling costs	(142,000)
DNR Landfill Fees	10,500
Purchase Collection Fences and Replacement Dumpsters	35,097
Vehicle & Equipment	37,013
Decrease in Capital Projects Transfer	(360,000)
Debt Service	271,779
<u>Other</u>	<u>55,150</u>
Total Program/Expenditure Changes	\$ 65,876

Stormwater Utility

The adopted 2022 Stormwater Utility budget is \$7,602,589 an increase of \$1,7627,895, or 30.2%, from the amended 2021 budget. This increase is primarily due to funding 100% of curb & gutter replacement program costs from the Stormwater Utility starting in 2022.

Revenue Changes

The annual stormwater rate is based on an Equivalent Runoff Unit (ERU). Each ERU is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The Stormwater Utility proposes a \$33.48, or 31.6%, increase per ERU for an annual stormwater rate of \$139.40 per ERU in 2022. Of note, \$26.51 of the proposed \$33.48 increase in the annual stormwater rate is due to increasing 100% of curb & gutter replacement program costs from the Stormwater Utility starting in 2022.

The financial impact of the proposed stormwater rate increase on the average residential customer will be \$8.37 per quarter on their Janesville Municipal Utilities Bill.

Program/Expenditure Changes

The adopted 2022 Stormwater Utility budget includes a number of significant program and expenditure changes that are identified as follows:

Curb & Gutter Replacements	\$ 1,629,200
Asset Management Software	39,336
VOM Usage and Charges	38,258
Debt Service	7,500
Wages and Wage-Driven Fringe Benefits	102,339
Other	<u>(53,738)</u>
Total Program/Expenditure Changes	\$ 1,762,895

State and Federal Grants

The State and Federal Grants programs are comprised of the Rent Assistance program, the Community Development Block Grant (CDBG) program, the HOME Investment Partnership Initiative (HOME) program, and the State Lead Hazard Reduction program. All programs and staffing expenditures are covered through program revenues.

Revenue Changes

The adopted 2022 State and Federal Grants budget is \$5,840,344, a decrease of \$342,958 or 5.5%, from the amended 2021 budget. This decrease is primarily due to expiration of CARES Act funding in 2022.

Program/Expenditure Changes

The adopted 2022 State and Federal Grants budget includes a number of significant program and expenditure changes that are identified as follows:

Rent Assistance	
Payments for Households Assisted	\$ 140,704
Wage and Wage-Driven Fringe Benefits	4,803
Vehicle Replacement	18,811
Other	9,528
State and Federal Grants	
Assistance to Agencies Serving Low Income Individuals Impacted by COVID-19	(486,427)
Wage and Wage-Driven Fringe Benefits	(51,660)
Vehicle Replacement	20,000
Other	1,283
Total Program/Expenditure Changes	\$ (342,958)

Janesville Transit System (JTS)

The Janesville Transit System (JTS) strives to provide reliable, cost-effective public transit oriented to the needs of senior citizens, handicapped persons, students, major employment and business centers. The adopted 2022 JTS operating budget totals \$3,873,520, which is an increase of \$62,655, or 1.6% from the amended 2021 JTS operating budget. This increase is primarily due to increased Beloit-Janesville Express sponsorship costs.

Revenue Changes

State Operating Assistance for JTS is projected to increase to 21.5% of operating expenditures while Federal Operating Assistance is projected to increase to 30.1% of operating expenditures. State and Federal Assistance revenue is projected to total \$1,998,000, an increase of \$224,000, or 12.6%, from the amended 2021 JTS operating budget. This increase is primarily due to the increase in the proposed 2022 JTS operating budget.

Operating Revenue is composed of passenger fares, revenue from the sale of advertising on buses and miscellaneous revenue. Operating revenue is projected to be \$424,475, a decrease of \$9,783, or 2.3%, from the amended 2021 budget. This decrease is primarily due to a decrease in Beloit-Janesville Express sponsorship revenue which will be partially offset by projected ridership fare increases compared to the amended 2021 JTS operating budget.

The Local Operating Subsidy is projected to be \$834,095, a decrease of \$117,262, or 14.06%, from the amended 2021 JTS operating budget. This revenue decrease is possible because JTS received CARES Act funds to respond to the COVID-19 pandemic.

Program/Expenditure Changes

The adopted 2022 JTS budget provides for the continuation of current service levels.

Golf Courses

The adopted 2022 Golf Courses budget is \$1,269,824, an increase of \$131,458, or 11.55% from the amended 2021 budget. The adopted 2022 Golf Courses budget projects revenues to be \$1,284,992, which is an increase of \$136,855, or 11.92% from 2021. Lastly, the Golf Courses budget does not include any General Fund subsidy in 2022.

Closing

The adopted 2022 City and Library budgets minimize service level reductions and maintain our investment in infrastructure all while minimizing property tax and user fee increases. Additionally, the adopted 2022 City budget solves the long-term structural concerns in the General Fund budget by eliminating the draw from the General Fund's undesignated reserves.

The City of Janesville exists to serve our residents as well as facilitate a thriving economy for our local businesses. As such, we have embarked on a City-wide coordinated effort to provide greater transparency and foster an environment of openness in regards to the inner-workings of local government. To do that well, the City developed an "Open Budget" website in 2015 to promote an understanding of the allocation of public funds by allowing users to view the financial complexities of the City's budget in a fun, interactive, yet easy-to-understand way. This is part of our commitment to promoting both efficiency and effectiveness in the way the City serves our community. This is core to the promise of a readily available government which invites public participation and keeps itself accountable to the strategic goals which are developed as a result of this partnership.

The adopted 2022 City and Library budgets can be found on the City's "Open Budget" website at: <http://budget.ci.janesville.wi.us>. We invite you to use the "Open Budget" tool to discover the adopted 2022 City and Library budgets for yourself by clicking through the interactive charts, graphs, and tables on the site.

Lastly, I would like to thank all staff involved in the preparation of this budget. A great deal of thought and time went into each Department's, Division's, and Office's budget requests, not to mention, the subsequent vetting of those requests. I am extremely proud of what the City of Janesville Team has accomplished in this budget submission. I would be remiss if I didn't personally thank our Finance Director, Dave Godek, for his attention to detail and his thorough review. Dave performed exceptionally, and he was superbly supported by Mandy Price and a wonderful Finance Office staff. Together, their budget expertise and advice, coupled with their dedicated work ethic, concluded an extremely challenging yet smooth budgetary process.

Respectfully Submitted,



Mark A. Freitag
City Manager

The City of Janesville 2022-2026 Strategic Plan serves as the road map over the next five years to guide our community's vision to be **THE COMMUNITY OF CHOICE TO REALIZE LIFE'S OPPORTUNITIES**. The Plan outlines our goals, coupled with objectives and strategies to help us make significant, measurable improvements. Track the progress of the City's strategic goals by visiting our Park Place Performs! dashboard at performance.ci.janesville.wi.us.

VISION: What we hope to become or achieve as a community.

WISCONSIN'S PARK PLACE: Discover the community of choice to realize life's opportunities.

MISSION: The primary purpose we serve as an organization.

To innovatively provide effective municipal services that are responsive to the needs of residents, businesses, and visitors and delivered in a reliable, efficient manner in order to sustain Janesville as the community of choice.

VALUES: What guides our organization's perspectives and actions.

ADAPTABILITY

We are creative and flexible in response to our community's changing needs.

RESPECT

We embrace diversity, empathy, and collaboration through a foundation of mutual respect.

SERVICE

We serve with kindness, integrity, and professionalism. We are accountable for making ethical and innovative decisions that reflect community-driven goals.

COMMUNICATION

We value transparency through honest and clear communications.

STRATEGIC GOALS

DOWNTOWN

To position our downtown as a vibrant neighborhood where commerce, culture, entertainment, and history intersect.

ECONOMY

To facilitate continued growth and diversification of our local economy.

FINANCIAL SUSTAINABILITY

To remain a responsible and forward-thinking steward of financial resources.

IMAGE & ENGAGEMENT

To strategically communicate the City's strengths, priorities, and initiatives while maintaining trust and confidence through effective engagement.

INFRASTRUCTURE

To build upon the community's foundation of well-planned, maintained, dependable, and sustainable infrastructure.

PARTNERSHIPS

To embrace and enhance collaboration with local, regional, national, and global stakeholders to realize shared success.

PERFORMANCE CULTURE

To cultivate an organizational environment that empowers an engaged, innovative, and diverse municipal employee base.

ROCK RIVER CORRIDOR

To promote, enhance, and respect the unifying feature of our community.

SAFE & HEALTHY COMMUNITY

To advance safety and overall well-being of residents and neighborhoods through cooperation and encouraging an active lifestyle.

2022 – 2026 STRATEGIC PLAN OVERVIEW

Each year, the City Council adopts the City of Janesville’s five-year Strategic Plan. This document guides the allocation of resources across the City and is evident throughout the City’s annual budget. The budget is the ultimate policy document adopted by the City Council each year. It identifies how limited resources will be distributed throughout department, division, office, program, and service budgets in order to best meet the priorities of the citizens of Janesville.

The City’s first Strategic Plan was developed in 2014. The process included:

- Developing City of Janesville vision and mission statements;
- Completing SWOT (strengths, weaknesses, opportunities, and threats) and gap (bridging the gap between “where we are” and “where we want to be”) analyses;
- Gathering community feedback on future priorities;
- Developing strategic goals and objectives; and
- Creating annual action plans that contribute towards the achievement of goals and objectives.

The goals, objectives, and action plans established in the Strategic Plan guide the development of department, division, office, program, and service budgets. For instance, the following are examples of some of the tasks from the 2022-2026 Strategic Plan that are included in the adopted 2022 operating budget:

- Conduct mobile recreation and pop-up play opportunities in neighborhood parks
- Add three staff to fully implement a fifth ambulance at Fire Station 3
- Produce and implement City of Janesville Podcast featuring community partners
- Negotiate labor contracts

Additionally, the following are examples of some of the tasks from the 2022-2026 Strategic Plan that are included in the 2022 Major Capital Projects Budget:

- Develop a City-wide Emergency Operations Plan
- Purchase and equip a fifth ambulance
- Design a Defense and Arrest Tactics Training Facility
- Install solar lighting in all City-owned JTS passenger shelters
- Replace Sanitary Landfill compactor
- Conduct a salary and benefit survey for non-union positions

The City’s Strategic Plan can be viewed at www.ci.janesville.wi.us/strategicplan.

**CITY OF JANESVILLE
GENERAL FUND BUDGET
SUMMARY FOR THE YEARS INDICATED BELOW**

	Amended 2021	Adopted 2022	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
REVENUES				
General Property Tax	\$34,076,886	\$35,380,824	\$1,303,938	3.83%
Fund Balance Applied ¹	2,235,654	0	(2,235,654)	-100.00%
Other Taxes	2,295,600	2,528,300	232,700	10.14%
Licenses & Permits	1,554,387	1,565,712	11,325	0.73%
Interest, Rents, & Fines	608,380	599,600	(8,780)	-1.44%
State Shared Revenues	9,184,491	9,225,320	40,829	0.44%
Service Charges	2,837,825	2,900,745	62,920	2.22%
Recreation	828,400	864,500	36,100	4.36%
Other & Transfers In	197,500	167,975	(29,525)	-14.95%
TOTAL REVENUES	<u>\$53,819,123</u>	<u>\$53,232,976</u>	<u>(\$586,147)</u>	<u>-1.09%</u>
EXPENDITURES				
General Government	\$4,279,789	\$4,529,992	\$250,203	5.85%
Public Safety	27,144,881	27,313,635	168,754	0.62%
Public Works ²	7,919,433	7,802,004	(117,429)	-1.48%
Neighborhood & Community Serv.	1,741,243	1,748,668	7,425	0.43%
Economic Adjustments	79,037	63,728	(15,309)	-19.37%
Insurance & Other	613,023	579,919	(33,104)	-5.40%
Contingency Account ¹	1,444,000	0	(1,444,000)	N/A
General Fund Subsidies	1,026,357	909,095	(117,262)	-11.43%
Debt Service	<u>9,571,360</u>	<u>10,285,935</u>	<u>714,575</u>	<u>7.47%</u>
TOTAL EXPENDITURES	<u>\$53,819,123</u>	<u>\$53,232,976</u>	<u>(\$586,147)</u>	<u>-1.09%</u>

1. The adopted 2021 budget was amended to include \$1,444,000 for contingency.

2. The adopted 2021 General Fund budget was amended to include \$325,000 for Snow Removal.

City of Janesville - General Fund Balance				
	Actual	Amended	Estimated	Adopted
	2020	Budget	2021	Budget
	2020	2021	2021	2022
Revenue	\$51,450,290	\$51,583,469	\$51,706,497	\$53,232,976
Expenditures	50,749,381	53,819,123	51,646,309	53,232,976
Net Change in Fund Balance	700,909	(2,235,654)	60,188	-
Fund Balance - Beginning of Year	<u>9,516,550</u>	<u>10,217,459</u>	<u>10,217,459</u>	<u>10,277,647</u>
Fund Balance - End of Year	<u>\$10,217,459</u>	<u>\$7,981,805</u>	<u>\$10,277,647</u>	<u>\$10,277,647</u>

	Actual	Amended	Estimated	Adopted
	2020	Budget	2021	Budget
	2020	2021	2021	2022
Nonspendable Fund Balance	<u>\$206,080</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>
Assigned Fund Balance	466,654	-	-	-
Unassigned Fund Balance	<u>9,544,725</u>	<u>6,981,805</u>	<u>9,277,647</u>	<u>9,544,725</u>
Unrestricted Fund Balance	<u>\$10,011,379</u>	<u>\$6,981,805</u>	<u>\$9,277,647</u>	<u>9,544,725</u>
Total General Fund Balance	<u>\$10,217,459</u>	<u>\$7,981,805</u>	<u>\$10,277,647</u>	<u>\$10,544,725</u>

General Fund				
Operating Expenditures	40,398,976	42,803,763	40,630,949	42,947,041
Contingency	565,767	1,444,000	1,444,000	-
Debt Service	<u>9,784,638</u>	<u>9,571,360</u>	<u>9,571,360</u>	<u>10,285,935</u>
Total Expenditures	<u>\$50,183,614</u>	<u>\$52,375,123</u>	<u>\$50,202,309</u>	<u>\$53,232,976</u>
Two Months Operating Expenditures	<u>\$6,733,163</u>	<u>\$7,133,961</u>	<u>\$6,771,825</u>	<u>\$7,157,840</u>

Unrestricted fund balance / operating expense for subsequent year's budget	24.8%	16.3%	22.8%	22.2%
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*Council Policy No. 89 established a fund balance policy between 16.7% and 25% of operating expenditures

UNRESTRICTED GENERAL FUND BALANCE

The General Fund's fund balance is generally defined as the excess of assets over liabilities, which have resulted from general City operations. Theoretically, a city could apply this balance in financing the budget for its succeeding year. However, some of the General Fund assets are in non-spendable form, such as inventory, prepaid items, and long-term inter-fund receivables, so these funds are unavailable. The non-spendable fund balance is estimated at \$1,000,000 on December 31, 2021.

The level of the unrestricted fund balance (assigned and unassigned fund balance) is intended to serve as a measure of the financial resources available to mitigate risk. It is prudent to maintain unrestricted fund balance to respond to financial emergencies, such as revenue shortfalls, natural disasters, and unanticipated service cost level increases resulting from inclement winter weather. Ratings agencies such as Standard and Poor's also monitor the City's financial reserves for our credit rating which impacts the cost of borrowed money.

We have projected that the General Fund's unrestricted fund balance will be \$9,277,647 as of December 31, 2021. The proposed 2022 budget includes no use of applied fund balance to balance the 2022 budget.

Council Policy No. 82 establishes a policy to maintain the General Fund's unrestricted fund balance between 16.7% and 25% of the budgeted General Fund operating expenditures for the subsequent year. The budgeted unrestricted fund balance on December 31, 2021 of \$9,277,647 divided by the budgeted 2022 General Fund operating expenditures of \$42,947,041 yields a ratio of 21.2% which is within the City Council's policy.

City of Janesville
FUND BALANCES
December 31, 2020 and 2021

	Actual 12/31/2020	Estimated 12/31/2021
<u>Enterprise Funds:</u>		
Water Utility	\$53,386,284	\$54,719,486
Wastewater Utility	58,514,843	58,915,598
Storm Water Utility	9,420,369	9,852,059
Transit	<u>13,620,579</u>	<u>13,122,449</u>
Total Enterprise Funds *	<u>\$134,942,075</u>	<u>\$136,609,592</u>
<u>Internal Service Funds:</u>		
Vehicle Operation & Mtce	\$373,013	\$413,573
Insurance Fund	<u>3,770,465</u>	<u>5,988,328</u>
Total Internal Service Funds*	<u>\$4,143,478</u>	<u>\$6,401,901</u>
<u>Special Revenue:</u>		
Golf Courses	(25,436)	(2,322)
Oakhill Cemetery	125,425	119,826
Hedberg Public Library	591,367	662,784
JATV	258,600	252,446
Janesville Innovation Center (JIC)	(17,025)	(32,332)
Housing & Neighborhood Services Grants	1,043,766	599,108
Sanitation Fund	3,343,276	3,672,128
Special Accounts	4,501,037	8,384,945
TIF Districts	<u>1,185,617</u>	<u>3,897,040</u>
Total Special Revenue Funds	<u>\$11,006,627</u>	<u>\$17,553,623</u>
<u>Component Unit:</u>		
Housing - Section 8 Rent Assistance	<u>\$281,849</u>	<u>\$449,532</u>
<u>Debt Service Fund:</u>		
	<u>\$5,320,391</u>	<u>\$5,831,000</u>
<u>Capital Project Fund</u>		
	<u>\$8,939,091</u>	<u>\$9,005,000</u>
<u>General Fund</u>		
Nonspendable	\$206,080	\$1,000,000
Assigned	466,654	0
Unassigned	<u>9,544,725</u>	<u>10,067,953</u>
Total Unrestricted	<u>10,011,379</u>	<u>10,067,953</u>
Total General Fund Balance	<u>\$10,217,459</u>	<u>\$11,067,953</u>

*The balance shown for Enterprise and Internal Service Funds are Net Assets.

REVENUE SUMMARY
2022 BUDGET

	Actual 2020	Amended Budget 2021	9 Months Actual 2021	Estimated 2021	Adopted Budget 2022	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL FUND							
GENERAL PROPERTY TAX							
Real & Personal Property Levy	\$33,889,401	\$34,076,886	\$34,130,032	\$34,115,103	\$35,380,824	\$1,303,938	3.83%
Fund Balance Applied ¹	<u>0</u>	<u>2,235,654</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(2,235,654)</u>	<u>-100.00%</u>
Subtotal	\$33,889,401	\$36,312,540	\$34,130,032	\$34,115,103	\$35,380,824	(\$931,716)	-2.57%
OTHER TAXES							
Property Tax Refunds	(\$137,867)	(\$25,000)	(\$55,617)	(\$34,300)	(\$25,000)	\$0	0.00%
Penalties & Interest	196,760	198,000	199,959	199,600	200,000	2,000	1.01%
Water Utility Tax	1,560,004	1,612,500	1,220,423	1,612,500	1,693,200	80,700	5.00%
Mobile Home Fees	92,062	100,000	97,584	100,000	100,000	0	0.00%
Hotel/Motel Tax	271,502	310,100	274,509	310,100	360,100	50,000	16.12%
Wheel Tax	<u>99,953</u>	<u>100,000</u>	<u>73,102</u>	<u>100,000</u>	<u>200,000</u>	<u>100,000</u>	<u>100.00%</u>
Subtotal	\$2,082,414	\$2,295,600	\$1,809,960	\$2,287,900	\$2,528,300	\$232,700	10.14%
LICENSES & PERMITS							
Gen. Licenses & Permits	\$270,160	\$300,122	\$213,103	\$301,427	\$258,422	(\$41,700)	-13.89%
Cable TV License Fee	625,019	550,915	290,643	550,915	550,915	0	0.00%
Building & Planning Permits	<u>882,920</u>	<u>703,350</u>	<u>832,517</u>	<u>914,875</u>	<u>756,375</u>	<u>53,025</u>	<u>7.54%</u>
Subtotal	\$1,778,099	\$1,554,387	\$1,336,263	\$1,767,217	\$1,565,712	\$11,325	0.73%
INTEREST, RENTS & FINES							
Interest on General Investments	\$578,464	\$145,000	\$22,557	\$107,000	\$126,000	(\$19,000)	-13.10%
Rental of City Property	188,603	198,380	97,743	198,380	198,600	220	0.11%
Court Fines	236,830	255,000	182,124	255,000	265,000	10,000	3.92%
Sale of City Property	<u>8,770</u>	<u>10,000</u>	<u>15,026</u>	<u>11,300</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$1,012,667	\$608,380	\$317,450	\$571,680	\$599,600	(\$8,780)	-1.44%
STATE SHARED REVENUES							
State Shared Revenues	\$5,798,897	\$5,649,096	\$2,010,692	\$5,649,096	\$5,600,865	(\$48,231)	-0.85%
State Highway Aids	2,656,846	2,731,566	2,046,320	2,731,566	2,814,681	83,115	3.04%
State Payt – Computer Value Reimbursement	184,912	186,040	185,928	185,928	186,040	0	0.00%
State Payt – Personal Property Value Reimburseme	151,021	159,077	159,076	159,077	151,022	(8,055)	-5.06%
State Payt – Cable TV License Fee Reimbursement	68,627	137,712	137,712	137,712	137,712	0	0.00%
State Payt – Municipal Services	120,202	100,000	(21,718)	100,000	100,000	0	0.00%
State Aid – Fire Inspections	<u>218,307</u>	<u>221,000</u>	<u>228,343</u>	<u>228,343</u>	<u>235,000</u>	<u>14,000</u>	<u>6.33%</u>
Subtotal	\$9,198,812	\$9,184,491	\$4,746,353	\$9,191,722	\$9,225,320	\$40,829	0.44%
SERVICE CHARGES							
Parking Fees	\$38,275	\$46,620	\$29,766	\$46,620	\$51,620	\$5,000	10.73%
Real Estate Search Fees	94,800	89,375	69,170	89,375	89,375	0	0.00%
Neighborhood and Community Services	13,300	25,000	39,188	75,000	75,000	50,000	200.00%
Public Works	97,835	70,250	93,775	0	70,250	0	0.00%
Police Department	26,954	40,000	32,176	40,000	40,000	0	0.00%
Fire Department	<u>2,787,296</u>	<u>2,526,580</u>	<u>1,846,553</u>	<u>2,685,830</u>	<u>2,574,500</u>	<u>47,920</u>	<u>1.90%</u>
Subtotal	\$3,058,460	\$2,797,825	\$2,110,628	\$2,936,825	\$2,900,745	\$102,920	3.68%
RECREATION							
Recreation Management	<u>\$301,573</u>	<u>\$828,400</u>	<u>\$444,160</u>	<u>\$633,550</u>	<u>\$864,500</u>	<u>\$36,100</u>	<u>4.36%</u>
Subtotal	\$301,573	\$828,400	\$444,160	\$633,550	\$864,500	\$36,100	4.36%

**REVENUE SUMMARY
2022 BUDGET**

	Actual 2020	Amended Budget 2021	9 Months Actual 2021	Estimated 2021	Adopted Budget 2022	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
OTHER REVENUES							
Wastewater Serv. Charge	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
Miscellaneous	<u>78,663</u>	<u>67,500</u>	<u>62,626</u>	<u>72,500</u>	<u>67,975</u>	475	<u>0.70%</u>
Subtotal	\$128,663	\$117,500	\$112,626	\$122,500	\$117,975	\$475	0.40%
TRANSFERS IN							
Operating Transfer In	<u>\$0</u>	<u>\$80,000</u>	<u>\$0</u>	<u>\$80,000</u>	<u>\$50,000</u>	(\$30,000)	-37.50%
Subtotal	\$0	\$80,000	\$0	\$80,000	\$50,000	(\$30,000)	-37.50%
TOTAL GENERAL FUND WITHOUT							
PROPERTY TAXES	<u>\$17,560,688</u>	<u>\$17,466,583</u>	<u>\$10,877,440</u>	<u>\$17,591,394</u>	<u>\$17,852,152</u>	<u>\$385,569</u>	<u>2.21%</u>
TOTAL GENERAL FUND WITH							
PROPERTY TAXES	<u>\$51,450,089</u>	<u>\$53,779,123</u>	<u>\$45,007,472</u>	<u>\$51,706,497</u>	<u>\$53,232,976</u>	(\$546,147)	-1.02%
ENTERPRISE							
Transit System	\$7,664,680	\$5,460,865	\$2,361,687	\$5,080,945	\$6,607,221	\$1,146,356	20.99%
Stormwater Utility	6,740,001	5,869,000	4,449,961	5,868,500	7,623,500	1,754,500	29.89%
Wastewater Utility	10,417,947	10,831,300	8,184,613	10,907,600	10,927,900	96,600	0.89%
Water Utility	<u>14,239,002</u>	<u>12,876,615</u>	<u>9,647,211</u>	<u>13,480,700</u>	<u>13,565,125</u>	<u>688,510</u>	<u>5.35%</u>
Total Enterprise	\$39,061,630	\$35,037,780	\$24,643,472	\$35,337,745	\$38,723,746	\$3,685,966	10.52%
SPECIAL REVENUE							
Golf Courses	\$1,237,447	\$1,148,137	\$1,331,163	\$1,343,903	\$1,284,992	\$136,855	11.92%
Oak Hill Cemetery	250,455	190,500	130,575	199,000	198,000	7,500	3.94%
Hedberg Public Library	4,129,652	4,185,426	4,139,184	4,169,196	4,193,111	7,685	0.18%
JATV Cable Public Access	171,532	172,439	71,179	163,261	172,439	0	0.00%
Janesville Innovation Center (JIC)	158,154	100,696	93,288	104,696	161,397	60,701	60.28%
N&CS – Rent Assistance	3,479,807	3,282,883	2,278,095	3,077,752	3,470,917	188,034	5.73%
N&CS – State and Federal Grants	1,178,020	2,259,380	894,923	2,296,080	2,015,327	(244,053)	-10.80%
N&CS – Vacant Building Registration Program	39,200	0	0	0	0	0	N/A
Sanitation	10,765,634	10,459,348	8,085,334	10,617,336	10,580,911	121,563	1.16%
Wheel Tax / Enhanced Street Rehab Program	<u>955,145</u>	<u>970,000</u>	<u>699,904</u>	<u>970,000</u>	<u>1,938,000</u>	<u>968,000</u>	<u>99.79%</u>
Total Special Revenue	\$22,365,046	\$22,768,809	\$17,723,645	\$22,941,224	\$24,015,094	\$1,246,285	5.47%
INTERNAL SERVICE							
Insurance	\$11,842,528	\$12,199,547	\$8,997,288	\$11,655,569	\$12,561,960	\$362,413	2.97%
Vehicle Operation & Maintenance	4,440,267	4,345,000	3,554,090	5,008,436	5,120,000	775,000	17.84%
Prior Service	<u>58,688</u>	<u>0</u>	<u>55,746</u>	<u>55,746</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
Total Internal Service	\$16,341,483	\$16,544,547	\$12,607,124	\$16,719,751	\$17,681,960	\$1,137,413	6.87%
TOTAL NON-GENERAL	<u>\$77,768,159</u>	<u>\$74,351,136</u>	<u>\$54,974,241</u>	<u>\$74,998,720</u>	<u>\$80,420,800</u>	<u>\$6,069,664</u>	<u>8.16%</u>

1. The adopted 2021 General Fund budget was amended to include \$1,444,000 for contingency and \$325,000 for Snow Removal.

**EXPENDITURE SUMMARY
2022 BUDGET**

	Actual 2020	Amended Budget 2021	9 Months Actual 2021	Estimated 2021	Adopted Budget 2022	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL GOVERNMENT							
City Council	\$4,172	\$22,059	\$12,028	\$22,059	\$6,680	(\$15,379)	-69.72%
City Manager	485,869	519,197	346,008	502,539	518,988	(209)	-0.04%
City Assessor	522,883	523,952	373,870	531,304	554,092	30,140	5.75%
City Attorney	571,587	559,990	335,031	703,946	576,034	16,044	2.87%
Clerk-Treasurer/Elections	577,671	570,444	376,768	560,774	673,533	103,089	18.07%
Economic Development	173,439	172,176	124,792	137,415	177,431	5,255	3.05%
Finance	438,802	446,575	306,220	446,525	464,835	18,260	4.09%
Human Resources	308,028	329,165	213,374	327,497	315,401	(13,764)	-4.18%
Information Technology	966,552	1,136,231	879,046	1,141,534	1,242,998	106,767	9.40%
Total General Government	\$4,049,003	\$4,279,789	\$2,967,137	\$4,373,593	\$4,529,992	\$250,203	5.85%
PUBLIC SAFETY							
Police Department	\$14,140,882	\$14,831,049	\$10,272,611	\$14,441,673	\$14,728,047	(\$103,002)	-0.69%
Fire Department	12,180,543	12,313,832	8,636,605	12,275,646	12,585,588	271,756	2.21%
Total Public Safety	\$26,321,425	\$27,144,881	\$18,909,216	\$26,717,319	\$27,313,635	\$168,754	0.62%
PUBLIC WORKS							
Engineering	\$621,093	\$787,129	\$493,136	\$787,334	\$795,427	\$8,298	1.05%
Operations							
Parking Facilities	93,825	140,341	60,486	140,103	143,931	3,590	2.56%
Public Buildings	648,765	677,146	448,996	694,497	696,877	19,731	2.91%
Snow Removal ¹	1,519,973	1,742,669	1,341,356	1,718,594	1,470,982	(271,687)	-15.59%
Street Maintenance	669,316	659,937	397,685	654,317	669,172	9,235	1.40%
Traffic Management	893,603	1,014,574	673,670	1,003,051	1,069,127	54,553	5.38%
Weed Control	41,943	58,994	21,606	53,015	60,949	1,955	3.31%
Subtotal	\$3,867,425	\$4,293,661	\$2,943,799	\$4,263,577	\$4,111,038	(\$182,623)	-4.25%
Parks	1,532,093	1,660,288	1,184,641	1,595,301	1,680,069	19,781	1.19%
Planning & Building	1,144,848	1,178,355	874,494	1,176,986	1,215,470	37,115	3.15%
Total Public Works	\$7,165,459	\$7,919,433	\$5,496,070	\$7,823,198	\$7,802,004	(\$117,429)	-1.48%
NEIGHBORHOOD & COMMUNITY SERVICES							
Property Maintenance	\$242,932	\$305,867	\$181,620	\$242,821	\$314,382	\$8,515	2.78%
Recreation	961,040	1,435,376	902,154	1,189,910	1,434,286	(1,090)	-0.08%
Total Neighborhood & Community	\$1,203,972	\$1,741,243	\$1,083,774	\$1,432,731	\$1,748,668	\$7,425	0.43%
ECONOMIC ADJUSTMENTS							
Economic Adjustments & Sick Payouts	\$76,001	\$79,037	\$94,302	\$63,728	\$63,728	(\$15,309)	-19.37%
Total Economic Adjustments	\$76,001	\$79,037	\$94,302	\$63,728	\$63,728	(\$15,309)	-19.37%
INSURANCE							
Workers' Comp, Liability & Property	\$159,462	\$108,268	\$121,581	\$133,268	\$107,928	(\$340)	-0.31%
Total Insurance	\$159,462	\$108,268	\$121,581	\$133,268	\$107,928	(\$340)	-0.31%
OTHER							
Refunds & Adjustments	\$585	\$1,000	\$80	\$1,000	\$1,000	\$0	0.00%
Copy Machine Expense	2,041	14,000	9,225	14,000	14,000	0	0.00%
Misc. & Unclassified	356,984	489,755	352,121	489,755	456,991	(32,764)	-6.69%
Total Other	\$359,610	\$504,755	\$361,426	\$504,755	\$471,991	(\$32,764)	-6.49%
CONTINGENCY ACCOUNT²	\$565,767	\$1,444,000	\$0	\$0	\$0	(\$1,444,000)	-100.00%
GENERAL FUND SUBSIDIES/TRANSFERS							
Transit System	\$890,001	\$951,357	\$713,518	\$951,357	\$834,095	(\$117,262)	-12.33%
Special Accounts / Capital Projects Fund ³	99,044	0	0	0	0	0	N/A
Special Assessments	75,000	75,000	56,250	75,000	75,000	0	0.00%
Total Gen. Fund Subsidies/Transfers	\$1,064,045	\$1,026,357	\$769,768	\$1,026,357	\$909,095	(\$117,262)	-11.43%
Total Operating	\$40,964,744	\$44,247,763	\$29,803,274	\$42,074,949	\$42,947,041	(\$1,300,722)	-2.94%
RETIREMENT OF INDEBTEDNESS							
General Fund	\$9,304,638	\$9,321,360	\$9,321,360	\$9,321,360	\$10,035,935	\$714,575	7.67%
G/F Payment of Sanitation Debt	250,000	250,000	250,000	250,000	250,000	0	0.00%
G/F Payment of Special Assessment Debt	230,000	0	0	0	0	0	N/A
Total Long-Term Debt	\$9,784,638	\$9,571,360	\$9,571,360	\$9,571,360	\$10,285,935	\$714,575	7.47%
GRAND TOTAL-GENERAL FUND	<u>\$50,749,382</u>	<u>\$53,819,123</u>	<u>\$39,374,634</u>	<u>\$51,646,309</u>	<u>\$53,232,976</u>	<u>(\$586,147)</u>	<u>-1.09%</u>

**EXPENDITURE SUMMARY
2022 BUDGET**

	Actual 2020	Amended Budget 2021	9 Months Actual 2021	Estimated 2021	Adopted Budget 2022	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE							
Transit System	\$7,593,123	\$5,460,865	\$3,029,391	\$5,222,415	\$6,607,221	\$1,146,356	20.99%
Stormwater Utility	5,606,975	5,872,549	3,936,796	5,835,923	7,602,589	1,730,040	29.46%
Wastewater Utility	10,456,789	9,900,030	10,365,843	9,241,625	10,154,737	254,707	2.57%
Water Utility	11,390,575	13,593,378	7,187,462	13,459,041	13,544,989	(48,389)	-0.36%
Total Enterprise	\$35,047,462	\$34,826,822	\$24,519,492	\$33,759,004	\$37,909,536	\$3,082,714	8.85%
SPECIAL REVENUE							
Golf Courses	\$1,164,903	\$1,138,366	\$1,050,221	\$1,287,728	\$1,269,824	\$131,458	11.55%
Oak Hill Cemetery	223,327	206,366	162,904	215,396	216,679	10,313	5.00%
Hedberg Public Library	4,075,739	4,139,758	2,848,650	4,043,514	4,328,952	189,194	4.57%
JATV Cable Public Access	175,822	252,852	123,419	226,873	209,265	(43,587)	-17.24%
Janesville Innovation Center (JIC)	197,244	144,553	115,993	157,893	156,036	11,483	7.94%
N&CS – Rent Assistance	3,189,253	3,335,522	2,275,039	3,113,441	3,509,368	173,846	5.21%
N&CS – State and Federal Grants	1,578,666	2,847,780	1,234,282	2,434,024	2,330,976	(516,804)	-18.15%
N&CS – Vacant Building Registration Program	25,282	0	0	0	0	0	N/A
Sanitation	10,419,520	10,232,623	7,027,050	10,241,356	10,298,499	65,876	0.64%
Wheel Tax / Enhanced Street Rehab Program	944,000	970,000	970,000	970,000	1,938,000	968,000	99.79%
Total Special Revenue	\$21,993,756	\$23,267,820	\$15,807,558	\$22,690,225	\$24,257,599	\$989,779	4.25%
INTERNAL SERVICE							
Insurance	\$10,646,401	\$12,334,407	\$7,799,120	\$12,258,807	\$12,974,437	\$640,030	5.19%
Prior Service	58,688	0	55,746	55,746	0	0	N/A
Vehicle Operation & Maintenance	4,436,586	4,708,832	2,946,189	4,517,839	5,026,110	317,278	6.74%
Total Internal Service	\$15,141,675	\$17,043,239	\$10,801,055	\$16,832,392	\$18,000,547	\$957,308	5.62%
GRAND TOTAL–NON–GENERAL	\$72,182,893	\$75,137,881	\$51,128,105	\$73,281,621	\$80,167,682	\$5,029,801	6.69%

1. The adopted 2021 General Fund budget was amended to include \$325,000 for Snow Removal.
2. The adopted 2021 General Fund budget was amended to include \$1,444,000 for contingency.

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2022 BUDGET**

Description	Adopted 2022 Budget
GENERAL FUND	
GENERAL GOVERNMENT	
<u>INFORMATION TECHNOLOGY</u>	
* Engineering PC	\$ 17,030
* GISWeb Server (FIDO)	7,924
* Fire MDT Toughbook's CF-19 (4)	13,920
* Fire Station Nos. 2 and 4 Printers	3,500
* Hyper-V Server (HOOCH)	16,105
* IT Imaging (IMAGE-V)	12,148
* Main SQL Server (ACE)	27,492
* Laptop Replacements (7)	14,756
* Monitors (2)	418
* PC Replacement (33)	43,164
* Police MDT Toughbook's (6)	14,916
* Transit Video Storage (HUCKLEBERRY)	8,997
* VMWARE Host (SNUFFLES)	9,010
TOTAL GENERAL GOVERNMENT	<u>\$ 189,380</u>
TOTAL GENERAL FUND	<u>\$ 189,380</u>
ENTERPRISE FUNDS	
TRANSIT	
<u>Grant Portion of Transit Assets</u>	
Contactless Electronic Farebox System (CARES Act Grant)	\$ 400,000
* Passenger Shelter Replacement	128,000
* Replace Support Vehicle	40,000
* Replace Two Transit Buses (Approved Grant Expenditure)	1,000,000
* Transfer Center Refurbishment Design (CARES Act Grant)	1,165,701
TOTAL TRANSIT	<u>\$ 2,733,701</u>
STORMWATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Curb & Gutter Replacements	\$ 2,854,000
* Storm Sewer Cleaning & Televising	90,000
* Storm Sewer Lining & Point Repairs	330,000
* Storm Sewer Enhancements	50,000
* Storm Sewer Construction	50,000
* Storm Structure Rehab & Replacement	1,875,000
TOTAL STORMWATER UTILITY	<u>\$ 5,249,000</u>

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2022 BUDGET**

Description	Adopted 2022 Budget
WATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Water Main Replacements	\$ 3,500,000
* Computer Equipment	7,041
* Meter Replacement	395,000
* Hydrant Replacement	70,000
* Excavation Safety Equipment	5,000
TOTAL WATER UTILITY	<u>\$ 3,977,041</u>
WASTEWATER UTILITY	
<u>Funded by User Fee Revenues/Replacement Funds</u>	
* Replacement of a Utility Cart	\$ 15,000
Jetter/Vactor Truck	428,000
Tillage Equipment for Bio-solids Incorporation	65,000
4" Flow Meter and Piping for the TWAS Process	6,000
* Water Quality Trading Costs	150,000
* Design and Replace Iron Sponge Vessels	725,000
* Laboratory Equipment	5,000
* Safety Equipment	2,000
TOTAL WASTEWATER UTILITY	<u>\$ 1,396,000</u>
TOTAL ENTERPRISE FUNDS	<u>\$ 13,355,742</u>
SPECIAL REVENUE FUNDS	
HEDBERG PUBLIC LIBRARY	
* Computer Replacements (Storage Servers)	\$ 30,000
* Ceiling/Lighting Improvements	100,000
* A to Z Food Aperica	800
* All Data	1,575
* Ancestry Library	3,112
* Foundation Directory Online	3,145
* Gale Business Insights Essential	3,859
* Hoopla	52,000
* Kanopy	5,000
* Mango	6,545
* Morningstar	4,911

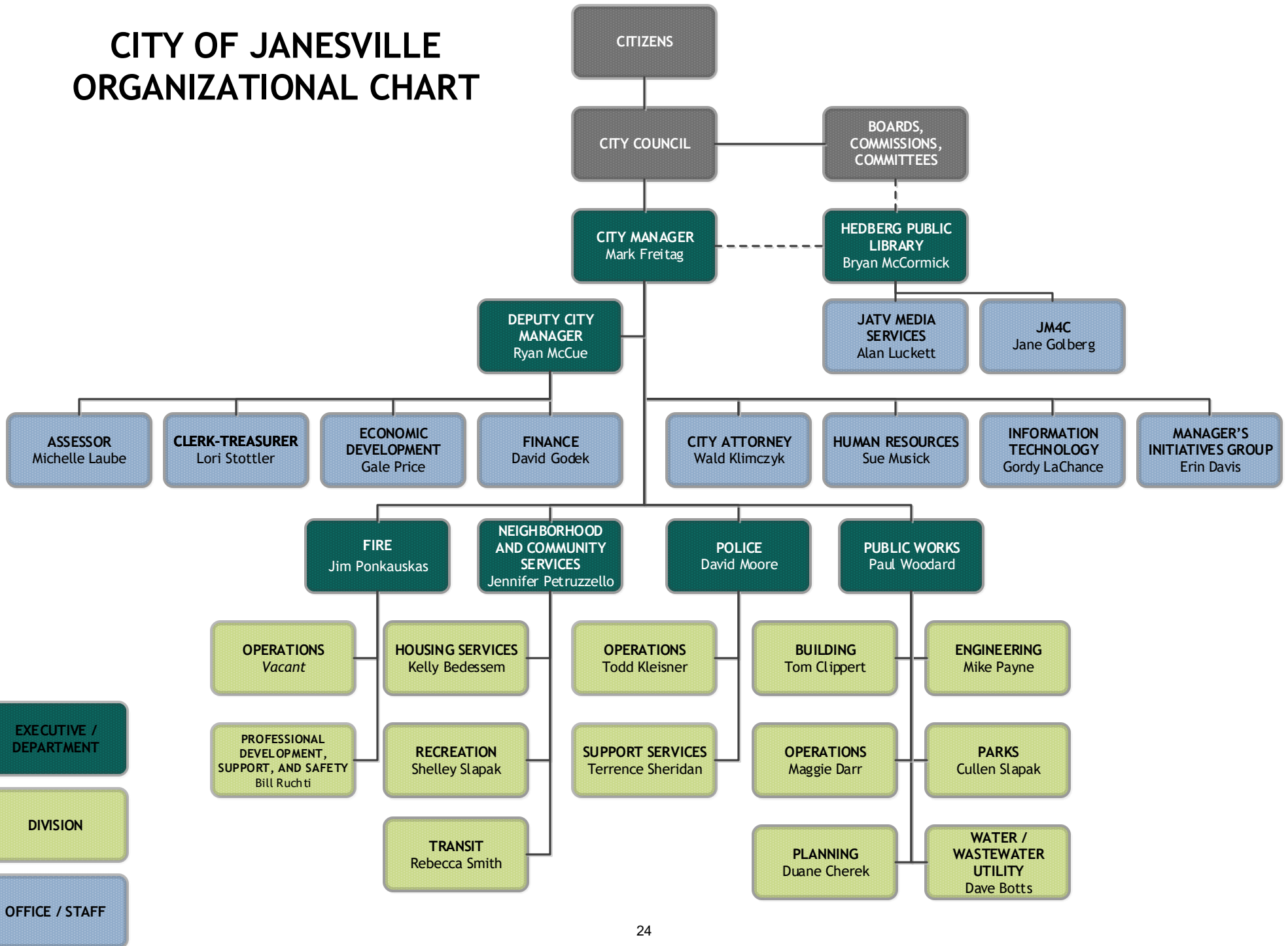
**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2022 BUDGET**

Description	Adopted 2022 Budget
HEDBERG PUBLIC LIBRARY (CONT.)	
* Newspaper Archive WI	\$ 1,538
* Niche Academy	2,142
* Novelista Plus	3,745
* Overdrive Advantage	3,000
* P4A Antiques	575
* Reference USA	9,350
* Tumblebooks	840
* Value Line	6,274
* Youth Service Apps	300
* Magazine and Newspaper Subscriptions	23,800
* Music CD's, Audiobooks, DVD's	65,670
* Purchase New Books, Adult and Children	182,081
TOTAL HEDBERG LIBRARY	<u>\$ 510,262</u>
JATV-12	
Beyerdynamics BM32-B Boundary Microphone	\$ 190
Computer Monitor	800
* Laptop Computer for Video Production	1,800
Magewell Pro Convert HDMI to NDI	500
* Manfrotto 502AH Pro Video Heads	675
Office Chair	500
Pelican 1560TP Case with TrekPak Divider System	400
PZOptics 20X-NDI Broadcast and Conference Camera	2,200
RDL STM-1 Single Channel Microphone Preamplifier	120
Software Upgrades/Purchases	1,000
Wireless Microphone	1,000
TOTAL JATV-12	<u>\$ 9,185</u>
NEIGHBORHOOD SERVICES	
Rent Assistance portion - Chevy Malibu	\$ 20,000
State and Federal Grants portion - Chevy Malibu	10,000
TOTAL JATV-12	<u>\$ 30,000</u>
SANITATION	
* Waste Collection Carts	\$ 50,000
* Dropoff Dumpster Replacement of #1 & #7	16,000
* Portable Litter Fences	20,000
* Environmental Tech PC Replacement	2,108
* Miscellaneous Computer Equipment	2,500
* Operations Support Specialist Computer Replacement	1,308
TOTAL SANITATION	<u>\$ 91,916</u>
TOTAL SPECIAL REVENUE FUNDS	<u>\$ 641,363</u>

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2022 BUDGET**

Description	Adopted 2022 Budget
INTERNAL SERVICE FUNDS	
VOM	
* Replace Mechanic Laptops (6)	\$ 12,648
* Pickup - 2WD 3/4 Ton C2500HD with Dump Insert	37,000
VOM (CONT.)	
* Pickup - 2WD 3/4 Ton C2500HD with Dump Insert	37,000
* Pickup - 2 WD 3/4 Ton C2500HD	33,000
* Pickup - 4WD Compact with Topper Bin Liner	31,000
* Pickup - 4WD Compact with Topper Bin Liner	31,000
* Pickup - 4WD Compact with Topper Bin Liner	31,000
* Pickup - 4WD 1 TON HD Dual with 3CY Dump	50,000
* Pickup - 2WD 3/4 TON HD	33,000
* Pickup - 2WD 3/4 TON HD	33,000
* Pickup - 2WD 3/4 TON HD	33,000
* Pickup - 2WD 3/4 TON HD	33,000
* Pickup - 2WD 3/4 Ton C2500HD with Dump Insert	37,000
* Pickup - 2WD 3/4 Ton HD	33,000
* Pickup - 4WD 3/4 Ton with Plow/Aux Tank	35,000
* Sedan - Compact 4-Door	19,500
* Sedan - Compact 4-Door	19,500
* Sedan - Compact 4-Door	19,500
* Sedan - Compact 4-Door	19,500
* Dump Truck - Single Axle w/ Pre-Wet Kit	185,000
* Dump Truck - Single Axle w/ Pre-Wet Kit	185,000
* Dump Truck - Single Axle w/ Pre-Wet Kit	185,000
* Plows, Salt Spreaders and Other Attachments	124,000
* Miscellaneous Small Equipment	60,000
TOTAL VOM	<u>\$ 1,316,648</u>
TOTAL INTERNAL SERVICE FUNDS	<u>\$ 1,316,648</u>
TOTAL NON-GENERAL FUND	<u>\$ 15,313,753</u>

CITY OF JANESVILLE ORGANIZATIONAL CHART



STAFFING TABLE 2022 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>City Manager</i>	
City Manager	1
Deputy City Manager	1
Assistant to the City Manager	1
Communications Specialist	1
Executive Administrative Assistant	1
Intern (part-time)*	<u>2</u>
	<u>7</u>
<i>City Assessor</i>	
City Assessor	1
Deputy City Assessor	1
Property Appraiser II	0
Property Appraiser I	3
Customer Service Representative	<u>1</u>
	<u>6</u>
<i>City Attorney</i>	
City Attorney	1
Assistant City Attorney	1
Administrative Assistant I	1
Legal/HR Support Clerk	<u>1</u>
	<u>4</u>
<i>Clerk-Treasurer</i>	
Clerk-Treasurer	1
Deputy Clerk-Treasurer	1
Accounting Clerk	4
Utility Billing Clerk	1
Customer Service Representative	1
Customer Service Representative (part-time)	2
	<u>10</u>
<i>Economic Development</i>	
Economic Development Director	1
Economic Development Coordinator	2
Administrative Assistant I (part-time)	1
Intern (part-time)*	<u>1</u>
	<u>5</u>

STAFFING TABLE 2022 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Finance</i>	
Finance Director	1
Accounting Manager	1
Senior Accountant	1
Accountant	1
Administrative Assistant II	1
Accounting Clerk	1
Accounts Payable Clerk	1
Customer Service Representative	<u>1</u>
	<u>8</u>
<i>Human Resources</i>	
Human Resources Director	1
Assistant Human Resources Director	1
HR & Benefits Generalist	1
Administrative Assistant I	1
Safety Coordinator	<u>1</u>
	<u>5</u>
<i>Information Technology</i>	
Information Technology Manager	1
Network Administrator	1
Systems Analyst	1
IT Specialist	1
IT Support Technician	2
IT Intern (part-time)*	1
IT Apprentice (part-time)*	<u>1</u>
	<u>8</u>

STAFFING TABLE 2022 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Police Department</i>	
Chief of Police	1
Deputy Chief of Police	2
Lieutenant	4
Sergeant	11
Patrol Officer	66
Detective	7
Street Crimes Unit	6
School Liaison Officer	2
School Resource Officer	3
Identification Officer	2
Court Officer	1
Administrative Assistant I	1
Administrative Assistant II	1
Records Clerk Supervisor	1
Police Support Clerk	1
Records Clerk	9
Records Clerk (part-time)	1
Community Services Specialist (part-time)	<u>3</u>
	<u>122</u>
<i>Fire Department</i>	
Fire Chief	1
Deputy Fire Chief	2
Fire Marshall	1
Inspector	1
Battalion Chief	3
Captain	3
Lieutenant	12
Firefighter/Paramedic	54
Driver / Operator	21
Administrative Assistant II	1
Administrative Assistant I	1
Inspector (part-time)	<u>0</u>
	<u>100</u>

STAFFING TABLE 2022 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Engineering</i>	
Director of Public Works	1
City Engineer	1
Assistant City Engineer	2
Senior Civil Engineer	3
Civil Engineer	2
Public Works Project Manager	1
GIS Coordinator	1
Planning/GIS Analyst	1
Senior Engineering Tech	3
Engineering Tech II	2
Engineering Tech III	2
Administrative Assistant II	1
Engineering Intern (part-time)*	2
GIS Intern (part-time)*	<u>1</u>
	<u>23</u>
<i>Operations (Streets, Public Buildings, Sanitation, Stormwater, VOM)</i>	
Operations Director	1
Operations Superintendent	1
Operations Supervisor	1
Solid Waste Manager	1
Environmental Technician	1
Cashier	1
VOM Supervisor	1
Equipment Parts Specialist	1
Fleet Support Specialist	0
Fleet Analyst	1
Operations Support Specialist	1
Customer Service Representative	1
Crew Leader	5
Mechanic	5
Operator	20
Public Works Maintenance Worker	4
Buildings & Traffic Management Supervisor	1
Building Maintenance Technician	4
Building Maintenance / Compost Cashier	1
Cashier (part-time)	<u>2</u>
	<u>53</u>

STAFFING TABLE 2022 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Parks Division</i>	
Parks Director	1
Parks Supervisor	1
Crew Leader	3
Operator II	4
Operator I	6
Operator	3
Public Works Maintenance Worker	0
Forestry Intern (part-time)*	<u>1</u>
	<u>19</u>
<i>Planning and Building</i>	
Building Director	1
Building Inspector	1
Electrical Inspector	1
Plumbing Inspector	1
Building Inspector I	1
Erosion Control Inspector	1
Customer Service Specialist	1
Planning Director	1
Senior Planner	1
Associate Planner	2
Development Specialist	1
Administrative Assistant I	1
MPO Intern (part-time)	1
Erosion Control Intern (part-time)*	<u>1</u>
	<u>15</u>
<i>Property Maintenance</i>	
Housing Services Director	1
Property Maintenance Specialist	1
Property Maintenance Specialist I	1
Vacant Building Coordinator (part-time)	<u>1</u>
	<u>4</u>
<i>Recreation Division</i>	
Recreation Director	1
Senior Center Supervisor	1
Recreation Programmer	3
Ice Arena Supervisor	1
Administrative Assistant I	1
Intern (part-time)*	<u>1</u>
	<u>8</u>

STAFFING TABLE 2022 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Transit System</i>	
Transit Director	1
Assistant Transit Director	1
Transit Maintenance Supervisor	1
Transit Operations Supervisor	1
Administrative Assistant I	1
Clerk-Dispatcher (part-time)	2
Mechanic II	2
Automotive Serviceperson	2
Bus Driver	15
Bus Driver (part-time)	8
Garage Person (part-time)	2
Custodian (part-time)	<u>1</u>
	<u>37</u>
<i>Wastewater Utility</i>	
Treatment Plant Superintendent	1
Chief Treatment Plant Operator	1
Treatment Plant Operator	8
Chemist/Biologist	2
Environmental Specialist	1
Administrative Assistant I	1
Intern (part-time)*	<u>1</u>
	<u>15</u>
<i>Water Utility</i>	
Utility Director	1
Water Superintendent	1
Water Supervisor	1
Pump Operator	1
Assistant Pump Operator	1
Crew Leader	2
Water Operator	8
Collection System Operator	3
Sewer Maintenance Worker	1
Customer Service Tech	4
Administrative Assistant I	1
Customer Service Representative	<u>1</u>
	<u>25</u>

STAFFING TABLE 2022 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Oakhill Cemetery</i>	
Operator	1
Cemetery Clerk (part-time)	<u>1</u>
	<u>2</u>
<i>Hedberg Library</i>	
Director	1
Assistant Director	1
Dept Heads/Supervisors	6
Facility and Operations Coordinator	1
Marketing Manager	1
Computer Systems Manager	1
Librarians	8
Librarians (part-time)	1
Support Staff	4
Support Staff (part-time)	46
Custodians	<u>2</u>
	<u>72</u>
<i>Janesville Mobilizing 4 Change (JM4C)</i>	
Director	1
Project Coordinator	1
Mentoring Grant Projection Coordinator (part-time)	1
DF Communities Project Coordinator (part-time)	<u>1</u>
	<u>4</u>
<i>JATV-12</i>	
JATV Media Services Director	1
Production Coordinator	1
Production Assistant (part-time)	2
Intern (part-time)	<u>2</u>
	<u>6</u>
<i>Neighborhood and Community Services</i>	
Neighborhood & Community Services Director	1
Administrative Assistant I	1
Housing Financial & Rehabilitation Specialist	1
Housing Program Specialist	1
Property Maintenance Specialist I	1
Section 8 Housing Specialist	2
	<u>7</u>
TOTAL STAFF	<u>565</u>

* The proposed 2022 budget does not include funding for this position

FULL-TIME EQUIVALENTS Comparison of 2021 and 2022 Budget

<u>GENERAL FUND</u>	<u>2021</u> <u>Budgeted FTE</u>	<u>2022</u> <u>Budgeted FTE</u>	<u>Difference</u>
City Council	0.05	0.05	0.00
City Manager	3.54	3.54	0.00
City Assessor	5.99	5.99	0.00
City Attorney	4.00	4.00	0.00
Clerk-Treasurer	5.85	5.85	0.00
Economic Development	1.83	1.83	0.00
Finance	4.38	4.38	0.00
Human Resources	3.05	3.05	0.00
Information Technology	3.25	3.25	0.00
Police Department	119.72	118.90	(0.82)
Fire Department	97.34	100.34	3.00
Engineering	6.20	6.20	0.00
Street Maintenance	3.26	3.26	0.00
Snow Removal	3.59	3.59	0.00
Weed Control	0.35	0.35	0.00
Parks	13.44	13.44	0.00
Planning and Building	10.91	10.91	0.00
Parking Facilities	0.45	0.45	0.00
Public Buildings	2.49	2.49	0.00
Traffic Management	4.50	4.53	0.03
Property Maintenance	3.00	3.00	0.00
Recreation	19.09	18.56	(0.53)
TOTAL GENERAL FUND	<u>316.26</u>	<u>317.94</u>	<u>1.68</u>

FULL-TIME EQUIVALENTS Comparison of 2021 and 2022 Budget

<u>NON-GENERAL FUND</u>	<u>2021</u> <u>Budgeted FTE</u>	<u>2022</u> <u>Budgeted FTE</u>	<u>Difference</u>
<i><u>Enterprise Funds</u></i>			
Transit System	31.84	31.84	0.00
Stormwater Utility	12.29	13.26	0.97
Wastewater Utility	28.24	27.24	(1.00)
Water Utility	26.29	26.29	0.00
<i><u>Special Revenue Funds</u></i>			
Golf Courses	0.05	0.05	0.00
Hedberg Public Library	48.73	46.50	(2.23)
JATV-12	3.47	3.47	0.00
Janesville Innovation Center (JIC)	0.06	0.06	0.00
Neighborhood Services:			
Section 8 (Rent Assistance)	3.23	3.23	0.00
State and Federal Grants	4.20	3.20	(1.00)
Oakhill Cemetery	2.63	2.63	0.00
Police: Grants	2.25	3.07	0.82
Sanitation	23.19	24.19	1.00
<i><u>Internal Service Funds</u></i>			
Insurance Fund	1.50	1.90	0.40
Vehicle Operation & Maintenance (VOM)	11.62	11.62	0.00
<i><u>Other</u></i>			
Non-General Fund (Development)	10.29	11.29	1.00
TOTAL NON-GENERAL FUND	<u>209.89</u>	<u>209.84</u>	<u>(0.04)</u>
TOTAL BUDGET	<u>526.14</u>	<u>527.78</u>	<u>1.64</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY COUNCIL

GOAL:

The Janesville City Council is composed of seven members elected at large on a non-partisan basis for two-year overlapping terms. The members serve without compensation. At the regular City Council meetings held on the second and fourth Monday of each month, the City Council establishes City policy on various matters and carries out the business of the City.

Councilmembers also have special meetings to deal with matters of particular importance periodically throughout the year. In addition, each Councilmember serves on one or more committees.

The City Council, along with representatives of Rock County, Milton, and each of the neighboring townships, constitutes the Metropolitan Planning Organization.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

BUDGET VARIANCES

<u>\$121</u>	Economic adjustments
121	TOTAL PERSONNEL SERVICES
<u>(15,500)</u>	Community Engagement Survey in 2021
(15,500)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$15,379)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,540	\$2,533	\$2,533	\$2,627	\$94
Benefits	<u>764</u>	<u>786</u>	<u>786</u>	<u>813</u>	<u>27</u>
Subtotal	3,304	3,319	3,319	3,440	121
<u>CONTRACTUAL SERVICES</u>					
Professional Development	447	1,000	1,000	1,000	0
Audit & Consulting	0	0	0	0	0
Other Contractual Services	<u>84</u>	<u>16,000</u>	<u>16,000</u>	<u>500</u>	<u>(15,500)</u>
Subtotal	532	17,000	17,000	1,500	(15,500)
<u>SUPPLIES & MATERIALS</u>	337	1,740	1,740	1,740	0
GRAND TOTAL	<u>\$4,172</u>	<u>\$22,059</u>	<u>\$22,059</u>	<u>\$6,680</u>	<u>(\$15,379)</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY MANAGER

GOAL:

To ensure City services are provided to the citizens in a responsive and cost-effective manner.

OBJECTIVES:

- To effectively manage the Administration.
- To make policy proposals and provide the City Council with the necessary information to make informed decisions.
- To foster the economic development of the City.
- To develop and implement plans and programs that will ensure an appropriate growth for the City.
- To implement fiscal policies that will ensure the long-term fiscal integrity of the City.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

The City Manager is responsible for all activities of the City Government. This is accomplished through the setting of goals, objectives, and policies, plus direct supervision and review of department and division head activities.

The City Manager represents the City Government in relations with other governmental units. This is accomplished through participation in meetings and conferences with representatives of other governmental units and as a participating member of area and statewide organizations and committees. The City Manager’s Office maintains ongoing communications with elected officials at the county, state, and federal levels.

The City Manager’s Office provides information to assist the City Council in its deliberations and establishment of municipal policy. The City Manager makes specific proposals to the City Council concerning major governmental activities and programs.

The City Manager is involved in establishing economic development strategies, supervising activities, and meeting directly with existing and potential new businesses.

The City Manager oversees the provision of City services to ensure cost effectiveness and customer satisfaction.

In 2014, the City Manager established a Manager’s Initiatives Group (MIG) to help execute the day-to-day operations of the organization. The MIG is responsible for internal and external strategic communications and developing and executing analytically-driven, high-impact products that improve the strategic direction and long-range planning of the City and facilitate the decision-making processes for City leaders.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES: (Hours)				
Leadership and Management	5,516	6,053	5,733	6,053
Administrative Support	1,300	1,300	1,300	1,300
Intern Support	<u>1,037</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Hours	<u>7,853</u>	<u>7,353</u>	<u>7,033</u>	<u>7,353</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Leadership and Management	\$348,848	\$362,734	\$443,283	\$371,524
Manager's Initiatives Group (MIG)	<u>137,022</u>	<u>156,463</u>	<u>59,256</u>	<u>147,464</u>
Total	<u>\$485,870</u>	<u>\$519,197</u>	<u>\$502,539</u>	<u>\$518,988</u>

BUDGET VARIANCES

<u>(317)</u>	Economic adjustments
(317)	TOTAL PERSONNEL SERVICES
<u>763</u>	Increase in professional membership dues
763	TOTAL CONTRACTUAL SERVICES
(655)	TOTAL SUPPLIES & MATERIALS
<u>(\$209)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$343,248	\$351,856	\$351,856	\$359,945	\$8,089
Benefits	<u>109,248</u>	<u>129,842</u>	<u>113,184</u>	<u>121,436</u>	<u>(8,406)</u>
Subtotal	452,496	481,698	465,040	481,381	(317)
<u>CONTRACTUAL SERVICES</u>					
Utilities	505	525	525	525	0
Postage	308	440	440	440	0
Professional Development	20,978	23,484	23,484	24,247	763
Auditing/Consulting	0	0	0	0	0
Other Contractual Services	0	0	0	0	0
Advertising	<u>8,509</u>	<u>8,945</u>	<u>8,945</u>	<u>8,945</u>	<u>0</u>
Subtotal	30,300	33,394	33,394	34,157	763
<u>SUPPLIES & MATERIALS</u>	3,074	4,105	4,105	3,450	(655)
GRAND TOTAL	<u>\$485,870</u>	<u>\$519,197</u>	<u>\$502,539</u>	<u>\$518,988</u>	<u>(\$209)</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY ASSESSOR

GOAL:

Establish accurate and equitable property assessments to facilitate fair distribution of the property tax.

OBJECTIVES:

- Discover and record changes to parcel counts, ownership, and configurations;
- Discover and record changes to attribute data for taxable and exempt personal property;
- Discover and record changes to attribute data for taxable and exempt real estate parcels;
- Estimate Market Value of real and personal property and annually list in the Assessment Roll;
- Initiate and facilitate property owner participation in the assessment process, reviews and appeals;
- Complete required reporting to the Wisconsin Department of Revenue and City staff; and
- Respond efficiently, effectively, and courteously to inquires and requests for service.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

The assessment function is mandated by State Statute. It is completed using procedures established by the Wisconsin Department of Revenue. Assessment tasks fall into six programs. At the core of the process is maintaining attribute data on more than 28,000 real and personal property parcels. That data is used to complete estimates of property value. Attribute and assessment data are also consumed both locally and globally by myriad users for many purposes. Assessment programs include:

- **Real Property Description** - Assessment staff monitors data sources to discover and record changes to real property parcel counts, ownership, and configurations.
- **Personal Property Data Management** - Staff monitors data sources and completes field inspections to discover and record changes to taxable personal property (business machinery, equipment and supplies and dwellings in mobile home parks).
- **Real Property Data Management** - Staff monitors data sources and completes field inspections to discover and record changes to taxable real property (real estate). This includes review of property tax exemptions and local coordination of the Department of Revenue manufacturing assessment process.
- **Property Valuation** - Staff monitors market data information and prepares estimates of market value for all taxable parcels. Those values are listed in the Assessment Roll, the foundation for the Tax Roll.
- **Review and Appeals** – Staff completes required property owner notifications, facilitates Open Book reviews, and defends values at the Board of Review and subsequent appeal processes.
- **State Reporting** – Staff completes all required reporting to the Wisconsin Department of Revenue.

ACTIVITIES:

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
Real Estate & Mobile Home Assessments				
Real Estate (Parcels)	24,213	25,000	24,965	25,000
Mobile Home (Units)	428	440	430	440
Personal Property Accounts (#)	1,957	2,000	1,923	2,000
New Construction, Permits, Sale Reviews	2,206	2,500	2,205	3,500
Property Transfers & Split Merges	2,273	3,500	2,701	3,500
Aggregate Assessment Ratio	90.3%	89.0%	85.0%	80.0%

BUDGET VARIANCES

\$23,280	Wage increase due to internal promotion for Deputy Assessor
<u>5,905</u>	Economic adjustments
29,185	TOTAL PERSONNEL SERVICES
425	Increase in utilities and data plans for three smartphones
1,671	Increase in postage costs due to fee increases and increased service level
180	Increase in certification exam costs
(1,671)	Decrease in MSGovern enhancements for unfunded mandates from the State
<u>350</u>	Increase in annual VOM charges
955	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$30,140</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$342,369	\$348,186	\$351,520	\$371,466	\$23,280
Overtime	7,127	0	1,545	0	0
Benefits	<u>126,299</u>	<u>124,486</u>	<u>128,069</u>	<u>130,391</u>	<u>5,905</u>
Subtotal	475,795	472,672	481,134	501,857	29,185
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,016	2,315	1,945	2,740	425
Postage	4,384	5,192	5,752	6,863	1,671
Professional Development	6,718	7,443	6,143	7,623	180
Audit & Consulting	14,107	14,300	14,300	14,300	0
Other Contractual Services	6,043	6,850	6,850	5,179	(1,671)
Vehicle Oper/Maintenance	<u>11,664</u>	<u>11,680</u>	<u>11,680</u>	<u>12,030</u>	<u>350</u>
Subtotal	43,932	47,780	46,670	48,735	955
<u>SUPPLIES & MATERIALS</u>	3,157	3,500	3,500	3,500	0
GRAND TOTAL	<u>\$522,883</u>	<u>\$523,952</u>	<u>\$531,304</u>	<u>\$554,092</u>	<u>\$30,140</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY ATTORNEY

GOAL:

To ensure that the City Government functions in accordance with the law.

OBJECTIVES:

- To successfully represent the City, its officers, and employees in all litigation.
- To advise the Common Council, other governmental bodies, and City staff regarding the potential legal consequences of past and proposed courses of action.
- To review and prepare ordinances, resolutions, policies, contracts, and other legal documents.
- To vigorously enforce all referred building, fire, and zoning code non-conformities, and other ordinance violations.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

ACTIVITIES: (Hours)

Litigation

Traffic/Ordinance Violations	3,397	3,490	3,897	3,900
Code Prosecutions	840	650	940	940
Collections	65	95	80	80
Worthless Checks	58	75	60	60
Other	<u>534</u>	<u>434</u>	<u>540</u>	<u>540</u>
Subtotal	4,894	4,744	5,517	5,520

Advisory	2,560	2,430	2,600	2,600
Labor Relations	<u>1,133</u>	<u>960</u>	<u>1,150</u>	<u>1,150</u>
Total	<u>8,587</u>	<u>8,134</u>	<u>9,267</u>	<u>9,270</u>

ACTIVITIES: (Actions)

Litigation

Traffic/Ordinance Violations	8,320	9,432	8,300	8,300
Code Prosecutions	12	14	10	10
Collections	8	12	2	2
Worthless Checks	6	22	8	8
Other	<u>42</u>	<u>37</u>	<u>46</u>	<u>46</u>
Total	<u>8,388</u>	<u>9,517</u>	<u>8,366</u>	<u>8,366</u>

BUDGET VARIANCES

<u>\$16,194</u>	Economic adjustments
16,194	TOTAL PERSONNEL SERVICES
(150)	Decrease in utilities based on historic actuals
(150)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TOTAL CAPITAL OUTLAY
<u>\$16,044</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$322,201	\$331,504	\$331,504	\$343,440	\$11,936
Benefits	<u>117,755</u>	<u>120,981</u>	<u>120,981</u>	<u>125,239</u>	<u>4,258</u>
Subtotal	446,093	452,485	458,485	468,679	16,194
<u>CONTRACTUAL SERVICES</u>					
Utilities	930	1,550	1,550	1,400	(150)
Postage	590	780	780	780	0
Professional Development	1,537	2,840	2,899	2,840	0
Audit & Consulting	120,102	100,000	237,430	100,000	0
Summons & Subpoenas	<u>719</u>	<u>1,250</u>	<u>1,250</u>	<u>1,250</u>	<u>0</u>
Subtotal	123,878	106,420	243,909	106,270	(150)
<u>SUPPLIES & MATERIALS</u>					
	1,467	1,085	1,300	1,085	0
<u>CAPITAL OUTLAY</u>					
	<u>149</u>	<u>0</u>	<u>252</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$571,587</u>	<u>\$559,990</u>	<u>\$703,946</u>	<u>\$576,034</u>	<u>\$16,044</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CLERK-TREASURER / ELECTIONS

GOAL:

To act as trustee of City funds, custodian of all official City records, and administrator of all elections.

OBJECTIVES:

- To receive and disperse City funds in accordance with procedures established by State Statutes and generally accepted accounting principles.
- To systematically maintain official records and publish meeting and legal notices in accordance with State Statutes.
- To prepare the property tax roll, issue property tax bills and process payments, as required by Chapter 74 of the State Statutes.
- To issue the various licenses authorized by City ordinances and granted by the City Council.
- To provide resources and materials for conducting the primary and general elections.
- To facilitate the Citizens Board of Review.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

The Treasurer's activities involve the establishment of a procedure for processing statements for payments, such as property tax roll, tax bills, special assessment charges, parking fees, delinquent personal property taxes and licenses. The Clerk-Treasurer's Office is responsible for collecting payment of these statements, utility bills, landfill fees and license fees. In connection with the Treasurer's financial responsibilities, payments and checks are prepared, and special assessment tax rolls, notices, bond payments, searches and deferred special assessment rolls are processed. The culmination of these activities results in daily bank deposits, reconciling bank statements, reviewing investments and filing State reports.

The Clerk's activities focus on record preparation, processing, and retention. The types of records that are processed are City Council minutes, legal notices, ordinances, resolutions, codes, and policy statements. The Clerk attends City Council meetings in accordance with State Statute 62.11(b). The Clerk is also responsible for issuing the various licenses required by City ordinances. In addition, all election activities are the responsibility of this office.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Treasury				
Receipts (Transactions)	19,711	29,000	20,100	25,000
Vendor Checks Processed	3,641	4,100	3,800	4,000
Electronic Funds Transfers Processed	5,576	5,600	5,694	5,800
Real Estate Searches	1,712	1,500	1,625	1,500
Clerk				
Minutes	43	35	35	35
Legal Notices	150	150	150	150
Ordinances/Resolutions	150	150	150	150
Licenses Processed	7,500	7,500	7,500	7,000
Elections				
Elections (#)	4	2	2	4
Registered Voters (#)	38,213	35,000	39,514	40,000
Votes Cast (#)	62,371	15,000	11,000	50,000

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Clerk-Treasurer	\$463,691	\$494,245	\$484,575	\$512,236
Elections	<u>113,980</u>	<u>76,199</u>	<u>76,199</u>	<u>161,297</u>
Total	<u>\$577,671</u>	<u>\$570,444</u>	<u>\$560,774</u>	<u>\$673,533</u>

BUDGET VARIANCES

\$120,967	Increase in election inspector costs for two more elections in 2022
16,687	Increase in personnel services due to turnover
<u>0</u>	Economic adjustments
137,654	TOTAL PERSONNEL SERVICES
(200)	Decrease in utilities based on historical actuals
21,443	Increase in postage for elections for two more elections in 2022
2,520	Increase in equipment programming for two more elections in 2022
2,040	Increase in election notices costs for two more elections in 2022
<u>1,123</u>	Other
26,926	TOTAL CONTRACTUAL SERVICES
1,240	Increase in supplies & materials for two more elections in 2022
<u>(245)</u>	Other - Decrease operator licenses non-renewal year
995	TOTAL SUPPLIES & MATERIALS
<u>\$165,575</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$ 376,499	\$364,930	\$364,930	\$423,411	\$120,967
Benefits	<u>96,622</u>	<u>103,330</u>	<u>103,330</u>	<u>120,017</u>	<u>16,687</u>
Subtotal	473,121	468,260	468,260	543,428	137,654
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,737	2,100	2,100	1,900	(200)
Postage	30,289	27,229	27,229	49,720	22,491
Professional Development	100	2,925	2,325	2,925	0
Audit & Consulting	0	1,400	1,400	3,920	2,520
Other Contractual Services	53,149	49,332	49,332	51,447	2,115
Vehicle & Equipment	<u>5,336</u>	<u>5,588</u>	<u>5,588</u>	<u>5,588</u>	<u>0</u>
Subtotal	90,611	88,574	87,974	115,500	26,926
<u>SUPPLIES & MATERIALS</u>					
	13,939	13,610	4,540	14,605	995
GRAND TOTAL	<u>\$577,671</u>	<u>\$570,444</u>	<u>\$560,774</u>	<u>\$673,533</u>	<u>\$165,575</u>

DEPARTMENT: GENERAL GOVERNMENT

OFFICE: ECONOMIC DEVELOPMENT

GOALS:

To diversify Janesville’s economic base through:

- Attraction of new businesses to the City
- Business retention programs designed to facilitate economic expansion
- Revitalization and redevelopment of the central business district
- Entrepreneurial support to help new firms start up and flourish
- Development of labor to support existing and new businesses

OBJECTIVES:

- Implement an active economic development strategy designed to attract new industry, facilitate existing industry expansions, and diversify the economy.
- Heighten the awareness, understanding and support of economic development activities within the community.
- Promote redevelopment through implementation of Revolving Loan Funds
- Develop an entrepreneurial support network to encourage the formation of new business enterprises and to help them survive.
- Work in partnership with the private sector to stimulate redevelopment in the downtown area.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Downtown; Economy; and Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Economic Development office takes a lead role in fostering a positive business climate in Janesville. The Office focuses efforts to retain local employers and to help them expand. Business attraction is accomplished through marketing and coordination with State and regional development agencies. The office also works to help entrepreneurs start new companies that will employ Janesville residents. The office operates in partnership with the private sector on downtown redevelopment and rehabilitation projects.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Planning & Administration (Hours)	510	550	460	620
Business Retention & Expansion (Hours)	540	710	560	740
Business Contacts (#)	210	175	240	200
Marketing				
Rock County 5.0/Janesville Initiatives (Hours)	550	400	340	200
Business Contacts, Meetings , Prospects (#)	710	625	780	800
Economic Development Website (Hours)	240	100	280	160
Website Hits (#)	35,000	14,000	18,000	15,000
Madison Marketing Strategy (Hours)	20	20	80	20
Other Activities				
General Motors Site (Hours)	320	700	580	1200
Brownfield Redevelopment Program (Hours)	220	400	310	600
Sites Remediated (#)	1	2	1	2
Downtown Development (Hours)	1100	700	850	1290
Development Projects Facilitated (#)	6	5	8	6
EDA Business Incubator (Hours)	380	300	340	360
Industrial Square Feet Leased	228,000	300,000	154,000	400,000
Total Hours	3,880	3,880	3,800	5,190

BUDGET VARIANCES

<u>\$4,630</u>	Economic adjustments
4,630	TOTAL PERSONNEL SERVICES
625	Increase training due to adding another staff member
<u>0</u>	0
625	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$5,255</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$148,958	\$145,035	\$116,500	\$149,397	\$4,362
Benefits	<u>20,919</u>	<u>20,956</u>	<u>15,750</u>	<u>21,224</u>	<u>268</u>
Subtotal	169,877	165,991	132,250	170,621	4,630
<u>CONTRACTUAL SERVICES</u>					
Utilities	122	150	150	150	0
Postage	43	200	200	200	0
Professional Development	2,702	3,935	3,935	4,560	625
Audit & Consulting	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
Subtotal	3,059	5,285	4,285	5,910	625
<u>SUPPLIES & MATERIALS</u>					
	503	900	880	900	0
GRAND TOTAL	<u>\$173,439</u>	<u>\$172,176</u>	<u>\$137,415</u>	<u>\$177,431</u>	<u>\$5,255</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: FINANCE

GOAL:

To ensure timely and accurate financial information using generally accepted accounting principles to internal and external customers, while assuring citizens the department is operating in the most efficient manner.

OBJECTIVES:

- To serve as the financial and budget advisor to the City Manager, department, division, and office heads.
- To manage the City's finances in a positive and progressive manner.
- To maintain general accounting, budget, and payroll systems, which provide timely and accurate financial information.
- To inform the public and our investors of the City's financial condition.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

The Finance Office operates as a “support agency” and provides financial information to all the City departments, divisions, and offices

Budget Development and Preparation - Responsible for preparing the City's annual capital and operating budgets, as well as helping City departments, divisions, and offices with budget development and analysis. Provide technical expertise and work with City Council and City staff to develop and adopt a structurally-sound operating budget. Implement the adopted budget, analysis of City operations, and development and analysis of fiscal policy.

General Ledger – Project Accounting, Financial Reporting and Budget Monitoring - Responsible for the development, coordination, and implementation of the City's accounting and financial reporting systems. Oversee the utilization of the City's automated financial accounting system. Analyze and interpret accounting data and perform internal accounting functions. Prepare and distribute monthly financial reports to City Council and City staff.

Annual Audit and Comprehensive Annual Financial Report Preparation - Responsible for developing and coordinating the preparation of the City's Comprehensive Annual Financial Report. Serve as liaison to the independent auditors.

Debt Issuance and Management - Provide technical expertise and administrative support for the process of acquiring short-term and long-term promissory notes and bond issues for City capital improvement projects.

Insurance Administration - Responsible for administration of the City's general liability, auto liability, property and other miscellaneous insurance programs and acts as the liaison between the City and the Cities and Villages Mutual Insurance Company (CVMIC). Perform the processing of liability claims made against the City and pursuing claims against others who damage City property.

Payroll Preparation and Reporting - Maintain a reliable, efficient, and effective centralized payroll system for all City departments, divisions, and offices. Includes responsibility for processing and maintaining systems for deductions; billing for employee health and life insurance; deferred compensation; worker's compensation; unemployment compensation; Wisconsin Retirement System; flexible spending; direct deposit; income continuation insurance; as well as a variety of other payroll deductions. Responsible for necessary payroll tax and other payroll related reporting.

Grant Reporting and Compliance - Prepare report on federal and state financial assistance. Work with City departments, divisions, and offices to understand and achieve compliance with grant reporting requirements. Assist City departments, divisions, and offices in requesting grant funds from oversight agencies.

Accounts Payable and Purchase Order Processing - Ensure that resources are used in compliance with City policies and guidelines. Provide support to City departments, divisions, and offices to process invoices accurately and timely. Maintain accurate vendor records for payment and tax reporting purposes. Retain invoices and other supporting documentation in accordance with City policies.

Utility Rate Studies and Revenue Analysis - Review and maintain water, wastewater, stormwater, VOM, and sanitation rate structures. Prepare and submit rate increase applications to the Public Service Commission, and update Wastewater Utility User Charge System. Prepare capital and operating financial forecasts.

BUDGET VARIANCES

<u>\$17,260</u>	Economic adjustments
17,260	TOTAL PERSONNEL SERVICES
(50)	Decrease in telephone expense to historic actual
<u>1,050</u>	Increase in audit & consulting for the City's annual audit
1,000	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$18,260</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$ 286,304	\$ 290,180	\$ 290,180	\$ 308,806	\$18,626
Benefits	<u>110,377</u>	<u>112,330</u>	<u>112,330</u>	<u>110,964</u>	<u>(1,366)</u>
Subtotal	396,681	402,510	402,510	419,770	17,260
<u>CONTRACTUAL SERVICES</u>					
Utilities	575	650	600	600	(50)
Postage	676	1,000	1,000	1,000	0
Professional Development	2,064	5,685	5,685	5,685	0
Audit & Consulting	<u>37,282</u>	<u>35,230</u>	<u>35,230</u>	<u>36,280</u>	<u>1,050</u>
Subtotal	40,597	42,565	42,515	43,565	1,000
<u>SUPPLIES & MATERIALS</u>	1,524	1,500	1,500	1,500	0
GRAND TOTAL	<u>\$438,802</u>	<u>\$446,575</u>	<u>\$446,525</u>	<u>\$464,835</u>	<u>\$18,260</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: HUMAN RESOURCES

GOAL:

To meet the City's human resource needs and focus on recognition of employees as the resource that drives organizational services to the citizens of Janesville.

OBJECTIVES:

- To provide effective personnel services to all City departments, divisions and offices.
- To recruit and retain quality employees in accordance with EEOC standards.
- To support employees by providing effective development and utilization of human resources.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

Recruitment & Selection - Includes managing the steps of a recruitment process from the time a position is authorized to fill through the job offer. Since fall 2012, the City has used an online recruitment software to assist in managing and supporting this program for full-time, part-time, and seasonal positions. Elements of a recruitment process include determining the needs for the position, posting, and advertising a vacancy, reviewing, and referring applications to the hiring manager, recordkeeping, pre-employment testing, interviewing, selecting a finalist, and conducting reference checks.

Labor and Employee Relations - Includes addressing employee issues, labor contract administration with three Union groups, researching salary and benefit information for contract negotiations, advising management staff on employee issues, grievance and interest arbitration, impact bargaining, and employee discipline research and advice.

HR Policies/Benefits/Salary Administration - Includes administration of the City's personnel policies, compensation plans and benefit packages, payroll processing, job classification, development and maintenance of job descriptions, conducting and responding to wage and benefit surveys, retirement, employee orientation, annual employee training program, and employee job performance evaluation.

Health and Wellness - Includes administering the City's self-funded health and dental plans and insured vision plan, maintaining plan documents, providing for premium rate reviews, conducting annual health assessments and eligible employee enrollment, researching and responding to plan questions and concerns, and providing for City stop loss coverage. Claims are processed and paid by a claims administrator.

Worker Compensation - Includes administering the City's self-funded worker compensation program for work-related accidents and injuries. Claims are processed and paid by a claims administrator.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Recruitment & Selection (Hours)	1,000	2,028	1,897	2,080
Job Applications Received (#)	150	3,500	1,843	2,000
Recruitments (#)*	30	90	80	80
Labor and Employee Relations (Hours)	800	1,560	1,352	1,508
Grievances Filed Last Internal Step (#)	2	3	1	2
Contracts Under Negotiation (#)	1	3	3	1
HR Policies/Benefits/Salary Adm. (Hours)	2,500	2,652	2,652	2,860
Training Programs (#)	15	10	10	13
Safety Training Programs (#)	100	150	135	140
Personnel and Payroll Changes (#)	550	780	750	750
Health and Wellness (Hours)	1,872	2,340	2,132	2,132
Significant Health Plan Problems Addressed (#)	60	90	85	85
Worker Compensation (Hours)	624	676	780	780
Worker Compensation Claims Processed (#)	80	100	100	100

* Includes Seasonal recruitments. In the past, this was indicated as 1 recruitment.

BUDGET VARIANCES

(\$18,348)	Attrition
<u>6,984</u>	Increase in health insurance costs due to new employee health insurance plan selection
(11,364)	TOTAL PERSONNEL SERVICES
(402)	Decrease in utilities based on historical actuals
(918)	DEI certification
(1,027)	Decrease in training costs; employee recognition supplies
<u>(53)</u>	Other
(2,400)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$13,764)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$238,483	\$245,055	\$227,662	\$226,707	(\$18,348)
Benefits	<u>55,903</u>	<u>57,695</u>	<u>57,697</u>	<u>64,679</u>	<u>6,984</u>
Subtotal	294,386	302,750	285,359	291,386	(11,364)
<u>CONTRACTUAL SERVICES</u>					
Utilities	726	1,152	850	750	(402)
Postage	236	368	300	315	(53)
Professional Development	3,454	4,536	10,810	3,618	(918)
Audit & Consulting	1,161	6,650	6,650	6,650	0
Employee Development	6,448	12,329	16,020	11,302	(1,027)
Recruiting Expense	<u>0</u>	<u>0</u>	<u>1,673</u>	<u>0</u>	<u>0</u>
Subtotal	12,025	25,035	36,303	22,635	(2,400)
<u>SUPPLIES & MATERIALS</u>	1,617	1,380	5,835	1,380	0
GRAND TOTAL	<u>\$308,028</u>	<u>\$329,165</u>	<u>\$327,497</u>	<u>\$315,401</u>	<u>(\$13,764)</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: INFORMATION TECHNOLOGY

GOAL:

To optimize the value of information technology for the organization, ultimately ensuring high quality services and information for citizens. Continually innovate through an approach that balances risk management and costs.

OBJECTIVES:

- To introduce innovative technologies, continually improving the City’s processes.
- To purchase and integrate targeted technologies through thoughtful planning and project management.
- To support deployed technologies through responsive assistance and proactive coaching, consulting, and training.
- To turn data into useable information for data-based management decisions.
- To provide a reliable and secure information technology environment.
- To cost effectively manage the City’s information technology resources.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

The Information Technology Division provides planning, maintenance, support, and development for all of the City’s computer and communications technology. This includes the City-wide network, website, links to external entities, servers and databases, personal computers, mobile data terminals, tablets, printers and copiers, telephone system and application software. IT services break out into nine general categories:

- Inter-government Communications
- Internal Communications
- External Communications
- Maintain Servers
- Maintain Hardware
- Maintain Applications
- Develop Technology Solutions
- Regulatory Compliance
- HelpDesk

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Servers Maintained	74	77	81	79
Virtual Machines	68	68	68	70
Mobile Data Terminals	58	58	60	60
Tablets	151	151	169	180
Network Computers	361	391	391	391
Physical Locations Supported	39	39	39	39
Number of Users	761	761	759	759
Storage Used (in Gigabytes)	82,000	90,000	85,500	92,000

BUDGET VARIANCES

(\$4,254)	Decrease in personnel services due to the elimination of funding for the apprentice position in 2021
<u>13,253</u>	Economic adjustments
8,999	TOTAL PERSONNEL SERVICES
90,032	Increase in computer maintenance for the ESO Fire interface, Firstnet for public safety, GIS enhancements, PW Asset Management, SeeClickFix, Govern enhancements, Azure, Unitrends and reverse proxy renewal, additional O365 licensing and inflation
<u>1,239</u>	Other
91,271	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
6,497	TOTAL CAPITAL OUTLAY
<u>106,767</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$229,050	\$230,520	\$235,551	\$236,606	\$6,086
Benefits	<u>86,334</u>	<u>88,577</u>	<u>88,450</u>	<u>91,490</u>	<u>2,913</u>
Subtotal	315,384	319,097	324,001	328,096	8,999
<u>CONTRACTUAL SERVICES</u>					
Utilities	742	900	1,111	1,150	250
Postage	0	110	110	115	5
Professional Development	4,959	5,671	5,859	6,655	984
Audit & Consulting	3,717	5,800	5,800	5,800	0
Computer Maintenance	480,495	620,320	620,320	710,352	90,032
Recruiting Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	489,913	632,801	633,200	724,072	91,271
<u>SUPPLIES & MATERIALS</u>					
	1,971	1,450	1,450	1,450	0
<u>CAPITAL OUTLAY</u>					
	<u>159,283</u>	<u>182,883</u>	<u>182,883</u>	<u>189,380</u>	<u>6,497</u>
GRAND TOTAL	<u>\$966,552</u>	<u>\$1,136,231</u>	<u>\$1,141,534</u>	<u>\$1,242,998</u>	<u>\$106,767</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: OTHER GENERAL FUND

GOAL:

To capture miscellaneous General Fund expenses.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

To reflect certain common or shared general costs in one area rather than allocate these costs to the various General Fund departments or divisions.

Economic Adjustments, Sick Payouts, & Vacation Purchases – Annually, administrative and union employees are paid out unused sick days in excess of their respective maximum caps. In addition, administrative employees may purchase extra vacation days off which saves the City salaries/wages and associated benefits.

Insurance – The portion of workers compensation, liability, and property insurance that applies to General Fund departments and divisions.

Refunds and Adjustments – Small property tax assessment or billing corrections.

Copy Machine Expense – Copiers shared by many departments and divisions within the General Fund. The cost of the leases and operating expenses are reflected here and not allocated out to all areas.

Retiree Benefits – Eligible retirees are provided health, dental, and life insurance coverage until they reach age 65. Public safety retirees are eligible for retiree health benefits based upon a WRS retirement. All other employees must meet an age and years of service criteria to be eligible.

Debt Issuance Cost – Debt issuance costs are those associated with our annual borrowing program that include debt issuance consultant costs, bond counsel, S&P bond rating fees, issuance premium or discount, etc.

Transfers – Transfers from the General Fund to other funds to support operating expenditures.

Contingency Account – Unusual and infrequent transactions that occur in the course of business that would be misleading if included in a normal operating budget.

Debt Service Payment – The amount of money required to make payments on the General Fund's principal and interest on outstanding General Obligation Promissory Notes for the year.

BUDGET VARIANCES

(32,764)	Decrease in personnel services for retiree health and life insurance
(15,309)	Reallocate Library Sick Payout to Library Budget
(48,073)	TOTAL PERSONNEL SERVICES
(340)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
0	Decrease in contingency for unanticipated expenditures
(117,262)	Decrease in the transfer to the Transit Fund to support the City's bus service
0	Other
(117,602)	TOTAL CONTRACTUAL SERVICES
714,575	TOTAL DEBT SERVICE PAYMENT
<u>\$548,900</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$98,861	\$109,000	\$95,000	\$95,000	(\$14,000)
Benefits	<u>449,895</u>	<u>469,792</u>	<u>468,483</u>	<u>435,719</u>	<u>(34,073)</u>
Subtotal	548,756	578,792	563,483	530,719	(48,073)
<u>CONTRACTUAL SERVICES</u>					
Debt Issuance Expense	33,153	35,000	35,000	35,000	0
General Expense	112,205	78,268	103,268	77,928	(340)
Transfers	<u>1,530,768</u>	<u>1,026,357</u>	<u>1,026,357</u>	<u>909,095</u>	<u>(117,262)</u>
Subtotal	1,676,126	1,139,625	1,164,625	1,022,023	(117,602)
<u>DEBT SERVICE PAYMENT</u>	9,784,638	9,571,360	9,571,360	10,285,935	714,575
<u>GRAND TOTAL</u>	<u>\$12,009,521</u>	<u>\$11,289,777</u>	<u>\$11,299,468</u>	<u>\$11,838,677</u>	<u>\$548,900</u>

DEPARTMENT: PUBLIC SAFETY

DIVISION: POLICE

MISSION STATEMENT:

The Janesville Police Department (JPD) is dedicated to fostering a spirit of cooperation and mutual trust within the community, and is committed to finding new ways to create an atmosphere of safety by:

- Enforcing the law and preserving the peace
- Educating and being open to learning
- Working with the community to solve current and future problems
- Openly communicating with our partners

Our mission is designed to promote an improved standard of living in the City of Janesville

VISION STATEMENT:

The Vision of the Janesville Police Department, in partnership with the community, strives to be a respected, proactive, and innovative law enforcement agency.

VALUE STATEMENT/GUIDING PRINCIPLES:

Team members of the Janesville Police Department value:

- Professionalism – Consistently offering a high quality of service
- Integrity – Being honest and respectful
- Teamwork – Working together and cooperatively
- Innovation – Being creative and utilizing the latest technology and trends
- Transparency – Having open and accessible communication

SERVICE WITH PRIDE, HONOR, COURAGE, AND RESPECT

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Health Community

PROGRAM ACTIVITY STATEMENT:

The Police Department engages in proactive and reactive activities as it attempts to achieve its overall goal and major objectives. The specific activities, including preventative patrol, traffic enforcement, crime investigation, order maintenance, service response, public contacts, and internal development, are assigned to and carried out through four major elements. Each element is assigned specific areas of responsibility and activities; however, there is some overlap due to the nature of the services provided.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Police Management	\$668,722	\$710,614	\$710,119	\$730,737
Patrol Services	9,632,715	10,052,471	9,812,914	10,108,994
Investigative Services	3,130,089	3,131,343	3,037,647	2,997,501
Support Services	<u>862,081</u>	<u>936,621</u>	<u>880,993</u>	<u>890,815</u>
Total	<u>\$14,293,606</u>	<u>\$14,831,049</u>	<u>\$14,441,673</u>	<u>\$14,728,047</u>

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

ACTIVITIES:

Patrol (#)

Officer Activity	57,012	67,000	61,100	66,000
Traffic Citations	4,734	7,000	6,000	7,000
Traffic Accidents	1,251	1,500	1,500	1,500
Crossing Guard Locations	11.0	11.0	11.0	11.0

Investigative (#)

Violent Crime Incidents	145	160		
Cleared with an Arrest (%)	57.0%	60.0%		
Property Crime Incidents	1,399	2,000		
Cleared with an Arrest (%)	29.0%	25.0%		

New Categories for 2021 as the Department transitions from Summary Based to Incident Based Crime Reporting

Crimes Against Persons	590		653	650
Cleared with an Arrest (%)	70.3%		78.7%	75.0%
Crimes Against Property	2,292		2,025	2,000
Cleared with an Arrest (%)	27.2%		24.9%	25.0%
Crimes Against Society	789		1,270	1,275
Cleared with an Arrest (%)	77.6%		62.9%	75.0%

Support (#)

Reports Processed	15,921	16,000	17,650	18,000
Records Requested	3,433	5,200	4,200	5,200
Parking Tickets Processed	1,191	1,600	1,200	1,600

BUDGET VARIANCES

(\$263,986)	Attrition
104,150	Increase in personnel services for step increases & economic adjustments
19,723	Increase in OT due to re-allocation of K9 overtime premium
(27,840)	Benefits for Salary and OT changes
42,655	Increase in health insurance costs
<u>25,138</u>	Increase in retiree health and life insurance costs
(46,302)	TOTAL PERSONNEL SERVICES
5,980	Increase in utilities for telephone expenses
1,200	Increase in utilities for Covert GPS Service
(1,000)	Decrease in postage usage
945	Increase in liability, workers' compensation, auto, and property insurance premium allocation
945	Increase in computer maintenance for Adobe Pro licensing
(42,000)	Reduction in level of service for Care of Animals
(10,000)	Decrease in contractual services for police department surveys completed in 2021
4,200	Increase in contractual services for police officer recruitment physicals
(11,800)	Decrease in radio maintenance due to new equipment under warranty
10,000	Increase in vehicle maintenance for accident deductibles
9,980	Increase in VOM expenses
(1,200)	Decrease in equipment rental due to new reduced copier lease
<u>(23,950)</u>	Other
(56,700)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TOTAL CAPITAL OUTLAY
<u>(\$103,002)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$8,361,811	\$8,723,535	\$8,451,169	\$8,553,559	(\$169,976)
Overtime	444,941	334,355	482,790	354,078	19,723
Benefits	4,165,874	4,413,192	4,160,812	4,517,533	104,341
Miscellaneous Benefits	<u>182,148</u>	<u>196,025</u>	<u>191,750</u>	<u>195,635</u>	<u>(390)</u>
Subtotal	13,154,773	13,667,107	13,286,521	13,620,805	(46,302)
<u>CONTRACTUAL SERVICES</u>					
Utilities	69,239	70,010	77,400	77,540	7,530
Postage	6,157	10,000	8,000	9,000	(1,000)
Professional Development	14,351	33,980	34,040	34,310	330
Audit & Consulting	0	15,000	15,000	15,000	0
Insurance	238,152	255,062	255,063	256,007	945
Care of Animals	125,379	135,000	135,000	93,000	(42,000)
Care of Prisoners	18,796	18,000	18,000	18,000	0
Uniform and Tool Expense	64,626	50,100	63,290	50,100	0
Computer Maintenance	40,917	40,785	41,728	41,830	1,045
Other Contractual Services	38,411	31,400	49,700	25,600	(5,800)
Vehicle & Equipment	<u>438,636</u>	<u>413,705</u>	<u>361,031</u>	<u>395,955</u>	<u>(17,750)</u>
Subtotal	1,054,666	1,073,042	1,058,252	1,016,342	(56,700)
<u>SUPPLIES & MATERIALS</u>	84,167	90,900	96,900	90,900	0
<u>CAPITAL OUTLAY</u>	0	0	0	0	0
GRAND TOTAL	<u>\$14,293,606</u>	<u>\$14,831,049</u>	<u>\$14,441,673</u>	<u>\$14,728,047</u>	<u>(\$103,002)</u>
	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	
Revenues	<u>\$26,954</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$0</u>

DEPARTMENT: PUBLIC SAFETY

DIVISION: FIRE

MISSION:

It is the mission of the Janesville Fire Department (JFD) to hold the needs of our citizens in the highest regard, protecting life and property by providing professional emergency response with integrity, respect, service, and pride. We will provide these services in a cost effective, safe, and effective manner.

OBJECTIVES:

- Assure all fire stations are fully and adequately staffed with trained personnel to respond to all emergencies.
- To realistically pursue best practices by using current processes and structure to enhance service delivery by using technology and data to maximize department resources.
- Continually enhance the department's ability to minimize the impact of disasters and other emergencies involving life and property by implementing internal systems to provide training and certifications for JFD employees to safely work in dangerous environments and enhance JFD capability.
- Strive to maintain the safest environment for ourselves and those we serve by increasing the JFD's ability to manage multiple incidents.
- Provide an effective prevention and community education program that promotes health and safety.
- To ensure department services are provided in a responsive and cost-effective manner.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Fire Department responds to emergency incidents 24 hours a day with the city limits and the surrounding townships out of five stations. The total area of response is 110 square miles. The JFD is currently staffed by 90-line personnel on three shifts. The remaining seven staff personnel are assigned to the Fire Prevention Bureau and Administration. Department activities include public education, fire investigation, skills & supervisor training, equipment, building and vehicle maintenance. In addition to emergency incidents, the Department provides life safety inspections, emergency events planning, building plan reviews for existing and new construction and a variety of specialty services.

During 2022, an estimated 3,550 Fire & Rescue Incidents and 7,000 Emergency Medical Service (EMS) Incidents will be answered by the Fire Department responding from five stations. Four stations have paramedic ambulances, each staffed by two licensed paramedics who respond to both emergency medical and fire related incidents. There will be over 18,000-unit responses, for the Department. Approximately 7,150 patients will receive medical assistance from these paramedics. In addition, personnel are cross trained to provide Dive Rescue, Hazardous Materials Response, Technical Rescue, Tactical EMS (TEMS), Small Unmanned Aviation System (SUAS/Drone) services, and Child Safety Seat Inspection.

Approximately 5,160 fire and tank inspections will be made in 2022. Personnel will do an estimated 1,000 hours of public education instruction. Firefighter/Paramedics receive intensive training each year to maintain their skills and medical licenses needed to provide emergency services. Fire Department personnel perform most of the routine maintenance of their equipment and facilities.

The Fire Department has an Insurance Service Office (ISO) rating of Class 2, with Class 1 as the best class and Class 10 as the worst.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Fire & Rescue Incidents	3,466	3,600	3,500	3,550
EMS Emergency Incidents	6,726	6,650	6,800	7,000
Total	<u>10,192</u>	<u>10,250</u>	<u>10,300</u>	<u>10,550</u>
Facility Transfers	604	610	520	600
Total Patients	6,884	6,950	7,100	7,150
Fire Prevention Inspections (#)				
General	2,216	3,300	2,080	3,300
Construction*	43	100	112	120
Compliance	488	1,100	0	1,100
Special Request	24	50	0	50
Tanks	310	325	330	340
Occupancy	<u>129</u>	<u>250</u>	<u>116</u>	<u>250</u>
Total	<u>3,210</u>	<u>5,125</u>	<u>2,638</u>	<u>5,160</u>

*Construction includes Alarm, Sprinkler and Plan Reviews

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Suppression	\$7,820,504	\$7,578,691	\$7,645,984	\$7,586,034
EMS	3,070,564	3,475,937	3,448,419	3,727,808
Facilities Transport	27,248	0	0	0
Prevention	398,306	398,667	364,573	426,633
Administration	<u>863,922</u>	<u>860,537</u>	<u>816,670</u>	<u>845,113</u>
Total	<u>\$12,180,543</u>	<u>\$12,313,832</u>	<u>\$12,275,646</u>	<u>\$12,585,588</u>

BUDGET VARIANCES

\$ 352,812	Economic Adjustments
250,970	3.0 FTE Increase for additional ambulance
<u>(66,678)</u>	Attrition
537,104	TOTAL PERSONNEL SERVICES
660	Increase in utilities mainly due to Water/Wastewater increase
(395)	Continue decrease in number of mailings
(4,137)	Decrease in professional development, with less people attending Blue Card Training
17,958	Increase in liability, workers' compensation, auto, and property insurance premium allocation
0	Increase in number of physicals, uniforms, and turnout gear for new recruits
5,000	Increase in other contractual services for ambulance billing costs
<u>8,527</u>	Increase in vehicle & equipment based on anticipated higher fuel costs
27,613	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TOTAL CAPITAL
<u>(292,961)</u>	TOTAL RURAL FIRE OFFSET INCREASE
<u>\$ 271,756</u>	TOTAL INCREASE/(DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$7,317,534	\$7,668,838	\$7,659,756	\$8,014,590	\$345,752
Overtime	510,799	389,200	397,500	384,969	(4,231)
Benefits	3,577,982	3,679,692	3,667,447	3,875,275	195,583
Miscellaneous Benefits	<u>134,822</u>	<u>126,610</u>	<u>125,210</u>	<u>126,610</u>	<u>0</u>
Subtotal	11,541,138	11,864,340	11,849,913	12,401,444	537,104
<u>CONTRACTUAL SERVICES</u>					
Utilities	106,552	127,508	119,455	128,168	660
Postage	714	2,395	1,000	2,000	(395)
Professional Development	26,117	55,646	27,404	51,509	(4,137)
Audit & Consulting	0	15,000	15,000	15,000	0
Building Expense	111,135	45,000	45,000	45,000	0
Insurance	297,838	288,919	288,919	306,877	17,958
Uniform & Tool Expense	67,259	74,901	88,601	74,901	0
Other Contractual Services	102,975	112,500	112,500	117,500	5,000
Computer Maintenance	45,394	3,800	3,800	3,800	0
Recruiting Expense	4,011	6,400	12,525	6,400	0
Vehicle & Equipment	<u>364,714</u>	<u>296,609</u>	<u>290,259</u>	<u>305,136</u>	<u>8,527</u>
Subtotal	1,126,710	1,028,678	1,004,463	1,056,291	27,613
<u>SUPPLIES & MATERIALS</u>	173,491	101,434	101,890	101,434	0
<u>TRANSFERS</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$12,841,339</u>	<u>\$12,994,452</u>	<u>\$12,956,266</u>	<u>\$13,559,169</u>	<u>\$564,717</u>
<u>RURAL FIRE OFFSET</u>	<u>(\$660,796)</u>	<u>(\$680,620)</u>	<u>(\$680,620)</u>	<u>(\$973,581)</u>	<u>(\$292,961)</u>
NET TOTAL	<u>\$12,180,543</u>	<u>\$12,313,832</u>	<u>\$12,275,646</u>	<u>\$12,585,588</u>	<u>\$271,756</u>

TOWNSHIP FIRE PROTECTION:

The estimated 2022 revenue for providing contracted fire protection services to the neighboring towns is \$973,581. This is an increase of \$292,291 from 2021. This additional revenue will be used to fund a fifth ambulance which will be stationed at Fire Station #3.

EMS/AMBULANCE TRANSPORT REVENUE:

EMS/ambulance transport revenue is projected to be \$2,350,000 for 2022. This is an increase of \$100,000 from the 2021 budget, due to a projected increase in regular ambulance transports. Discontinuation of the inter-facility ambulance transport program occurred in 2021 (\$175,000). The intra-facility transport program is continuing and will be bringing in an estimated \$150,000.

FIRE DEPARTMENT VEHICLE REPLACEMENT:

Funding for replacement vehicles is included in the Major Capital Project budget. Currently, the proposed 2022 Note Issue includes \$493,000 for the replacement of a 2015 Horton Ambulance, 2008 Support Vehicle, 2004 Utility Vehicle, and 2008 Inspector’s Vehicle. In addition, there is \$343,677 for an Ambulance and equipment being added to the fleet.

PARAMEDIC EQUIPMENT FUND:

The Paramedic Equipment Fund was established as an account for donations received from various citizens, memorials, and organizations. The Department receives an annual grant payment from the State EMS Funding Assistance Program (FAP), which also goes into this account. FAP funding may only be used for the purchase of new (additional) paramedic equipment and Emergency Medical Technician training. It cannot be used to displace normally budgeted items, such as replacement equipment or supplies. In December of 2020, funds were used to purchase the new Patient Record’s Software. Total portion of expense was \$25,610.99. The total estimated fund balance available in 2021 is \$2,501. In 2022, the Department has no plans to withdraw any funds out of the Paramedic Equipment Fund. This will leave a balance of \$2,501 in the account for January 1st, 2022.

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

REVENUES:

Service Charges

EMS	\$2,274,106	\$2,250,000	\$2,441,000	\$2,350,000
Inspections	36,793	28,000	30,000	28,000
Ambulance Transport	203,554	150,000	120,000	150,000
ALS Non-Transport Fee	1,699	1,500	1,500	1,500
MFD Shared Services Agreement	50,640	52,080	52,080	0
Other	<u>220,504</u>	<u>45,000</u>	<u>41,250</u>	<u>45,000</u>
Subtotal	\$2,787,296	\$2,526,580	\$2,685,830	\$2,574,500

State Aid

Fire Inspections	<u>\$218,307</u>	<u>\$221,000</u>	<u>\$228,343</u>	<u>\$235,000</u>
Total	<u>\$3,005,603</u>	<u>\$2,747,580</u>	<u>\$2,914,173</u>	<u>\$2,809,500</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: ENGINEERING

GOAL:

To support the growth and development of the City and to build and maintain a first-class infrastructure for the health, welfare, and safety of all its citizens.

OBJECTIVES:

- To provide for maintenance and rehabilitation of utility systems, the street network and community facilities.
- To provide for construction of new public works projects.
- To provide for safe and efficient movement of vehicles and pedestrians.
- To maintain records, maps, and inventories of public improvements.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Engineering Division consists of various professional and technical staff. Engineering Services support a wide variety of functions, some of which are included in and funded by other budgets or funding sources. Required Resources include charges for Engineering Division activities.

Infrastructure Maintenance (Sewer, Water, and Landfill) - Provide required technical direction and project management for improvements to the sewage collection system, the domestic water supply system, and operation of landfill/superfund sites.

Street Rehabilitation (Curbs, Walks, and Bridges) - Provide for the design of roadway improvements on the approximate 340-mile paved street system. The annual street rehabilitation program consists of approximately 12 centerline miles of streets. Sidewalks along the annual street program are inspected for defects and corrected as part of the annual program.

City Buildings and Parks - Provide technical direction and project management of public buildings and park related projects.

Maintain Infrastructure Records and Maps - Maintain long term documentation of construction projects which includes plans, specifications, and as-built drawings for public projects.

Support Economic Development - Provide technical support and project management for new developments and redevelopments within the City. This also includes long range planning and design for future City growth.

Transportation Planning - Provide technical direction and project management for street lights, traffic signs, traffic signals, parking change requests, vision triangles, and coordination of long-term Wisconsin Department of Transportation projects. Engineering staff also advises the Janesville Area Metropolitan Planning Organization.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES (Hours):				
Sewer, Water & Landfill	1,715	1,858	1,749	1,794
Street Rehabilitation (Curbs, Walks, Bridges)	5,576	5,888	5,666	5,687
City Buildings & Parks	2,002	1,910	1,839	1,805
Maintain Infrastructure Records / Maps	1,691	1,776	1,631	1,696
Support Economic Development	1,058	1,178	1,172	1,182
Transportation Planning	<u>3,144</u>	<u>3,196</u>	<u>2,993</u>	<u>3,020</u>
Total	<u>15,184</u>	<u>15,804</u>	<u>15,048</u>	<u>15,184</u>

BUDGET VARIANCES

(6,155)	Attrition
<u>14,453</u>	Economic Adjustments
8,298	TOTAL PERSONNEL SERVICES
(2,400)	TOTAL CONTRACTUAL SERVICES
2,400	TOTAL SUPPLIES & MATERIALS
<u>\$8,298</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$411,371	\$550,526	\$550,526	\$548,670	(\$1,856)
Overtime	698	100	137	100	0
Benefits	154,776	184,376	184,376	194,555	10,179
Miscellaneous Benefits	<u>166</u>	<u>165</u>	<u>165</u>	<u>140</u>	<u>(25)</u>
Subtotal	567,010	735,167	735,204	743,465	8,298
<u>CONTRACTUAL SERVICES</u>					
Utilities	4,112	4,700	4,700	4,700	0
Postage	2,960	4,000	4,000	4,000	0
Professional Development	10,117	18,887	18,887	16,487	(2,400)
Recruiting Expense	0	0	0	0	0
Audit & Consulting	22,819	8,500	8,500	8,500	0
Vehicle & Equipment	<u>6,251</u>	<u>6,200</u>	<u>6,368</u>	<u>6,200</u>	<u>0</u>
Subtotal	46,258	42,287	42,455	39,887	(2,400)
<u>SUPPLIES & MATERIALS</u>	7,825	9,675	9,675	12,075	2,400
GRAND TOTAL	<u>\$621,093</u>	<u>\$787,129</u>	<u>\$787,334</u>	<u>\$795,427</u>	<u>\$8,298</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: PARKING FACILITIES

GOAL:

To provide for the operation and maintenance of publicly-owned parking lots and facilities.

OBJECTIVES:

- To assure that all publicly-owned parking lots and facilities are clean, safe, and well lighted.
- To promote efficient use of all facilities through effective enforcement of parking regulations.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Downtown; Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Parking Facilities program provides for the operation and maintenance of 26 parking lots, including the North Parker Drive parking structure, all of which provide parking facilities for 1,867 vehicles. The major activities undertaken by this program include sweeping, snow removal, line striping, surface repair, lighting, and facility planning/enforcement.

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Parking Facilities

Spaces (#)	1,868	1,868	1,867	1,867
Maintenance (Hours)	500	600	525	600

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Maintenance	\$76,501	121,206	\$121,004	\$124,254
Facilities Mgmt/Enforcement	<u>17,324</u>	<u>19,135</u>	<u>19,099</u>	<u>19,677</u>
Total	<u>\$93,825</u>	<u>\$140,341</u>	<u>\$140,103</u>	<u>\$143,931</u>

BUDGET VARIANCES

<u>\$1,912</u>	Economic adjustments
1,912	TOTAL PERSONNEL SERVICES
625	Increase in utilities based on anticipated rate adjustments
(76)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
1,092	Increase in vehicle and equipment rates
<u>37</u>	Other
1,678	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>3,590</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$26,728	\$30,456	\$30,743	\$31,190	\$734
Overtime	1,343	3,000	500	3,000	0
Benefits	<u>9,064</u>	<u>11,534</u>	<u>11,767</u>	<u>12,712</u>	<u>1,178</u>
Subtotal	37,135	44,990	43,010	46,902	1,912
<u>CONTRACTUAL SERVICES</u>					
Utilities	30,237	25,060	25,060	25,685	625
Postage	90	736	700	773	37
Insurance	3,232	3,770	3,770	3,694	(76)
Other Contractual Services	25,588	28,300	28,300	28,300	0
Vehicle & Equipment	<u>17,361</u>	<u>36,385</u>	<u>39,263</u>	<u>37,477</u>	<u>1,092</u>
Subtotal	76,507	94,251	97,093	95,929	1,678
<u>SUPPLIES & MATERIALS</u>	(19,816)	1,100	0	1,100	0
GRAND TOTAL	<u>\$93,825</u>	<u>\$140,341</u>	<u>\$140,103</u>	<u>\$143,931</u>	<u>\$3,590</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: PUBLIC BUILDINGS

GOAL:

To provide for the operation and maintenance of City-owned buildings.

OBJECTIVES:

- To create a safe and pleasant atmosphere in which to conduct the various operations and activities of City Government.
- To maintain and repair all structures to prevent deterioration and thereby protecting a very sizable City investment.
- To operate the various City buildings with emphasis directed toward energy conservation.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Public Buildings program provides for the maintenance and operation of a number of City-owned buildings which are listed below. Approximately 105,700 square feet of building space, excluding the Lincoln Tallman House, is maintained. The Operations Division performs the routine maintenance and repairs with certain specialty services such as elevator maintenance, janitorial services, etc. being contracted out for most of the buildings. In addition, the lawn maintenance and snow removal at the Tallman House are performed by private contractors.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES (Sq. Ft.):				
City Hall	44,000	44,000	44,000	44,000
City Services Center	14,000	14,000	14,000	14,000
Police Services	23,100	23,100	23,100	23,100
City Storage Building	22,500	22,500	22,500	22,500
Other Buildings	2,100	2,100	2,100	2,100

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
City Hall	\$393,405	\$421,539	\$433,581	\$437,372
City Services Center	49,869	57,045	58,188	55,985
Police Services	144,566	136,666	140,278	140,958
City Storage Building	10,893	11,728	12,282	12,388
Lincoln Tallman House	49,925	49,800	49,800	49,800
Other Buildings	<u>106</u>	<u>368</u>	<u>368</u>	<u>374</u>
Total	<u>\$648,765</u>	<u>\$677,146</u>	<u>\$694,497</u>	<u>\$696,877</u>

BUDGET VARIANCES

<u>\$6,047</u>	Economic adjustments
6,047	TOTAL PERSONNEL SERVICES
11,461	Increase in utilities based on historic actuals and Alliant rate increases
267	Increase in liability, workers' compensation, auto, and property insurance premium allocation
490	Increase in vehicle & equipment rates
<u>1,466</u>	Other
13,684	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$19,731</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$154,065	\$165,940	\$166,259	\$169,478	\$3,538
Overtime	1,062	1,600	1,125	1,600	0
Benefits	<u>66,865</u>	<u>73,139</u>	<u>73,226</u>	<u>75,648</u>	<u>2,509</u>
Subtotal	221,992	240,679	240,610	246,726	6,047
<u>CONTRACTUAL SERVICES</u>					
Utilities	164,273	169,455	189,495	180,916	11,461
Postage	735	841	600	841	0
Professional Development	0	1,400	700	1,400	0
Building Expense	1,751	7,500	11,300	7,500	0
Insurance	16,892	20,999	20,999	21,266	267
Other Contractual Services	143,636	142,109	141,479	143,575	1,466
Vehicle & Equipment	<u>19,109</u>	<u>16,313</u>	<u>16,729</u>	<u>16,803</u>	<u>490</u>
Subtotal	346,396	358,617	381,302	372,301	13,684
<u>SUPPLIES & MATERIALS</u>	35,376	32,850	27,585	32,850	0
<u>LINCOLN TALLMAN FUNDING</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>
GRAND TOTAL	<u>\$648,765</u>	<u>\$677,146</u>	<u>\$694,497</u>	<u>\$696,877</u>	<u>\$19,731</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: SNOW REMOVAL

GOAL:

To provide for the clearing and removal of ice and snow from City streets and to thereby assure safe travel throughout the City at all times during the winter season.

OBJECTIVES:

- To plow all City streets within ten hours after cessation of all snowstorms.
- To treat all arterials, collectors, bus routes, hills, and hazardous intersections with chemicals and to achieve bare pavement conditions at these locations.
- To treat bridges, hazardous hills, and a portion of the arterial street network with liquid, anti-icing chemicals prior to certain storm events.
- To remove snow from the downtown area whenever conditions warrant.
- To clear all sidewalks adjacent to publicly-owned land of snow and ice within 72 hours of the cessation of all snowstorms.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Health Community

PROGRAM ACTIVITY STATEMENT:

This program, which includes snow plowing, chemical spreading, snow removal, and sidewalk shoveling, is directly dependent on annual winter weather conditions, which can change from year to year, and are largely unpredictable from one given year to the next.

Winter weather conditions vary greatly from one storm to the next and frequently change even during the course of a storm. Therefore, the methods used to deal with varying conditions must change as weather conditions dictate. A full, City-wide plowing operation will normally be implemented when total snowfall accumulation exceeds two to three inches.

Anti-icing is a proactive snow and ice control activity where a liquid chemical is applied to pavement prior to a winter weather event or when frost conditions are expected. The purpose of this program is to reduce the risk of traffic accidents resulting from slick pavement, particularly in frost situations and during minor snow events. This program targets bridges, hills, and sharp curves throughout the City. When possible and conditions warrant, some main and arterial streets are also treated with anti-icing chemical.

The application of de-icing and/or abrasive materials to streets is an important aspect of ice and snow removal operations after accumulation begins and is the primary method of managing arterial and collector streets with minor accumulation snow events. The application of these chemicals early during a winter weather event helps prevent or reduce the bonding of snow and ice to pavement, which makes plowing and obtaining clear pavement easier.

Snow plowing operations can commence at any hour of the day, depending on the duration of the snow event. Twenty single-axle dump trucks with plows typically carry out routine snow plowing activities, along with two graders, six tandem trucks, three end loaders, and two pickup trucks. All of the City's streets are plowed back as close to the curb as possible.

Sidewalk shoveling involves the process of snow removal from over 20 miles of City sidewalks and bridges after a recordable snowfall. Sidewalk shoveling is accomplished with six Operations and Parks employees, utilizing multi-function tractors with a blower/blade and salt spreader, walk-behind snow blowers, and hand shovels. Equipment maintenance ensures that all equipment necessary to effectively remove or control snow is operable when needed.

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget
ACTIVITIES:				
Snow Plowing Operations (#)				
City-Wide Operations	4	7	5	7
Partial Operations	12	0	15	13
Chemical Spreading Operations (#)				
City-Wide Operations	2	0	5	4
Partial Operations	19	18	8	18
Freezing Rain Operations (#)	2	0	1	1
Downtown Snow Removal Operations (#)	0	3	0	1
Salt (Tons Used)	4,652	4,000	4,543	4,320
Inches of Snow	45.6	36.0	39.9	36.0

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget
ELEMENT COST:				
Snow Plowing	\$630,927	\$621,812	\$641,192	\$600,265
Chemical Spreading	757,192	913,630	917,426	675,947
Snow Removal	35,554	71,500	34,263	74,140
Sidewalk Shoveling	<u>96,299</u>	<u>135,727</u>	<u>125,713</u>	<u>120,630</u>
Total	<u>\$1,519,973</u>	<u>\$1,742,669</u>	<u>\$1,718,594</u>	<u>\$1,470,982</u>

BUDGET VARIANCES

<u>(\$92,759)</u>	Decrease in wages due to lower snow removal costs
<u>\$6,410</u>	Economic adjustments
(86,349)	TOTAL PERSONNEL SERVICES
(1,712)	Decrease in professional development costs
8,780	Increase in utilities to reflect historic actuals and for the salt brine manufacturing system
(4,092)	Decrease due to cost-sharing of pre-trip inspection program
<u>(98,406)</u>	Increase in vehicle and equipment rates
(95,430)	TOTAL CONTRACTUAL SERVICES
<u>(89,908)</u>	Increase in supplies and materials due to increase in salt prices and to reflect actual usage
(89,908)	TOTAL SUPPLIES AND MATERIALS
<u>(\$271,687)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$175,862	\$232,449	\$185,348	\$215,257	(\$17,192)
Overtime	127,950	132,465	137,664	80,900	(51,565)
Benefits	<u>117,629</u>	<u>129,256</u>	<u>127,823</u>	<u>111,664</u>	<u>(17,592)</u>
Subtotal	421,441	494,170	450,835	407,821	(86,349)
CONTRACTUAL SERVICES					
Professional Development	70	3,212	1,250	1,500	(1,712)
Utilities	796	1,000	9,710	9,780	8,780
Audit & Consulting	794	2,100	0	2,100	0
Other Contractual Services	0	5,162	2,150	1,070	(4,092)
Vehicle & Equipment	<u>734,930</u>	<u>799,503</u>	<u>792,164</u>	<u>701,097</u>	<u>(98,406)</u>
Subtotal	736,590	810,977	805,274	715,547	(95,430)
SUPPLIES & MATERIALS	361,942	437,522	462,485	347,614	<u>(89,908)</u>
GRAND TOTAL	<u>\$1,519,973</u>	<u>\$1,742,669</u>	<u>\$1,718,594</u>	<u>\$1,470,982</u>	<u>(\$271,687)</u>

DEPARTMENT: PUBLIC WORKS
DIVISION: OPERATIONS
PROGRAM: STREET MAINTENANCE

GOAL:

To maintain all City roadways in a condition that provides for safe and efficient use by the public.

OBJECTIVES:

- To provide for the maintenance of a high-quality street surface through immediate pothole repair, annually scheduled crack sealing, joint sealing, chip sealing, and resurfacing or reconstruction of paved streets.
- To maintain a smooth and dust-free running surface for gravel streets and alleys.
- To maintain adequate provisions for stormwater run-off through the repair of curb and gutter and maintenance of drainage ditches as needed.
- To repair pedestrian footpaths as required.
- To provide adequate bridge maintenance.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Street Maintenance program provides for maintenance of nearly 350 miles of paved and approximately 1.5 miles of gravel streets and alleys, dependent upon annual development and construction activities. Unpaved street and alley surfaces are graded and graveled annually to maintain a good driving surface. The street maintenance process includes various maintenance activities to help delay the deterioration process of paved streets, including crack sealing, chip sealing, and patching (potholing) activities. Street surfaces must be periodically restored by resurfacing or reconstruction, typically every 25 to 30 years for bituminous pavements and 45 years for concrete pavements. Maintenance must also be performed on portions of the curb and gutter and pedestrian footpaths not assessed to abutting property owners. This program also provides for the maintenance of 19 bridges, including railing maintenance and repair.

The objectives of this program include:

- All utility ditches will be permanently repaired within one year of utility work completion.
- Annual concrete joint sealing of concrete streets will be conducted.
- Annual crack sealing of bituminous streets will be conducted.
- Pavement ratings from the City wide PASER evaluations will be used to determine if crack sealing is necessary.
- Prior to constructing a new street or resurfacing an existing street, the City will install service laterals and replace obsolete or failed service laterals. Non-connection agreements will be obtained from property owners if service laterals are not installed.
- Potholes will be permanently repaired where such patching is appropriate, based upon projected year of resurfacing, workload, and available manpower.

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

ACTIVITIES:

Concrete/Bituminous Street Maintenance

Patch Filling (Tons)	200	325	210	210
Potholes Filled	8,352	8,300	8,000	8,300
Crack Sealing (Centerline Miles)*	1.2	10.0	7.0	10.0
Resurfacing/Reconstruction (Miles)				
Milling/Resurfacing	10.0	10.3	10.3	9.3
Reconstruction	2.1	1.8	2.4	2.2
Shoulder Maintenance				
Miles Affected (10 miles total)	8.0	8.0	9.0	8.0
Gravel Streets	1.5	1.5	1.5	1.5

*2020 crack sealing miles, due to COVID-19 only some Priority 1 streets completed

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

ELEMENT COST:

Paved Street Maintenance	\$513,242	\$506,527	\$500,477	\$508,297
Bridge Maintenance	7,765	19,440	19,440	19,914
Gravel Shoulder & Street Maintenance	5,731	20,202	20,332	20,705
Median Mowing	<u>142,577</u>	<u>113,768</u>	<u>114,068</u>	<u>120,256</u>
Total	<u>\$669,316</u>	<u>\$659,937</u>	<u>\$654,317</u>	<u>\$669,172</u>

BUDGET VARIANCES

(\$6,795)	Attrition
<u>13,424</u>	Economic adjustments
6,629	TOTAL PERSONNEL SERVICES
<u>2,606</u>	Increase in vehicle and equipment rates
2,606	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TRANSFERS
<u>\$9,235</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$190,207	\$198,941	\$198,941	\$198,409	(\$532)
Overtime	1,567	3,300	3,300	3,300	0
Benefits	<u>81,978</u>	<u>74,331</u>	<u>74,331</u>	<u>81,492</u>	<u>7,161</u>
Subtotal	273,752	276,572	276,572	283,201	6,629
<u>CONTRACTUAL SERVICES</u>					
Utilities	11	100	50	100	0
Other Contractual Services	274,400	265,200	259,200	265,200	0
Vehicle & Equipment	<u>102,731</u>	<u>86,865</u>	<u>86,865</u>	<u>89,471</u>	<u>2,606</u>
Subtotal	377,143	352,165	346,115	354,771	2,606
<u>SUPPLIES & MATERIALS</u>	18,421	31,200	31,630	31,200	0
<u>TRANSFERS</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
GRAND TOTAL	<u>\$669,316</u>	<u>\$659,937</u>	<u>\$654,317</u>	<u>\$669,172</u>	<u>\$9,235</u>

The Major Capital Programs budget includes \$2,213,000 borrowing for street rehabilitation, \$815,000 for bridge maintenance projects, and reconstruction and \$94,000 for concrete joint sealing activities.

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: TRAFFIC MANAGEMENT

GOAL:

To promote public safety and ease of travel for pedestrians and vehicles on all City streets.

OBJECTIVES:

- To maintain traffic signs, traffic signals, street painting, and street lighting.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

Traffic signs, signals and painting are maintained and installed in a continued effort to meet Federal standards as outlined in the “*Manual on Uniform Traffic Control Devices.*” Most traffic paint requires annual maintenance. Recently reconstructed arterial streets have been painted with an epoxy paint that will last up to five years. Traffic signs are installed and maintained in compliance with federal standards for minimum retro-reflectivity. Traffic signals are currently installed and maintained at 62 signalized intersections where traffic volumes warrant the installation of signals. Streetlights are installed and maintained at intervals of 300 feet on arterial streets and 400 feet on residential streets, including all intersections and dead ends. This budget provides for all electricity used by and all maintenance of “City-owned” lights. The “utility-owned” lights are maintained by two local utilities (Alliant Energy and Rock Electric Coop), and this budget provides for a leased fee for each of them.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
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ACTIVITIES:

Traffic Signs

Installed/Repaired (#)	985	2,800	2,500	2,800
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Traffic Signals

Intersections (#)	63	63	62	62
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Street Painting

Striping (Feet)	492,151	418,000	330,000	400,000
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Street Lighting

Alliant Utilities Lights (#)	2,101	2,101	2,110	2,120
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City Lights (#)	2,489	2,489	2,616	2,616
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	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Traffic Signs	\$108,301	\$147,102	\$162,993	\$165,645
Traffic Signals	146,302	172,703	169,533	173,194
Street Painting	90,892	87,523	87,058	94,006
Street Lighting	450,649	504,814	481,665	537,658
Right-of-Way Clearing	<u>97,459</u>	<u>102,432</u>	<u>101,802</u>	<u>98,624</u>
Total	<u>\$893,603</u>	<u>\$1,014,574</u>	<u>\$1,003,051</u>	<u>\$1,069,127</u>

BUDGET VARIANCES

<u>10,359</u>	Economic adjustments
10,359	TOTAL PERSONNEL SERVICES
30,794	Increase in utilities based on anticipated rate adjustments provided by Alliant
(10)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
<u>9,802</u>	Increase in vehicle and equipment rates
40,586	TOTAL CONTRACTUAL SERVICES
<u>3,608</u>	Increase in supplies and materials for technology upgrades
3,608	TOTAL SUPPLIES & MATERIALS
<u>\$54,553</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$195,235	\$248,777	\$241,988	\$240,004	(\$8,773)
Overtime	13,066	9,500	10,300	9,500	0
Benefits	<u>77,132</u>	<u>105,203</u>	<u>103,293</u>	<u>124,335</u>	<u>19,132</u>
Subtotal	285,434	363,480	355,581	373,839	10,359
<u>CONTRACTUAL SERVICES</u>					
Utilities	422,980	421,440	414,415	452,234	30,794
Professional Development	0	450	450	450	0
Insurance	446	521	521	511	(10)
Other Contractual Services	4,030	0	0	0	0
Vehicle & Equipment	<u>96,741</u>	<u>111,083</u>	<u>115,890</u>	<u>120,885</u>	<u>9,802</u>
Subtotal	524,197	533,494	531,276	574,080	40,586
<u>SUPPLIES & MATERIALS</u>	83,973	117,600	116,194	121,208	3,608
GRAND TOTAL	<u>\$893,603</u>	<u>\$1,014,574</u>	<u>\$1,003,051</u>	<u>\$1,069,127</u>	<u>\$54,553</u>

MAJOR CAPITAL PROGRAM:

The Major Capital Projects budget includes borrowing of \$87,000 for completing traffic signal replacements at Memorial Drive & Washington and Milwaukee Street & Randall Avenue, and for proactively replacing older traffic signal infrastructure throughout the City. In addition, \$41,000 in borrowing will be used to complete the highway safety improvement project on Court Street from Five Points to Waveland.

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: WEED CONTROL

GOAL:

To maintain public right-of-ways adjacent to publicly-owned land and median areas in a clean, healthy, and aesthetically pleasing state.

OBJECTIVE:

To control the growth of noxious weeds and the unsightly growth of grass by mowing areas throughout the City, typically mowing four times annually, depending on weather conditions, and to maintain City-owned properties/lots located within residential neighborhoods in an aesthetically pleasing manner.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Weed Control program involves cutting, mowing, or spraying of grass and weeds along major arterial streets throughout the City and other public open spaces, including vacant City-owned lots. This program typically begins in May of each year and continues as late as October with the majority of work performed in June, July, and August. City crews maintain 22 acres of roadside terraces and public open spaces, and City-owned property/lot maintenance is contracted out to a property maintenance company through the Neighborhood & Community Services Division. Chemicals are occasionally used in locations where normal mowing activity is difficult.

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Weed Cutting (Acres)	88	88	65	88
City-Owned Properties/Lots	8	8	15	15

BUDGET VARIANCES

<u>\$1,475</u>	Economic adjustments
1,475	TOTAL PERSONNEL SERVICES
<u>480</u>	Increase in vehicle and equipment rates
480	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$1,955</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$14,642	\$25,347	\$19,366	\$25,773	\$426
Overtime	216	200	200	200	0
Benefits	<u>6,198</u>	<u>7,672</u>	<u>7,674</u>	<u>8,721</u>	<u>1,049</u>
Subtotal	21,056	33,219	27,240	34,694	1,475
<u>CONTRACTUAL SERVICES</u>					
Other Contractual Service	8,357	7,000	7,000	7,000	0
Vehicle & Equipment	<u>12,224</u>	<u>16,000</u>	<u>16,000</u>	<u>16,480</u>	<u>480</u>
Subtotal	20,581	23,000	23,000	23,480	480
<u>SUPPLIES & MATERIALS</u>	307	2,775	2,775	2,775	0
GRAND TOTAL	<u>\$41,943</u>	<u>\$58,994</u>	<u>\$53,015</u>	<u>\$60,949</u>	<u>\$1,955</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: PARKS

GOAL:

To provide safe, clean, functional, and attractive park grounds, buildings, and equipment for all park users.

OBJECTIVES:

- To maintain the turf and landscaped areas for all City parks, street boulevards, public buildings, river walkways and the downtown landscape.
- To maintain park pavilions, restrooms, boat ramps and playground equipment.
- To maintain and provide for the preservation of our natural areas.
- To provide adequate maintenance of surfaced and unsurfaced trails.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Parks Division is responsible for the maintenance of 64 developed parks within a park system of 2,609 acres. Funding is provided for two supervisory personnel, 16 full-time park maintenance, and seasonal employees. Maintenance of the park system is categorized into a variety of service areas. Grounds Maintenance activities include mowing grass, tree and shrub care, irrigation, weed control, landscape care, litter collection and leaf removal. Building Maintenance activities include daily cleaning of restroom facilities and park pavilions, as well as maintenance to the building structures. Trail activities include sweeping, clearing, mowing, trail signing and maintenance of trail infrastructure. Athletic activities include turf management, maintenance of tennis, volleyball, and basketball courts.

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Park System

Total Acreage	2,611	2,611	2,609	2,609
Developed Parks (#)	65	65	64	64

Grounds Maintenance

Mowed (Acres)	666	666	666	666
Playgrounds (#)	43	43	44	44

Building Maintenance

Picnic Pavilions (#)	21	21	21	21
Pavilion Reservations (#)	355	675	767	750

Trails

Paved (Miles)	31	31	31	31
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	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Administration	\$236,552	\$247,309	\$223,930	\$245,132
Trails	60,525	41,859	41,652	43,129
Athletic Fields	26,702	30,660	37,832	31,576
Grounds Maintenance	967,203	1,065,196	1,030,154	1,081,779
Building Maintenance	153,295	165,574	167,244	171,099
Natural Areas	1,335	0	0	0
Forestry	<u>86,481</u>	<u>109,690</u>	<u>94,489</u>	<u>107,354</u>
Total	<u>\$1,532,093</u>	<u>\$1,660,288</u>	<u>\$1,595,301</u>	<u>\$1,680,069</u>

BUDGET VARIANCES

(\$20,948)	Attrition
<u>27,206</u>	Economic Adjustments
6,258	TOTAL PERSONNEL SERVICES
5,221	Increase in utilities based on Town Square utility additions
2,132	Increase in liability, workers' comp, auto, and property insurance premium
3,180	Increase due to Town Square internet
<u>2,990</u>	Increase in VOM charges
13,523	TOTAL CONTRACTUAL SERVICES
<u>0</u>	TOTAL SUPPLIES & MATERIALS
<u>\$19,781</u>	Total Increase /(Decrease)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$626,495	\$744,677	\$675,269	\$738,771	(\$5,906)
Overtime	10,681	14,700	17,300	14,700	0
Benefits	<u>283,530</u>	<u>341,603</u>	<u>306,829</u>	<u>354,239</u>	<u>12,636</u>
Subtotal	923,253	1,103,518	1,001,771	1,109,776	6,258
<u>CONTRACTUAL SERVICES</u>					
Utilities	102,799	107,911	109,227	113,132	5,221
Postage	13	130	130	130	0
Professional Development	926	3,100	1,280	3,100	0
Building Expense	0	0	0	0	0
Insurance	13,176	15,020	15,020	17,152	2,132
Other Contractual Services	26,471	9,300	11,300	12,480	3,180
Park Contractual	0	12,000	12,000	12,000	0
Vehicle & Equipment	<u>356,219</u>	<u>315,984</u>	<u>338,448</u>	<u>318,974</u>	<u>2,990</u>
Subtotal	499,605	463,445	487,405	476,968	13,523
<u>SUPPLIES & MATERIALS</u>	109,236	93,325	106,125	93,325	0
GRAND TOTAL	<u>\$1,532,093</u>	<u>\$1,660,288</u>	<u>\$1,595,301</u>	<u>\$1,680,069</u>	<u>\$19,781</u>

DEPARTMENT: PUBLIC WORKS

DIVISIONS: PLANNING DIVISION & BUILDING DIVISION

GOAL:

To plan for the orderly development and redevelopment of the City, the efficient provision of municipal services and to ensure that buildings are constructed and maintained in a manner that protects the health, safety, and welfare of the community's residents.

OBJECTIVES:

- To update and implement the policy recommendations of the Comprehensive Plan.
- To provide needed data, analysis, technical and policy guidance so that policy-makers can make informed short-range and long-range community planning decisions.
- To coordinate the functions of the Janesville Area MPO; an area-wide transportation planning organization that implements federal transportation programming requirements necessary to maintain eligibility for federal highway and transit funds.
- To review plans and inspect construction for compliance with State and local building, HVAC, plumbing, energy and electrical codes, zoning ordinance and site plan requirements.
- To ensure that existing dwelling units and commercial structures are maintained in a safe and sanitary condition, in accordance with applicable codes and ordinances.
- To administer and enforce the Wisconsin Administrative Codes and City Ordinances, which guide the use and development of private property in a manner that has been determined to be beneficial to the health, safety, and welfare of the community.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Downtown; Economy; Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Divisions provide planning, building, and development services.

Planning Division

The Planning Division element provides professional services to other divisions, the City Administration, several committees, including the City Council, Plan Commission, Historic Commission, and the general public. These services include base map maintenance, socio-economic/demographic data collection and maintenance and technical support, development and maintenance of neighborhood plans and the review and updating of the zoning code and subdivision regulations. Planning Division is also involved in the Comprehensive Planning Program, which is divided into two sub-programs: the mid-range sub-program, which includes the activities of the Metropolitan Planning Organization (MPO) and other three-year to five-year planning efforts, and the long-range sub-program, which involves the development and maintenance of the City's 20-Year Comprehensive Plan.

Building Division

The Building Division element is responsible for monitoring the construction of new building structures, building alterations and other changes to existing buildings within the community, as well as administering and interpreting the zoning, signage and other development codes related to building and site development. Activities include reviewing electrical and plumbing plans for State plan approval, monitoring, and inspecting all construction, erosion control and periodically re-inspecting completed facilities for changes in use. Staff within this division also serves the Zoning Board of Appeals, Alcohol Licensing Advisory Commission and Historic Commission.

Downtown Development

The Divisions are also heavily engaged in Downtown Development activities, including working with ARISEnow, Downtown Janesville, Inc. and coordinating Downtown improvements and redevelopment initiatives.

Major Activities Undertaken in 2021:

1. Coordinated review and approval of several commercial and industrial projects, land divisions and multi-family housing developments.
2. Submitted grant requests to the Wisconsin Department of Natural Resources for funding through the 2021 Land and Water Conservation Fund and Stewardship Local Assistance Programs, and the Recreational Trails Program for development of the Fisher Creek Trail.
3. Completed biennial Parking Study for Downtown Janesville.
4. Assisted JTS with ridership shares and planning assistance for Beloit-Janesville Express.
5. Completed 2022-2027 Transportation Improvement Program, 2022 MPO Work Program, and amended the 2021-2026 Transportation Improvement Program.
6. Began process to update the City of Janesville Comprehensive Plan.
7. Completed Janesville Area 2020-2050 Long-Range Transportation Plan (LRTP).

Major Activities to be Undertaken in 2022:

1. Continued Implementation of Economic Development Strategy
2. Complete Update to City of Janesville Comprehensive Plan.
3. Implement Downtown Revitalization Strategy (ARISE).
4. Implement Neighborhood Development Strategy, Subdivision and Zoning Ordinance Updates as needed.
5. Provide on-going assistance to WisDOT for major transportation project improvements.
6. Prepare grant applications under State and Federal funding programs for Downtown Riverfront improvements and trail extensions.
7. Coordinate redevelopment activities for Centennial Industrial Park.
8. Update Sign Code.
9. Continue to promote and diversify housing and residential development activity in the community.
10. Complete Triennial Trail User Count and Survey.
11. Assist JTS in completing update to the Transit Development Plan.

2020	2021	2021	2022
Actual	Budget	Estimate	Budget

ACTIVITIES:

Building Division (#)

Construction

Complaints	60	125	75	75
Other Variances	7	9	5	6

New Residential

Permits	592	500	450	500
Inspections	1,796	1,400	1,400	1,500

Existing Residential

Permits	2,346	1,700	2,500	2,000
Inspections	1,983	2,000	2,540	2,000

New Commercial

Permits	107	70	90	90
Inspections	999	700	900	900

Existing Commercial

Permits (including all plan review)	1,165	900	1,100	1,000
Inspections	1,747	2,000	1,760	1,700

Development Services (#)

Signs

Complaints	1	3	4	3
Permits	216	200	200	200
Variances	1	2	2	2
Inspections	5	10	25	20

Site Plans/Zoning

Permits	59	70	70	70
Inspections	110	50	80	60

Total

Complaints	61	128	79	78
Permits	4,485	3,440	4,410	3,860
Variances	8	11	7	8
Inspections	6,640	6,160	6,705	6,180

Planning Division (Hours)

Administration	1,300	1,300	1,000	1,000
Planning Services	2,300	2,300	2,000	2,000
Current Planning	2,500	2,500	2,500	2,500
Comprehensive Planning	<u>3,000</u>	<u>3,000</u>	<u>3,600</u>	<u>3,600</u>
Total Hours	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Building Division	\$853,340	\$848,162	\$847,941	\$876,985
Planning Division	<u>291,508</u>	<u>330,193</u>	<u>329,045</u>	<u>338,485</u>
Total	<u>\$1,144,848</u>	<u>\$1,178,355</u>	<u>\$1,176,986</u>	<u>\$1,215,470</u>

BUDGET VARIANCES

<u>\$34,239</u>	Economic adjustments
34,239	TOTAL PERSONNEL SERVICES
<u>2,876</u>	Phone/postage/VOM increase & Structural Calculation Software Annual Fee
2,876	TOTAL CONTRACTUAL SERVICES
<u>\$37,115</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$747,949	\$784,497	\$783,695	\$808,115	\$23,618
Overtime	360	3,000	500	3,000	0
Benefits	<u>298,728</u>	<u>316,777</u>	<u>316,273</u>	<u>327,398</u>	<u>10,621</u>
Subtotal	1,047,036	1,104,274	1,100,468	1,138,513	34,239
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,848	2,450	2,387	3,300	850
Postage	3,856	3,295	3,295	3,459	164
Professional Development	5,539	9,315	8,230	9,315	0
Audit & Consulting	1,143	800	3,545	800	0
Computer Maintenance	0	0	0	1,300	1,300
Other Contractual Services	53,289	30,800	30,800	30,800	0
Vehicle & Equipment	<u>21,672</u>	<u>18,746</u>	<u>18,746</u>	<u>19,308</u>	<u>562</u>
Subtotal	88,347	65,406	67,003	68,282	2,876
<u>SUPPLIES & MATERIALS</u>					
	9,465	8,675	9,515	8,675	0
GRAND TOTAL	<u>\$1,144,848</u>	<u>\$1,178,355</u>	<u>\$1,176,986</u>	<u>\$1,215,470</u>	<u>\$37,115</u>
	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	
REVENUES:	\$882,920	\$703,350	\$914,875	\$756,375	<u>\$53,025</u>

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING SERVICES

PROGRAM: PROPERTY MAINTENANCE

GOAL:

To ensure that residential buildings and property is maintained in a manner that protects the health, safety and welfare of the community's residents.

OBJECTIVES:

- To ensure that existing dwelling units are maintained in a safe and sanitary condition, in accordance with applicable codes and ordinances.
- To administer and enforce the Wisconsin Administrative Codes and City Ordinances, which guide the use and development of private property in a manner that has been determined to be beneficial to the health, safety and welfare of the community.
- To reduce risk to public health, safety, prosperity, and general welfare.
- To reduce public and private nuisances and potential fire hazards.
- To promote neighborhood stability and occupancy by preserving the condition and appearance of properties.
- To maintain property values and assessments.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The division's highest priority is responding to health and safety issues. Each complaint requires an investigation or inspection, written report, re-inspection and follow-up. In some cases, violations may result in the issuance of a re-inspection fee, nuisance abatement, the issuance of citations, legal proceedings and/or the issuance of Raze or Repair Orders. In addition, the division is responsible for enforcing the zoning code, the vacant building ordinance as well as other city codes pertaining to the condition and use of private property.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
City Code (#)				
Housing-Related				
Violations	258	300	290	330
Inspections	870	800	1,100	950
Nuisance				
Violations	281	600	230	350
Inspections	1,001	1,300	650	1,200
Zoning				
Violations	55	100	50	100
Inspections	227	250	300	250
Total				
Violations	594	1,000	570	780
Inspections	2,098	2,350	2,050	2,400

The activity numbers are performed by two full-time Property Maintenance Specialists and a part-time Property Maintenance Specialist position. Additional pro-active inspections are reflected in the State and Federal Grants budget.

BUDGET VARIANCES

<u>9,010</u>	Economic Adjustments
9,010	TOTAL PERSONNEL SERVICES
(30)	Decrease in Phone Expenses
(540)	Decrease in Postage Expenses
<u>75</u>	Increase in State Certification Costs
(495)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
0	TOTAL CAPITAL OUTLAY
<u>\$8,515</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$158,932	\$187,233	\$138,200	\$191,632	\$4,399
Benefits	<u>76,524</u>	<u>85,372</u>	<u>70,800</u>	<u>89,983</u>	<u>4,611</u>
Subtotal	235,456	272,605	209,000	281,615	9,010
<u>CONTRACTUAL SERVICES</u>					
Utilities	225	330	230	300	(30)
Postage	1,585	1,905	1,300	1,365	(540)
Professional Development	880	540	2,315	615	75
Audit & Consulting	21,200	21,200	21,200	21,200	0
Vehicle & Equipment	<u>7,782</u>	<u>7,787</u>	<u>7,776</u>	<u>7,787</u>	<u>0</u>
Subtotal	31,672	31,762	32,821	31,267	(495)
<u>SUPPLIES & MATERIALS</u>					
	1,087	1,500	1,000	1,500	0
GRAND TOTAL					
	<u>\$268,215</u>	<u>\$305,867</u>	<u>\$242,821</u>	<u>\$314,382</u>	<u>\$8,515</u>
	2020	2021	2021	2022	
	Actual	Budget	Estimated	Budget	
REVENUES:	<u>\$ 52,700</u>	<u>\$ 65,000</u>	<u>\$ 50,000</u>	<u>\$ 75,000</u>	<u>\$ 10,000</u>

REVENUE COMMENT: This budget includes re-inspection fees that are assessed to property owners who do not comply with Orders to Correct within the compliance timeline. This fee is intended as a cost recovery item for Property Maintenance Inspection time. In addition, Vacant Building Registration Program fees are included.

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: RECREATION

GOAL:

To implement a program of services, activities and facilities that effectively provides recreational and leisure opportunities for the community that contribute to wellness and quality of life.

OBJECTIVES:

- To provide leisure opportunities for adults, youth, teens, seniors, and families to participate in activities such as organized sports, aquatics, ice skating, special events, Senior Center, enrichment, outdoor programming and instructional programming.
- To provide summer camp opportunities that introduce youth to a host of recreational activities and to assist families in finding quality daycare alternatives.
- To offer programs and teach basic and aquatic lifesaving skills, which will encourage participants to utilize existing recreational facilities provided by the City.
- To offer sports and fitness opportunities for individuals of all ages that aid in quality of life.
- To develop and facilitate programs, events and activities that will stimulate socialization, environmental awareness, encourage family participation, and community enjoyment.
- To conduct general administrative activities, including personnel management, facility management, promotion of programs and services, purchasing and budget management, public event approvals, special projects, and evaluation of operations.
- To operate activities for youth, adult, seniors, aquatics, and ice skating at a minimum 50% operating ratio overall. The 2022 budget includes an overall operating ratio goal of 60%.

RELATES TO STRATEGIC PLAN: Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Recreation Division consists of Administration, Senior Center, Ice Arena, Aquatics, Youth, and Adult Recreation Programming. Recreation provides a variety of seasonal and year-round activities and facilities for youth, adults, and seniors with an emphasis on quality of life, wellness, play, personal enrichment, instruction, education, socialization, entertainment, athletics, aquatics, and ice skating. Activities include sports leagues, sports instruction, enrichment programs, day camps, middle school recreation nights, swim lessons, hockey, figure skating, family special events, community programming, concerts, fitness, teen programming, and older adult programming. The Recreation Division also provides support for pavilion rentals, public special events and tournaments, and equipment rentals, along with general Division office management. The Recreation Division employs seven full-time professional staff supervising all facilities and programs. Staffing also includes approximately 115 part-time/seasonal employees. Activities and services take place in the schools, parks, Dawson Softball Complex, Rockport Pool, Palmer Pool, Riverside Splash Pad, Lions Beach, Ice Arena, and the Senior Center. Maintenance of these facilities is provided by the Parks and/or Tech Services Divisions and is charged to the Recreation programs/facilities. The Recreation Division actively seeks out partnerships, sponsorships, donations, and the use of shared resources.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
PERFORMANCE MEASURES:				
Senior Center				
Participants (#)	10,868	26,500	15,000	45,000
Subsidy per Participant	\$18.90	\$7.41	\$12.87	\$3.94
Operating Ratio	8.0%	26.8%	14.6%	33.1%
Adult & Family				
Participants (#)	16,538	43,000	41,000	47,000
Subsidy per Participant	\$7.05	\$1.84	\$1.73	\$1.71
Operating Ratio	25.6%	72.4%	67.5%	71.6%
Youth				
Participants (#)	3,353	18,500	6,500	20,000
Subsidy per Participant	\$44.34	\$5.65	\$17.22	\$5.12
Operating Ratio	19.3%	60.3%	44.2%	58.6%
Aquatics				
Participants (#)	7,295	54,000	39,000	55,000
Subsidy per Participant	\$9.87	\$3.28	\$4.40	\$3.27
Operating Ratio	1.3%	31.4%	19.7%	33.5%
Ice Arena				
Participants (#)	63,875	93,500	82,850	110,000
Subsidy per Participant	\$1.83	\$0.53	\$0.11	\$0.27
Operating Ratio	64.0%	86.2%	97.3%	91.9%

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Senior Center	\$223,279	\$268,355	\$226,005	\$265,462
Adult and Family Recreation	156,740	286,868	217,937	283,393
Youth	184,275	263,164	200,705	247,474
Aquatics	72,954	258,362	213,806	270,128
Ice Skating Center	<u>323,791</u>	<u>358,627</u>	<u>331,457</u>	<u>367,829</u>
Total	<u>\$961,040</u>	<u>\$1,435,376</u>	<u>\$1,189,910</u>	<u>\$1,434,286</u>

BUDGET VARIANCES

\$7,124	Attrition - positive due to change in Health Insurance
(\$4,880)	Decrease 0.53 FTE - Recreation Programming
(\$1,437)	Reduction in Aquatics Overtime
<u>8,655</u>	Economic adjustments
9,462	TOTAL PERSONNEL SERVICES
(3,440)	Decrease in utilities based on historic actuals
(2,500)	Decrease in building exp. due to historic actuals & transfer of some expense to equipment maint.
(3,128)	Decrease due to elimination of School Golf Course Subsidy; KCC pool buses, KCC 1/2 Day field trips, KCC Extra, offset by increases due to full year of SC bus trips and tennis participants
(2,000)	Decrease in concessions cost of goods based on historic actuals
1,983	Increase based on historic actuals; includes transfer of decreased building expense
<u>(17)</u>	Other
(9,102)	TOTAL CONTRACTUAL SERVICES
<u>(1,450)</u>	Decrease based on historic actuals & elimination of KCC Half Day
(1,450)	TOTAL SUPPLIES & MATERIALS
<u>(\$1,090)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$499,467	\$698,796	\$588,308	\$703,473	\$4,677
Overtime	471	6,600	2,313	5,350	(1,250)
Benefits	<u>174,958</u>	<u>201,114</u>	<u>176,679</u>	<u>207,149</u>	<u>6,035</u>
Subtotal	674,896	906,510	767,300	915,972	9,462
<u>CONTRACTUAL SERVICES</u>					
Utilities	138,658	187,857	165,484	184,417	(3,440)
Postage	1,060	2,170	1,480	1,800	(370)
Professional Development	1,586	7,405	3,963	7,719	314
Building Expense	17,611	33,800	26,913	31,300	(2,500)
Insurance	8,272	8,226	9,602	9,764	1,538
Computer Maintenance	2,364	2,256	2,432	2,376	120
Other Contractual Services	24,427	101,500	59,170	98,372	(3,128)
Concessions	80	27,000	16,000	25,000	(2,000)
Advertising	13,674	18,200	16,650	17,050	(1,150)
Licenses	2,681	7,604	6,859	7,135	(469)
Vehicle & Equipment	<u>32,429</u>	<u>41,198</u>	<u>39,477</u>	<u>43,181</u>	<u>1,983</u>
Subtotal	242,842	437,216	348,030	428,114	(9,102)
<u>SUPPLIES & MATERIALS</u>	43,302	91,650	74,580	90,200	(1,450)
GRAND TOTAL	<u>\$961,040</u>	<u>\$1,435,376</u>	<u>\$1,189,910</u>	<u>\$1,434,286</u>	<u>(\$1,090)</u>

REVENUE COMMENT:

Revenues are realized through participant fees based on program and event charges, daily admissions, season pass sales, membership fees, concessions, sponsorships, and facility rentals.

The 2022 revenue budget includes several program fee increases as outlined in the comprehensive fee review conducted in 2021. The 2022 revenue budget increases by \$36,100 from the 2021 budget. The revenue budget factors in fee increases as well as brings back most program service levels to pre-Covid levels.

The Senior Center revenue category increases by \$16,000 primarily due to returning to a full year of being open with programming after a partial year closure of the facility and various programs in 2020. Facility rental revenue increases by (\$2,000) as we look to get our rentals back to where they were pre-COVID. Other revenue, which includes concessions and meals, etc. has increased by (\$3,000) in anticipation of bringing back those services. Trip revenue has also increased by (\$8,500) due to being able to hopefully have a full year of bus trips in 2022. User fee increased by (\$2,500) due to the goal to get back to previous membership numbers. Programming revenue remains consistent as staff will continue to provide a robust programming calendar with some new revenue generators in 2022. Category includes facility rentals, trips, programming, membership fee and other.

The Adult & Family Recreation revenue category decreases by \$4,700. Permits and Equipment rental are estimated to increase slightly (\$700). Volleyball revenue is anticipated to increase due to being lowered in 2021 and hopeful more teams in 2022 (\$2,000). Adult Softball revenue is anticipated to reduce by (\$2,700) due to less teams, but includes additional team rentals for practices. Concessions revenue is reduced based off of historic actuals (\$6,000). This category includes equipment rental, permits, public event fees, vending machines, concession stands, family special events, ads in Recreation guide/brochure, pavilion rentals, adult sports leagues, and general field reservations.

The Youth revenue category decreases by \$13,700. Tot Lot increases by (\$500) due to fee increases. Kids Count Camp decreases by (\$1,700) due to a reduction in max participants for 2022 due to a re-building year for staffing. The KCC revenue does factor in a fee increase. Kids Count Camp Half Day (\$10,800) is eliminated from the budget due to logistical reasons and those wishing for the half day option can do so within KCC. Kids Count Camp Extra is also eliminated. Increases for sports due to a redistribution from partnership budget as well as anticipation of higher youth sports numbers for tennis lessons. This category includes discount attraction tickets, day camps, one day fun days, Rec Nites, partnership programs, and youth sports.

The Aquatics revenue category increases by \$9,500. Facility rental is reduced by (\$1,500) due to less swim teams at the pool after the dissolution of South-Central Swim Team. Season Pass sales is increased by (\$2,000) due to advanced sales and marketing for 2022 season. Palmer Wading Pool increases by (\$9,500) due to fee increases for daily admission and season pass. Indoor Swim decreases by (\$500) due to likely restructuring program to reduce lap swim days due to guard availability but include community swim nights. This category includes Rockport Pool admissions, private rentals, programming, season passes and swim lessons, as well as Palmer Pool admissions and season passes, and indoor lap swim daily fees and passes.

The Ice Arena revenue category increases by \$29,000. The budget includes increases in projected revenue in Public Skate (\$7,000) based off returning to a full year of public skate. Programming increases by (\$1,000) due to the likelihood of more birthday parties returning. Hockey increases by (\$19,000) due to more ice time being rented by user groups and a rate increase, which is offset by Ice Rental decreasing by (\$2,000) due to less rental time for outside groups. Figure Skating goes up by \$4,500 due to a rate increase and historical trends. Concessions is reduced by (\$500). This category includes public skate, programming, hockey, ice rentals, figure skating, concessions contract, and limited pro shop.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUE:				
Senior Center	\$17,831	\$72,000	\$33,000	\$88,000
Adult and Family Recreation	40,079	207,700	147,100	203,000
Youth	35,593	158,700	88,800	145,000
Aquatics	941	81,000	42,150	90,500
Ice Skating Center	<u>207,132</u>	<u>309,000</u>	<u>322,500</u>	<u>338,000</u>
Total	<u>\$301,575</u>	<u>\$828,400</u>	<u>\$633,550</u>	<u>\$864,500</u>

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: TRANSIT

GOAL:

To promote and provide a reliable, cost effective public transit system oriented to the needs of senior citizens, persons with disabilities, students, major employment, and business centers.

OBJECTIVES:

- To serve the greatest number of people to the greatest extent possible with available resources.
- To continually evaluate all aspects of operation in order to improve both its efficiency and effectiveness.
- To provide a preventive maintenance program that keeps 15 of 17 buses available for service at all times.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Transit program includes six elements: General Administration, Maintenance, Regular Service, Tripper Service, Paratransit Service, and Night Service.

General Administration

General Administration includes all of the activities and functions to supervise and control the operating and maintenance divisions. It also provides for the management of Federal and State Transit grants and related requirements, marketing and public information and management of capital projects.

Maintenance

Maintenance is centered on a strong preventative maintenance program designed to maximize equipment utilization and availability, preserving the City's investment in Transit vehicles and fixed facilities. This includes maintenance of the bus fleet ranging in age from 1 to 15 years, service and support vehicles, Transit Services Center, Downtown Transfer Center, passenger shelters, benches, and bus stop signs throughout the community.

Regular Service

Regular Service includes seven regular year-round routes, including the route between Janesville and Beloit; and the personnel required to operate them for 309 service days. Regular Service is budgeted to maintain current service levels.

Tripper Service

Tripper Service provides extra bus service to supplement Regular Service during hours of peak demand and serves special transportation needs that cannot be adequately addressed by Regular Service. Tripper Service operates on published schedules and is open to the public at all times. The level of service provided by this element fluctuates with demonstrated demand.

Paratransit Service

Paratransit Service meets the requirements of the Americans with Disabilities Act to provide service to individuals with disabilities who cannot utilize the fixed route bus service. JTS contracts for paratransit services.

Night Service

Night Service includes three bus routes that operate for four hours on 256 weekday evenings.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
General Administration (Hours)	9,152	9,152	9,152	9,152
Maintenance (Hours)	13,808	13,808	13,808	13,494
Regular Service				
Mileage	395,008	395,532	395,532	395,532
Hours	25,414	25,414	25,415	25,415
Ridership - Paid Fares	172,406	202,062	180,000	222,268
Ridership - Free Fares	2,204	4,270	2,400	4,500
Ridership - Transfers	55,611	67,970	58,000	71,000
Tripper Service				
Mileage	16,373	29,502	26,053	29,502
Hours	1,457	2,655	2,351	2,655
Ridership - Paid Fares	18,651	35,070	20,000	40,000
Ridership - Free Fares	10	35	15	40
Ridership - Transfers	2,699	5,180	4,000	7,000
Night Service				
Mileage	43,802	43,802	43,802	43,801
Hours	3,200	3,264	3,264	3,264
Ridership - Paid Fares	11,814	14,700	11,000	15,000
Ridership - Free Fares	69	245	100	300
Ridership - Transfers	2,549	3,010	3,100	3,565
Paratransit Service				
Hours	1,133	1,909	1,215	1,789
Ridership - Paid Fares	4,042	6,364	4,340	6,388
Total Services:				
Ridership - Paid Fares	202,871	258,196	215,340	283,656
Ridership - Free Fares	2,283	4,550	2,515	4,840
Ridership - Transfers	60,859	76,160	65,100	81,565
Ridership - Total Unlinked Passenger Trips	266,013	338,906	282,955	370,061

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
General Administration	\$889,021	\$934,192	\$905,467	\$1,002,213
Maintenance	1,058,894	1,058,343	918,569	1,083,406
Regular Service	1,257,520	1,408,933	1,348,776	1,383,501
Tripper Service	58,603	130,700	113,238	129,722
Paratransit Service	59,436	113,953	93,908	121,117
Night Service	<u>150,181</u>	<u>164,744</u>	<u>150,987</u>	<u>153,561</u>
Subtotal - Operating	3,473,655	3,810,865	3,530,945	3,873,520
Capital	<u>4,191,025</u>	<u>1,650,000</u>	<u>1,550,000</u>	<u>2,733,701</u>
Total	<u>\$7,664,680</u>	<u>\$5,460,865</u>	<u>\$5,080,945</u>	<u>\$6,607,221</u>

GENERAL FUND IMPACT:

The total Local Operating Assistance from the General Fund equals \$834,095. This is a decrease of \$117,262, or 14.06%, compared to 2021. The decrease in General Fund subsidy is made possible due to the availability of federal Coronavirus Aid, Relief, and Economic Security (CARES) Act grant funds and federal American Rescue Plan (ARP) grant funds apportioned to the Janesville Transit System (JTS) as part of the federal government's response to the COVID-19 pandemic; improved federal and state operating assistance percentages in comparison to 2021 projections; and a reduction in retiree personnel services.

BUDGET VARIANCES

(\$50,151)	Decrease in personnel services for individual changes of health insurance plans
(39,578)	Decrease in personnel services for retiree health and life insurance costs
<u>39,690</u>	Economic adjustments
(50,039)	TOTAL PERSONNEL SERVICES
12,340	Onboard data plan and utility rate adjustments
7,903	Increase in insurance premium allocations
12,023	Increase in IT licenses and computer replacements
29,520	Increase due to anticipated arbitration fees
50,997	Increase in other contractual services due to supplemental BJE sponsorship and reduced fare program offset by use of ARP funds (\$54,200); paratransit contractual per ride costs offset by paratransit agency fare (\$9,556); and paratransit revenue collected by contractor (\$17,562)
<u>392</u>	Other
113,175	TOTAL CONTRACTUAL SERVICES
(481)	Decrease in supplies and materials
(481)	TOTAL SUPPLIES AND MATERIALS
<u>\$62,655</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,523,313	\$1,770,158	\$1,674,233	\$1,804,928	\$34,770
Overtime	320,138	207,916	296,260	212,074	4,158
Benefits	759,694	833,760	720,532	744,031	(89,729)
Miscellaneous Benefits	<u>3,425</u>	<u>0</u>	<u>1,373</u>	<u>762</u>	<u>762</u>
Subtotal	2,606,570	2,811,834	2,692,398	2,761,795	(50,039)
<u>CONTRACTUAL SERVICES</u>					
Utilities	103,223	122,884	124,500	135,224	12,340
Postage	91	200	100	200	0
Professional Development	12,412	11,075	11,072	11,075	0
Audit & Consulting	16,051	17,400	17,400	46,920	29,520
Building Expense	65,602	54,474	54,474	54,474	0
Insurance	112,325	132,661	132,000	140,564	7,903
Uniform and Tool	9,482	14,978	14,913	14,978	0
Computer Services	35,875	50,965	51,000	62,988	12,023
Other Contractual Services	69,638	160,461	133,908	211,458	50,997
Recruitment/Physicals	1,103	932	300	932	0
Advertising/Promotions	17,307	19,732	10,000	19,732	0
Vehicle Oper/Maintenance	<u>42,462</u>	<u>26,983</u>	<u>28,380</u>	<u>27,375</u>	<u>392</u>
Subtotal	485,571	612,745	578,047	725,920	113,175
<u>SUPPLIES & MATERIALS</u>	<u>381,514</u>	<u>386,286</u>	<u>260,500</u>	<u>385,805</u>	<u>(481)</u>
Total Operations and Maintenance	3,473,655	3,810,865	3,530,945	3,873,520	62,655
<u>CAPITAL OUTLAY</u>	<u>4,191,025</u>	<u>1,650,000</u>	<u>1,550,000</u>	<u>2,733,701</u>	<u>1,083,701</u>
Subtotal	<u>\$7,664,680</u>	<u>\$5,460,865</u>	<u>\$5,080,945</u>	<u>\$6,607,221</u>	<u>\$1,146,356</u>
Depreciation	<u>814,807</u>	<u>850,800</u>	<u>835,000</u>	<u>997,350</u>	146,550
GRAND TOTAL	<u>\$8,479,487</u>	<u>\$6,311,665</u>	<u>\$5,915,945</u>	<u>\$7,604,571</u>	<u>\$1,292,906</u>

CAPITAL ASSISTANCE:

Federal Assistance is expected to cover \$2,533,701 of approved grant expenditures for transfer center refurbishment design and construction; purchase of two buses; contactless electronic farebox system; passenger shelter replacement; and replacement support vehicle, with the local share being \$200,000.

	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
Transfer Center Refurbishment Design/Construction (CARES Act Grant)	\$1,165,701	\$0	\$1,165,701
Replace Two Transit Buses (Approved FTA Grant)	1,000,000	200,000	800,000
Contactless Electronic Farebox System (CARES Act Grant)	400,000	0	400,000
Passenger Shelter Replacement	128,000	0	128,000
Replace Support Vehicle (CARES Act Grant)	<u>40,000</u>	<u>0</u>	<u>40,000</u>
Total	<u>\$2,733,701</u>	<u>\$200,000</u>	<u>\$2,533,701</u>

REVENUE COMMENT:

Transit System revenue is divided into three major categories: Operating Revenue, Operating Assistance and Capital Assistance. Operating Revenue is composed of passenger fares, revenue from the sale of advertising on buses and miscellaneous revenue. Operating Assistance is a combination of Federal, State and Local Operating Assistance; including payments from the governmental and private sector sponsors of the regional transit service to Beloit, WI. Capital Assistance includes Federal Capital Grants and Local Matching Funds.

OPERATING REVENUE:

Due to a fare reduction on January 1, 2018 and economic difficulties stemming from the COVID-19 pandemic, JTS does not recommend any changes to fares for 2022, except for implementing the 2022 paratransit services agency fare to mirror the annual contracted rate. Agency fare adjustments for 2021 – 2023 were approved by the Council in November 2020.

Actual paid fare ridership was 202,871 in 2020 and is projected to be 215,340 in 2021. Paid fare ridership is expected to be 283,656 in 2022 and represents a 10% increase in ridership, as JTS continues to bounce back from the ridership decreases experienced related to the COVID-19 pandemic.

The 2022 farebox revenue estimate is \$308,674. In addition to farebox revenue, the Transit System is projected to earn \$29,000 from on-bus advertising revenue, and \$15,000 in miscellaneous revenue.

A total of \$66,001 in the form of the local funding contributed by the sponsors of the Beloit-Janesville Express service is projected. In addition, the City of Beloit, City of Janesville and Rock County are each providing subsidy to the Beloit-Janesville Express as a means to continue current service levels using federal ARP funds.

The Transit System will continue to engage in those marketing and public information efforts possible within budgetary restrictions to stimulate ridership and farebox revenue to attract additional customers and increase operating revenue.

OPERATING ASSISTANCE:

During 2022, the Wisconsin Department of Transportation Operating Assistance is expected to be approximately 21.45%, a 2.45% increase of the percentage of expenses that was budgeted for award in 2021. State Operating Assistance is expected to total \$830,900, a 106,800 or 14.75% increase from the 2021 estimated state funding. This budget also includes a Paratransit Operating grant that is expected to total \$40,000.

Federal Transit Operating Assistance is expected to amount to approximately 30.13% of operating expenses, a 2.58% increase of the percentage of expenses that was budgeted for award in 2021. Total Federal Operating Assistance is expected to be \$1,167,100.

Combined state and federal assistance are expected to total 51.58% of operating expenses, a 5.03% increase of the percentage of expenses that was budgeted for award in 2020. This decrease is anticipated based upon the effects of the COVID-19 pandemic on federal and state budgets.

This budget includes CARES Act funds for operations in the amount of \$510,500. This budget also includes federal ARP funds in the amount of \$66,200 to offset the BJE subsidy (\$50,000); additional cleaning measures (\$12,000); and reduced fare token program (\$4,200). These funds do not require a local match and were awarded to Janesville Transit System as part of the federal government’s responses to the COVID-19 pandemic.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUES:				
Operating Revenue				
Fares	\$254,154	\$276,563	\$245,120	\$314,724
Advertising	24,578	29,000	29,150	29,000
Beloit-Janesville Express Sponsorship	109,648	113,945	113,945	66,001
Miscellaneous	<u>15,030</u>	<u>15,000</u>	<u>13,540</u>	<u>15,000</u>
Subtotal	403,410	434,508	401,755	424,725
Operating Assistance				
Local Assistance	890,001	951,357	699,172	834,095
State Paratransit Operations	35,723	35,000	40,018	40,000
State Assistance	866,536	724,100	724,100	830,900
Federal Operating	1,157,986	1,049,900	1,049,900	1,167,100
Federal CARES Grant	120,000	616,000	616,000	510,500
Federal ARP Grant	<u>0</u>	<u>0</u>	<u>0</u>	<u>66,200</u>
Subtotal	3,070,246	3,376,357	3,129,190	3,448,795
Capital Assistance				
Local Capital	767,284	200,000	200,000	200,000
Federal CARES Grant	0	650,000	550,000	1,605,701
Federal Capital	<u>3,423,741</u>	<u>800,000</u>	<u>800,000</u>	<u>928,000</u>
Subtotal	4,191,025	1,650,000	1,550,000	2,733,701
Total	<u>\$7,664,680</u>	<u>\$5,460,865</u>	<u>\$5,080,945</u>	<u>\$6,607,221</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: STORMWATER UTILITY

GOAL:

To provide a stormwater drainage system with adequate capacity to accommodate major storms while maintaining the quality of stormwater discharged into receiving streams and rivers.

OBJECTIVES:

- To provide routine maintenance of storm sewers, catch basins, curb & gutters, greenbelts, and detention/retention basins.
- To sweep the streets in the downtown area seven times annually and residential areas five times annually.
- To effectively manage stormwater to assure compliance with Federal and State regulations.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Stormwater Utility was adopted in 2003. It provides for the collection and conveyance of stormwater within the City through the use of public streets, catch basins, storm sewers, detention/retention basins and greenbelts. The system is comprised of over 161 miles of storm sewers, 15 miles of drainage ways (including greenbelts) and 27 detention/retention basins. The Utility serves all properties within the City and the cost of operation and maintenance is supported through user fees, which are due and payable quarterly on the Janesville Municipal Utilities Bill.

The leaf collection effort begins the first or second week in November and continues for two weeks. Accordingly, all citizens must rake their leaves to the curb prior to leaf collection. The intensive leaf collection effort is a highly visible activity, which requires a great deal of coordination and public information.

This program provides for five sweeping cycles in residential areas with the first and last cycles involving the most intensive effort. The first cycle removes the accumulated debris from the winter and the last cycle follows leaf collection. In addition, catch basins and storm sewers are cleaned routinely and repairs to the collection system are performed as needed. This program also includes maintenance and erosion control activities for the greenbelt system and detention/retention basins.

The City is required to control the quality and quantity of stormwater runoff in accordance with Federal and State requirements. Compliance with the City's erosion control ordinance will require the review and monitoring of stormwater runoff of new developments during construction. In addition, development plans are reviewed for post construction compliance with the City's Stormwater Management Ordinance.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
<u>Leaf Collection</u>				
Miles	227	227	227	227
<u>Street Sweeping</u>				
Curb (Miles)	8,262	7,200	8,200	8,000
Residential Cycles (#)	5	5	5	5
Downtown Cycles (#)	7	7	7	7
<u>Storm Sewer Maintenance</u>				
Storm Sewer Cleaning (Feet)	16,450	20,000	14,500	20,000
Catch Basin Cleaning (#)	509	700	560	700
<u>Street Weed Spraying</u>				
Lane Miles	100	150	125	150
	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Base Component				
EPA Permit Compliance	\$45,560	\$44,913	\$44,913	\$40,332
Administration	<u>563,006</u>	<u>543,596</u>	<u>543,706</u>	<u>640,733</u>
Subtotal	608,566	588,509	588,619	681,065
Operations				
Street Cleaning	612,661	591,411	638,252	620,265
Storm Sewer Maintenance	1,928,863	2,385,149	2,282,292	2,477,242
Catch Basin Maintenance*	134,648	0	0	0
Curb & Gutter Replacement	1,223,500	1,321,500	1,321,500	2,854,000
Greenbelt/Drainageway Maintenance	362,518	381,012	376,012	390,404
Flood Control/Response	<u>1,062</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	4,263,250	4,679,072	4,618,056	6,341,911
Debt Service	<u>705,482</u>	<u>572,113</u>	<u>572,113</u>	<u>579,613</u>
Total	<u>\$5,577,298</u>	<u>\$5,839,694</u>	<u>\$5,778,788</u>	<u>\$7,602,589</u>

*Starting in 2021, Catch Basin Maintenance will be included in the Storm Sewer Maintenance category.

BUDGET VARIANCES

\$91,146	Increase 1.0 FTE Erosion Control Inspector
(1,950)	Reduction 0.03 FTE Seasonal
(11,166)	Attrition
<u>24,309</u>	Economic Adjustments
102,339	TOTAL PERSONNEL SERVICES
(190)	Audit & Consulting
2,231	Increase in Insurance Premiums
221	Building Rental
39,336	Increase in Computer Maintenance due to addition of Asset Management Software
1,564,200	Increase in other contractual services for street rehab program
<u>38,258</u>	Increase in VOM usage and charges
1,644,056	TOTAL CONTRACTUAL SERVICES
9,000	TOTAL SUPPLIES & MATERIALS
<u>\$1,755,395</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$775,071	\$804,436	\$814,637	\$862,978	\$58,542
Overtime	31,651	36,200	38,426	36,200	
Benefits	<u>379,913</u>	<u>310,899</u>	<u>310,859</u>	<u>354,696</u>	<u>43,797</u>
Subtotal	1,186,635	1,151,535	1,163,922	1,253,874	102,339
<u>CONTRACTUAL SERVICES</u>					
Professional Development	0	1,050	1,050	1,050	0
Audit & Consulting	8,283	3,500	3,210	3,310	(190)
Insurance	16,368	16,507	16,507	18,738	2,231
Building Rental	13,167	14,531	14,531	14,752	221
Computer Maintenance	32,948	37,121	37,121	76,457	39,336
Other Contractual Services	2,961,490	3,350,785	3,189,285	4,914,985	1,564,200
Licenses	13,000	13,000	13,000	13,000	0
Vehicle & Equipment	<u>537,994</u>	<u>593,352</u>	<u>614,899</u>	<u>631,610</u>	<u>38,258</u>
Subtotal	3,583,249	4,029,846	3,889,603	5,673,902	1,644,056
<u>SUPPLIES & MATERIALS</u>					
	100,279	81,700	98,650	90,700	9,000
Total Operations and Maintenance	4,870,164	5,263,081	5,152,175	7,018,476	1,755,395
Principal	644,500	497,500	497,500	505,000	7,500
Interest Expense	67,716	74,613	74,613	74,613	0
Debt Issuance Expense	(6,734)	0	0	0	0
Capital	<u>1,653</u>	<u>4,500</u>	<u>54,500</u>	<u>4,500</u>	<u>0</u>
Subtotal	5,577,298	5,839,694	5,778,788	7,602,589	1,762,895
Depreciation	<u>218,769</u>	<u>285,855</u>	<u>279,620</u>	<u>357,015</u>	<u>71,160</u>
GRAND TOTAL	<u>\$5,796,067</u>	<u>\$6,125,549</u>	<u>\$6,058,408</u>	<u>\$7,959,604</u>	<u>\$1,834,055</u>

Capital Outlay includes the following which are included in the Major Capital Projects budget:

<u>G.O. NOTE/ASSESSMENTS</u>	<u>TOTAL</u>	<u>UTILITY</u>
Walnut Grove Pond & Outfall*	\$165,000	\$165,000
Subtotal G.O Note/Assessments	<u>165,000</u>	<u>165,000</u>

*Funding from Stormwater Land Division Account

OPERATING BUDGET

Curb & Gutter Replacements	2,854,000	2,854,000
Storm Sewer Cleaning & Televising	90,000	90,000
Storm Sewer Lining & Point Repairs	235,000	235,000
Storm Sewer Enhancements	50,000	50,000
Storm Structure Rehab & Replacement	1,875,000	1,875,000
Storm Sewer Construction	50,000	50,000
Subtotal Operating Budget	<u>5,154,000</u>	<u>5,154,000</u>

REVENUE COMMENT:

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate is per Equivalent Runoff Unit (ERU), which is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The annual stormwater rate was \$105.92 per ERU for 2021. The annual stormwater rate is \$139.40 per ERU for 2022. The impact of this increase on the typical residential customer will be an increase \$8.37 per quarter.

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

REVENUES:

User Fees				
Residential	\$2,200,998	\$2,169,000	\$2,169,000	\$2,871,000
Non-Residential	3,967,526	3,913,000	3,913,000	5,147,000
Non-Use Credit	(198,791)	(234,000)	(234,000)	(415,000)
Late Payment Charge	11,002	20,000	20,000	20,000
Interest Income	(3,384)	1,000	500	500
Grants	<u>762,650</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$6,740,001</u>	<u>\$5,869,000</u>	<u>\$5,868,500</u>	<u>\$7,623,500</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: WASTEWATER UTILITY

GOAL:

To provide for the safe, healthful, and sanitary collection and disposal of sewage generated by residential, commercial, and industrial sources and to protect the water quality of the Rock River.

OBJECTIVES:

- To provide for the operation and maintenance of a collection system sufficient to handle peak loads and connecting all areas within the corporate limits to the Wastewater Treatment Plant.
- To operate and maintain a Wastewater Treatment Plant capable of handling all sewage generated by the users of the System.
- To provide for the disposal of sludge produced by the treatment plant through environmentally secured methods.
- To maintain an industrial pretreatment program that will establish and monitor maximum contaminant levels in wastewater discharges from our Industrial customers.
- To maintain regular testing of all plant processes to assure smooth operations and the attainment of effluent limitations established by State regulations.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Wastewater Utility program provides for both the collection and the treatment of all sewage waste generated within the City of Janesville. In 2021, the Utility will serve 24,523 customers who support the cost of construction, maintenance and operation of the facilities through user fees, which are due and payable quarterly on a combined Janesville Municipal Utilities Bill including water, wastewater and stormwater billing along with other services. The sewer collection system has been constructed over a long period of time and includes approximately 352.12 miles of sewer mains. Sewer lines are cleaned and inspected by city staff and contractors with special emphasis given to construction projects and known problem areas. Emergency maintenance is provided in the event of sewer backups or plant operation 24 hours a day, seven days a week.

The current wastewater treatment facility was originally built in 1970 and had its first major expansion in 1986. The second major upgrade and expansion was completed in 2011 and increased its design capacity to approximately 20 million gallons per day. In this latest expansion the ability to generate electricity was included. The Plant now uses the methane created in the waste digestion process to power 5 micro turbines that create electricity that will be used to offset the purchase of power needed to operate the plant from the local power provider. Also, the methane can be further cleaned and compressed for use as CNG reducing the need to purchase fuel for vehicle operation. The Wastewater and Water Utilities have been using this CNG to operate service vehicles.

The City operates the plant according to State regulations, which establish the level of treatment required prior to discharge into the Rock River. With the issuance of the most recent operating permit, the Plant will be required to reduce the phosphorus in the effluent by April 1, 2022, this was accelerated by the DNR taking away 2 years to be complaint but we will have the improvements completed and operational by the end of 2021 so the systems can be tested and in place prior to the 2022 date. The City will also be using Water Quality Trading by constructing devices on farmlands to reduce the amount of phosphorus running off farmlands. The city will get credit for building these devices to offset any amount of Phosphorus that cannot be treated at the plant. The latest major capital improvements completed in 2011 provided systems that will allow the Plant to treat the effluent to meet the required DNR standards without major plant improvements. Several improvements will need to be made for chemical addition and monitoring to help with the phosphorus spikes we see from the distribution system. These projects will be completed in 2021. The City is required to

sample the strength of the sewage discharge continuously and maintain accurate records. A regular monitoring program has been established for certain industrial users to assure pretreatment of wastes of higher concentrations than are normally acceptable for discharge to the treatment plant. As part of the normal plant processes, approximately 61,000 gallons of biosolids (sludge) are produced daily. The biosolids are mechanically dewatered and disposed of on DNR approved agricultural land.

The Conde Street Pretreatment Lagoon is owned and operated by the City, but it was built to provide services for Seneca Foods. The facility consists of two 6 million-gallon lined earthen lagoons that are covered with a plastic membrane that traps the methane under the cover. The methane is captured, cleaned, and sold back to Seneca for use in their boiler that mixes pipeline natural gas and methane. Seneca can spray irrigate their waste from April 15th to November 30th, their wastewater enters the lagoons gets some treatment and is pumped back to Seneca for spray irrigation. During the non-spray months, the lagoons reduce the strength of the waste which comes to the treatment plant for final disposal. This helps reduce the operating cost to Seneca as well as provides a revenue source to the city.

The cleaning and televising of most of the sanitary sewer collection system will be completed primarily by city staff. The larger mains will be cleaned and televised by contractors. The cleaning of sewers is done year-round, cleaning and televising is activities that are done ahead of the street resurfacing program annually to determine if any repairs need to be made ahead of the street project. This work will be done by city staff.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Customer Accounts (#)	24,096	24,175	24,128	24,185
Collection System (Miles)	350.00	352.00	351.00	352.12
Treatment Plant Operation				
Gallons (Billion)	4.49	5.20	4.09	4.80
Suspd Solids (Pounds/Million)	6.43	7.00	6.34	7.00
BOD (Pounds/Million)	6.91	7.00	7.59	7.20
Laboratory Operations (#)				
Samples	5,755	6,319	6,195	6,389
Tests	17,348	20,658	19,604	21,089
Sludge Disposal				
Gallons (Million)	19.29	22.00	21.86	22.00

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
General Administration	\$1,175,914	\$1,053,297	\$1,057,348	\$981,692
Customer Accounts	223,642	238,352	226,514	246,294
Plant Oper/Maintenance	1,842,753	1,933,890	1,931,682	2,092,436
Laboratory Operations	255,873	261,380	246,254	254,632
Sludge Disposal	515,048	554,071	586,446	557,423
Collection Maintenance	1,737,194	1,441,342	1,330,066	1,417,760
Meter Maintenance	409,147	432,000	407,150	435,000
Pretreatment Facility	<u>76,067</u>	<u>78,357</u>	<u>67,754</u>	<u>79,339</u>
Total Operation & Maintenance	6,235,639	5,992,689	5,853,214	6,064,576
Depreciation	3,467,313	4,084,730	3,565,800	4,008,154
Interest Expense	534,383	485,642	485,642	502,329
Other Expenses	<u>29,298</u>	<u>61,000</u>	<u>61,000</u>	<u>63,000</u>
Total Expenses	10,266,633	10,624,061	9,965,656	10,638,059
Principal Payment	3,561,822	3,232,932	3,232,932	3,296,832
Capital	<u>2,033,293</u>	<u>6,361,917</u>	<u>6,361,917</u>	<u>3,296,000</u>
Grand Total	<u>\$15,861,748</u>	<u>\$20,218,910</u>	<u>\$19,560,505</u>	<u>\$17,230,891</u>

BUDGET VARIANCES

<u>(\$88,588)</u>	Elimination of 1.0 FTE Operator in the budget but not being used
(26,135)	Attrition
15,410	Increase in retiree health and life insurance costs
<u>56,479</u>	Economic Adjustments
(42,834)	TOTAL PERSONNEL SERVICES
(22,090)	Decrease in utilities due to utilizing the electricity generated by the microturbine internally instead of selling to Alliant Energy
(800)	Decrease in professional development due to less travel expenses and increased virtual trainings
(390)	Decrease in Audit & Consulting services
(2,254)	Decrease in building maintenance expenses
(10,686)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
83,381	Increase in computer services primarily for the automated metering infrastructure (AMI) system, and SCADA software upgrades to Windows 10
(100,000)	Decrease in other contractual services due to the completion of the local limits study(\$20,000), Pretreatment building upgrades(\$100,000)
5,000	Increase in Wastewater testing cost
(80,000)	Decrease sewer TV / repair due to various project completions
45,000	Increase in contractor payments to complete #4 Clarifier repairs
15,000	Increase in Landfill usage for Bio-Solids disposal
<u>7,560</u>	Increase in vehicle operating cost
(60,279)	TOTAL CONTRACTUAL SERVICES
<u>175,000</u>	Increase in supplies and materials based on historic actuals and additional chemicals for Phosphorus removal
175,000	TOTAL SUPPLIES AND MATERIALS
<u>\$71,887</u>	TOTAL INCREASE

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,783,683	\$1,884,659	\$1,818,585	\$1,841,257	(\$43,402)
Overtime	68,559	74,100	69,849	74,100	0
Benefits	707,678	754,576	730,407	755,576	1,000
Miscellaneous Benefits	<u>91,840</u>	<u>9,562</u>	<u>9,832</u>	<u>9,130</u>	(432)
Subtotal	2,651,760	2,722,897	2,628,673	2,680,063	(42,834)
<u>CONTRACTUAL SERVICES</u>					
Utilities	578,722	557,790	556,477	535,700	(22,090)
Postage	28,504	23,000	23,000	23,000	0
Professional Development	5,748	13,626	9,966	12,826	(800)
Audit & Consulting	7,100	26,900	15,900	26,510	(390)
Building Maintenance	38,614	44,897	42,397	42,643	(2,254)
Insurance	93,692	106,179	105,800	95,493	(10,686)
Computer Services	79,083	97,880	95,931	181,261	83,381
Other Contractual Services	268,623	178,500	185,500	78,500	(100,000)
Wastewater Testing	24,597	30,000	29,000	35,000	5,000
Sewer TV/Repair	1,138,020	804,805	724,805	724,805	(80,000)
Payment to Contractors	68,060	100,000	100,000	145,000	45,000
Landfill Fees	48,244	45,000	60,000	60,000	15,000
Vehicle Oper/Maintenance	293,562	277,650	269,050	285,210	7,560
Meter Expense	409,147	432,000	407,150	432,000	0
General Expenses - Pretreatment	<u>13,563</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0</u>
Subtotal	3,095,278	2,746,227	2,624,976	2,685,948	(60,279)
<u>SUPPLIES & MATERIALS</u>	<u>488,601</u>	<u>523,565</u>	<u>599,565</u>	<u>698,565</u>	<u>175,000</u>
Total Operations and Maintenance	<u>\$6,235,639</u>	<u>\$5,992,689</u>	<u>\$5,853,214</u>	<u>\$6,064,576</u>	<u>\$71,887</u>
Principal Payment	3,561,822	3,232,932	3,232,932	3,296,832	63,900
Interest on Debt	534,383	485,642	485,642	502,329	16,687
Debt Issuance Expense	(20,951)	11,000	11,000	13,000	2,000
Cost of Laterals/Merchandise	250	0	0	0	0
Service Charge	50,000	50,000	50,000	50,000	0
Capital (User Fees & Direct Pay)	<u>95,647</u>	<u>127,767</u>	<u>127,767</u>	<u>228,000</u>	<u>100,233</u>
Subtotal	10,456,790	9,900,030	9,760,555	10,154,737	254,707
Depreciation	3,467,313	4,084,730	3,565,800	4,008,154	(76,576)
Capital (Debt Funded)	1,937,646	2,584,150	2,584,150	1,900,000	(684,150)
Capital (Replacement)	<u>0</u>	<u>3,650,000</u>	<u>3,650,000</u>	<u>1,168,000</u>	<u>(2,482,000)</u>
GRAND TOTAL	<u>\$15,861,748</u>	<u>\$20,218,910</u>	<u>\$19,560,505</u>	<u>\$17,230,891</u>	<u>(\$2,988,019)</u>

Capital Outlay includes improvements to the sanitary sewer collection system, Lead water service line replacements to avoid having to remove phosphorus at the plant that could be a required addition to the water system. These projects will be funded by General Obligation Notes (\$1,900,000). Replacement of laboratory equipment, minor infrastructure and other smaller capital items will be funded through User Fees (\$13,000). Funding for the Iron Sponge Hydrogen Sulfide removal system replacement will come from the replacement fund. The Utility Cart replacement and Jetter truck replacement and tillage equipment will come from vehicle replacement funding. Funding for the Water Quality Trading program will come from user fees.

G.O. NOTE/REVENUE BONDS

Sanitary Sewer Lining & Point Repair & Grouting	\$885,000
Lead Water Service Line Replacement (Public)	750,000
Sanitary Sewer Structure Maintenance	115,000
Replace Roof at Wastewater Treatment Plant	200,000
IT Strategic Plan	50,000
GIS Asset Management Plan	25,000
DOT USH 14 - (Milton to Deerfield) Improvements	25,000
Beloit Ave. Forcemain replacement	<u>50,000</u>
Subtotal	<u>2,100,000</u>

USER FEES/REPLACEMENT FUNDS

Replacement of a Utility Cart	15,000
Jetter/Vactor Truck	428,000
Tillage equipment for bio-solids incorporation	65,000
4" flow meter and piping for the Thickened Waste	
Activated Sludge process (TWAS)	6,000
Water Quality Trading costs	150,000
Design and replace Iron Sponge vessels used for hydrogen sulfide removal from methane gas	725,000
Laboratory Equipment	5,000
Safety Equipment	<u>2,000</u>
Subtotal	<u>1,396,000</u>
Total	<u>\$3,496,000</u>

REVENUE COMMENT:

This budget does not include a rate increase for 2022. There was an average 6.06% rate increase across all classes effective January 1, 2021.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUES:				
Residential	\$7,045,880	\$7,234,200	\$7,266,800	\$7,298,500
Commercial	1,531,061	1,944,700	1,950,200	1,960,600
Industrial	442,101	636,400	615,900	610,100
Public Authority	260,389	262,800	261,000	260,700
Surcharge	387,566	418,400	418,400	420,000
Pretreat/Reserve	26,232	35,000	35,000	35,000
Forfeited	34,112	28,600	94,900	85,000
Electricity Generation	144,485	0	0	0
Conde Street Facility	99,105	112,000	112,000	100,000
Misc. Revenue	<u>190,525</u>	<u>140,000</u>	<u>140,000</u>	<u>145,000</u>
Subtotal	10,161,454	10,812,100	10,894,200	10,914,900
Interest Income	70,881	19,200	13,400	13,000
Capital Contributions	<u>185,612</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$10,417,947</u>	<u>\$10,831,300</u>	<u>\$10,907,600</u>	<u>\$10,927,900</u>
Operating Cash* 12/31	1,693,576	\$1,732,317	\$1,815,700	\$1,819,150
Debt Service Cash 12/31	1,794,436	\$1,548,002	\$1,537,396	\$1,505,209

* Operating Cash is defined as two month's of operating revenue

DEPARTMENT: PUBLIC WORKS

DIVISION: WATER UTILITY

GOAL:

To provide a high-quality potable water supply for domestic, commercial, industrial and fire protection purposes at an adequate pressure and in abundant supply to all geographic locations within the corporate limits.

OBJECTIVES:

- To provide for the operation and maintenance of wells and pumping equipment adequate to produce 32 million gallons of water per day if needed.
- To operate and maintain facilities which will assure adequate treatment and purification of all water produced each day.
- To provide for operation and maintenance of an adequate distribution system including reservoirs, mains, valves, service laterals, meters, and hydrants.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Water Utility was purchased by the City in 1915 and has been expanded continually since. It currently includes eight functioning wells capable of producing a maximum of 32 million gallons of water a day, two surface reservoirs and a water tower with a combined capacity of 14.5 million gallons, 390.14 miles of distribution mains, 24,852 meters and 2,670 fire hydrants. The entire cost of the construction, operation and maintenance is provided through user fees, which are billed to customers quarterly on a combined Janesville Municipal Utilities Bill including water, fire protection, wastewater, and stormwater along with other services. The amount of consumption is determined based on readings obtained through reading of water meters. The manually read remote devices have been replaced except for locations we do not have access. The older radio transmitting devices are now being upgraded to better transmitting devices. A new automated meter reading system has been installed and will be used to collect the meter readings providing the Utility with the ability to review hourly water usage at each meter. This information can be shared with the customer to help determine if leaks are occurring in the home.

Water production averages 9.18 million gallons a day, reaching a peak of around 12.9 million gallons during dry periods in the summer season when many customers use water outdoors for various reasons. The City has sufficient capacity to meet the normal non-peak periods with four of the eight production wells. Prior to distribution, the water supply is treated with chlorine and fluoridic acid. A regular daily testing program is conducted, which includes testing for chlorine and fluoride residuals and total coliform bacteria. The distribution system requires continual maintenance to repair leaks, maintain valves, meters, and hydrants, which are conducted routinely, and in case of emergency, coverage is provided 24 hours a day, seven days a week.

By the end of 2021 all known private side lead laterals will have been removed. The funding for this program was provided by the DNR. The city will be looking for additional grant funding to remove private side iron services that were once connected to a public side lead service. The utility will be contracting to have the remaining public side lead services removed. The plan is to have all the lead service laterals removed from the distribution system by the end of 2025.

The DNR is requiring the Utility to do a study to determine if our water quality is optimized for water pipe corrosion control. This study will be completed this year to determine the best way to optimize our system to reduce lead and copper from entering the home water system. The Utility believes the best action to optimize the corrosion control is to remove the source, lead pipes. As noted, this will be accomplished by the end of 2025. The Utility is actively seeking a variance from the EPA to allow the City to achieve optimization in this method.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Customer Accounts (#)	24,473	24,537	24,496	24,509
Pumping				
Gallons (Billion)	3.15	3.20	3.20	3.30
Water Treatment (#)				
Samples	1,100	1,100	1,100	1,100
Tests	2,400	2,400	2,400	2,400
Distribution (#)				
Main Repairs	111	125	125	125
Service Repairs	77	70	70	80
Valves Operated	1,210	1,200	1,100	1,200
Meters Tested	1,400	1,400	1,425	1,400
Hydrants Flushed	2,680	2,710	2,680	2,680

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Pumping	\$928,674	\$1,028,298	\$997,303	\$1,066,100
Water Treatment	80,947	84,821	85,695	82,964
Distribution	1,190,563	1,420,738	1,411,470	1,511,777
Customer Accounts	253,121	333,055	287,716	366,429
Administration	<u>1,188,401</u>	<u>958,169</u>	<u>939,783</u>	<u>995,380</u>
Total Operation & Maintenance	3,641,706	3,825,081	3,721,967	4,022,650
Depreciation	5,438,273	5,723,647	5,581,968	5,687,088
Taxes	1,640,974	1,719,182	1,691,737	1,798,607
Interest Expense	471,728	444,688	444,688	400,201
Other Expenses	<u>(62,170)</u>	<u>(61,554)</u>	<u>(62,171)</u>	<u>(64,053)</u>
Total Expenses	11,130,511	11,651,044	11,378,189	11,844,493
Principal Repayment	4,535,898	3,591,154	3,589,154	3,405,543
Capital	<u>5,667,193</u>	<u>5,927,315</u>	<u>5,927,315</u>	<u>5,010,041</u>
Grand Total	<u>\$21,333,602</u>	<u>\$21,169,513</u>	<u>\$20,894,658</u>	<u>\$20,260,077</u>

BUDGET VARIANCES

<u>(\$33,466)</u>	Attrition
47,100	Increase in retiree health and life insurance costs
<u>24,206</u>	Economic adjustments
37,840	TOTAL PERSONNEL SERVICES
12,195	Increase in utilities based on historic actuals and anticipated rate adjustments
1,000	Increase in estimated Postage cost
(90)	Decrease in professional development due to reduction in out-of-state travel to conferences
27,835	Increase in audit & consulting for the Utility's annual audit and Master Plan update (\$25,000)
1,672	Increase in building expenses based on historic actuals
(6,963)	Decrease in liability, workers' compensation, auto, and property insurance premium
	Increase in computer services including automated metering infrastructure (AMI) (\$12,879)
58,025	SCADA Software updates required to operate in Windows 10 environment(\$24,950)
(4,385)	Decrease as a result of completing the Water tower cleaning (\$5,200)
<u>14,558</u>	Increase in Vehicle maintenance cost
103,847	TOTAL CONTRACTUAL SERVICES
	Increase in supplies and materials for street repairs from broken water mains and Lead service replacement
<u>55,882</u>	
55,882	TOTAL SUPPLIES AND MATERIALS
<u>\$197,569</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,408,699	\$1,662,581	\$1,580,530	\$1,658,010	(\$4,571)
Overtime	110,458	106,850	113,904	106,850	0
Benefits	635,479	756,286	703,895	799,072	42,786
Miscellaneous Benefits	<u>301,729</u>	<u>8,333</u>	<u>8,517</u>	<u>7,958</u>	<u>(375)</u>
Subtotal	2,456,365	2,534,050	2,406,846	2,571,890	37,840
<u>CONTRACTUAL SERVICES</u>					
Utilities	526,228	516,700	521,929	528,895	12,195
Postage	29,889	26,300	27,300	27,300	1,000
Professional Development	6,427	11,836	8,243	11,746	(90)
Audit & Consulting	48,571	49,175	52,565	77,010	27,835
Building Expense	40,590	44,331	43,331	46,003	1,672
Insurance	70,872	77,834	77,834	70,871	(6,963)
Uniform and Tool Expense	0	1,750	1,750	1,750	0
Computer Services	86,032	108,243	109,972	166,268	58,025
Other Contractual Services	118,321	112,694	102,704	108,309	(4,385)
Other Contractual Meter Expenses	(152,753)	(172,350)	(172,050)	(172,350)	0
Vehicle & Equip. Oper/Maintenance	<u>171,959</u>	<u>202,250</u>	<u>201,750</u>	<u>216,808</u>	<u>14,558</u>
Subtotal	946,135	978,763	975,328	1,082,610	103,847
<u>SUPPLIES & MATERIALS</u>	<u>239,206</u>	<u>312,268</u>	<u>339,793</u>	<u>373,150</u>	<u>60,882</u>
Total Operations and Maintenance	<u>\$3,641,706</u>	<u>\$3,825,081</u>	<u>\$3,721,967</u>	<u>\$4,027,650</u>	<u>\$202,569</u>
Principal Repayment	4,535,898	3,591,154	3,589,154	3,405,543	(185,611)
Interest Expense	471,728	444,688	444,688	400,201	(44,487)
Debt Issuance Expense	(71,539)	(75,000)	(75,000)	(77,400)	(2,400)
Cost Merchandise & Jobbing	9,368	13,446	12,829	13,347	(99)
Taxes	1,640,974	1,719,182	1,691,737	1,798,607	79,425
Capital (User Fees & Developer Pay)	<u>4,404,857</u>	<u>4,074,773</u>	<u>4,074,773</u>	<u>3,977,041</u>	<u>(97,732)</u>
Subtotal	14,632,993	13,593,324	13,460,148	13,544,989	(48,335)
Depreciation	5,438,273	5,723,647	5,581,968	5,687,088	(36,559)
Capital (G.O. Note/Revenue Bond)	<u>1,262,336</u>	<u>1,852,542</u>	<u>1,852,542</u>	<u>1,058,121</u>	<u>(794,421)</u>
GRAND TOTAL	<u>\$21,333,602</u>	<u>\$21,169,513</u>	<u>\$20,894,658</u>	<u>\$20,290,198</u>	<u>(\$879,315)</u>

Capital Outlay includes improvements to the distribution system in conjunction with the street maintenance program, system improvements and DOT project costs as well as dump trucks and the Water Utility’s portion of software/technology projects and vehicle replacement. These projects will be funded through General Obligation Notes (\$1,033,000). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), and other smaller Utility capital items will be funded through User Fees (\$3,977,041). As a result of the Utility’s rate case being approved by the Public Service Commission (PSC) on October 16, 2019, water main replacements will now be funded through User Fees (\$3,500,000).

G.O. NOTE

Public Side Lead Service Replacements (Street Program)	\$ 175,000
Street Program Hydrant Replacements	293,000
Water Valve & Structure Rehabilitation/Replacement	125,000
Reconstruction USH-14 Milton to Deerfield	25,000
Replace 2002 Single wheel dump truck #3920	160,000
Replace 2000 Single wheel dump truck #3929	180,000
IT Strategic Plan 2022	50,000
Maintain GIS Asset Management Plan	25,000
Subtotal	<u>\$ 1,033,000</u>

USER FEES/CONTIBUTIONS

Water Main Replacements	\$ 3,500,000
Network Computers	7,041
Meter Replacements	395,000
Hydrant Replacements	70,000
Excavation Safety Equipment	5,000
Subtotal	<u>\$ 3,977,041</u>
Total	<u>\$ 5,010,041</u>

REVENUE COMMENT:

This budget includes a 3% Simplified Rate Case increase effective June 1, 2022. This inflationary rate increase is necessary to maintain the financial condition of the Water Utility. The impact of this increase for the average residential customer is \$2.79 per quarter.

A financial indicator used to determine the sufficiency of the Utility's net operating income is the rate of return on investment. The rate of return was 7.65% in 2020 and is estimated to be 5.65% in 2021. The rate of return is projected to be 4.92% for 2022.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUES:				
Residential	\$6,409,611	\$6,060,800	\$6,092,400	\$6,162,500
Multi Family Residential	571,311	520,500	569,200	544,600
Commercial	1,904,363	1,796,400	1,848,700	1,872,500
Industrial	2,938,987	2,520,500	2,747,500	2,816,000
Public Authority	347,276	385,400	336,400	362,000
Private Fire Protection	79,534	83,940	81,300	82,350
Public Fire Protection	1,567,471	1,309,300	1,512,300	1,518,400
Forfeited	31,425	65,000	68,000	72,000
Equipment Rental	10,546	27,000	30,000	27,000
Merchandise & Jobbing	23,724	23,000	23,000	23,000
Miscellaneous Revenue	<u>91,177</u>	<u>83,775</u>	<u>90,900</u>	<u>83,775</u>
Subtotal	13,975,425	12,875,615	13,399,700	13,564,125
Interest Income	(1,220)	1,000	1,000	1,000
Capital Contributions	<u>264,797</u>	<u>0</u>	<u>80,000</u>	<u>0</u>
Total	<u>\$14,239,002</u>	<u>\$12,876,615</u>	<u>\$13,480,700</u>	<u>\$13,565,125</u>
Rate of Return	7.65%	4.06%	5.65%	4.92%
Operating Cash 12/31	(\$714,794)	(\$1,403,888)	(\$694,242)	(\$669,106)
Debt Service Cash 12/31	\$0	\$0	\$0	\$0

DEPARTMENT: PUBLIC WORKS

DIVISION: PARKS

PROGRAM: GOLF COURSES

GOAL:

To provide facilities and programs to meet the varied golfing needs of the community.

OBJECTIVES:

- To ensure that golfing opportunities are afforded to Janesville residents as efficiently and effectively as possible and at minimal cost to the local taxpayer.
- To ensure that the City's substantial investment in the golf courses is protected through proper maintenance of the grounds and facilities.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The City owns two municipal golf courses: Riverside (18 holes) and Blackhawk (9 holes). The City began leasing its golf courses in 1982. In 2011, the City began a new contract with KemperSports. As owner of the courses, the City pays all of the operational and maintenance costs for the facility and the City receives all of the revenue. KemperSports receives a monthly golf course management fee.

The golf courses traditionally open the first week in April and close the last week in November.

	2020	2021	2021	2022
	Actual	Budget	Estimate	Budget

ACTIVITIES:

Workload Measures (#)

Rounds Played

Riverside	27,419	26,801	30,518	28,908
Blackhawk	<u>20,029</u>	<u>16,460</u>	<u>21,133</u>	<u>18,994</u>
Total Rounds Played	47,448	43,261	51,651	47,902

Efficiency Measures

Cost Per Round

Riverside	\$37.36	\$30.92	\$30.95	\$31.56
Blackhawk	\$7.01	\$18.82	\$16.24	\$18.82

Revenue Per 9 Hole Round

Riverside	\$13.99	\$17.47	\$13.75	\$14.37
Blackhawk	\$5.11	\$6.27	\$5.61	\$5.59

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Riverside Golf Course	\$1,024,472	\$828,611	\$944,615	\$912,293
Blackhawk Golf Course	<u>140,431</u>	<u>309,755</u>	<u>343,113</u>	<u>357,531</u>
Total	<u>\$1,164,903</u>	<u>\$1,138,366</u>	<u>\$1,287,728</u>	<u>\$1,269,824</u>

BUDGET VARIANCES

<u>\$135</u>	Economic adjustments
135	TOTAL PERSONNEL SERVICES
129,433	Increase in KemperSports' operating budget
<u>2,760</u>	Contractual Services
132,193	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(870)</u>	Decrease in the golf cart debt service payment
(870)	TOTAL TRANSFERS
<u>\$131,458</u>	TOTAL INCREASE / (DECREASE)

**REQUIRED
RESOURCES**

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$8,686	\$2,663	\$2,663	\$2,743	\$80
Benefits	<u>4,143</u>	<u>1,743</u>	<u>1,743</u>	<u>1,798</u>	<u>55</u>
Subtotal	12,829	4,406	4,406	4,541	135
<u>CONTRACTUAL SERVICES</u>					
Utilities	5,280	3,350	3,493	3,689	339
Insurance	1,926	1,994	1,994	2,315	321
Computer Maintenance	775	2,500	4,600	4,600	2,100
Building Expense	3,191	0	0	0	
Other Contractual Services	1,079,305	1,072,246	1,219,365	1,201,679	129,433
Vehicle & Equipment	<u>5,407</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>
Subtotal	1,095,884	1,082,590	1,231,952	1,214,783	132,193
<u>SUPPLIES & MATERIALS</u>	3,690	0	0	0	0
<u>TRANSFERS</u>	<u>52,500</u>	<u>51,370</u>	<u>51,370</u>	<u>50,500</u>	<u>(870)</u>
GRAND TOTAL	<u>\$1,164,903</u>	<u>\$1,138,366</u>	<u>\$1,287,728</u>	<u>\$1,269,824</u>	<u>\$131,458</u>
	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	
<u>REVENUE:</u>	\$1,237,447	\$1,148,137	\$1,343,903	\$1,284,992	<u>\$136,855</u>

REVENUE COMMENT:

Revenue projections were provided by KemperSports. Minimal fee increases are included for 2022.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
RECEIPTS:				
Green Fees	\$647,106	\$581,281	\$707,823	\$674,785
Cart Rentals	257,456	263,914	292,373	281,562
Beer/Food/Beverages	208,143	188,916	210,786	205,754
Pro Shop	113,275	105,566	123,729	115,491
Range	6,729	7,260	7,937	7,400
Miscellaneous	<u>4,738</u>	<u>1,200</u>	<u>1,255</u>	<u>0</u>
Total from Operations	<u>\$1,237,447</u>	<u>\$1,148,137</u>	<u>\$1,343,903</u>	<u>\$1,284,992</u>
Total Riverside	<u>\$906,390</u>	<u>\$840,571</u>	<u>\$958,641</u>	<u>\$929,027</u>
Total Blackhawk	<u>\$331,057</u>	<u>\$307,566</u>	<u>\$385,262</u>	<u>\$355,965</u>

FUND BALANCE:

The Golf Course Special Revenue Fund has estimated fund balances as follows.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
FUND BALANCE:				
Beginning Balance at January 1	(\$97,980)	(\$74,866)	(\$25,436)	\$30,739
Revenue	1,237,447	1,148,137	1,343,903	1,284,992
Expense	<u>1,164,903</u>	<u>1,138,366</u>	<u>1,287,728</u>	<u>1,269,824</u>
Total Fund Balance at December 31	<u>(\$25,436)</u>	<u>(\$65,095)</u>	<u>\$30,739</u>	<u>\$45,907</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: PARKS

PROGRAM: OAK HILL CEMETERY

GOAL:

To provide a beautiful, quiet place, sacredly devoted to the interment and repose of the deceased.

OBJECTIVES:

- To provide a full range of cemetery services for the City.
- To provide prompt and accurate information to individuals.
- To provide the community with an attractive, consistently well-maintained cemetery.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

PROGRAM ACTIVITY STATEMENT:

The cemetery grounds cover approximately 85 acres, containing about 24,000 graves, half of total capacity, and roughly 13 miles of paved roadway. The cemetery grounds contain four buildings: a chapel, an office building, and two buildings used for equipment storage and maintenance operations. This budget includes funds for administration and building and grounds maintenance.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
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ACTIVITIES:

Number of Burials (includes cremations)	110	105	101	104
Number of Lot Sales	110	73	64	72

BUDGET VARIANCES

<u>\$9,580</u>	Economic adjustments
9,580	TOTAL PERSONNEL SERVICES
487	Increase in utilities based on anticipated rate increases
(499)	Decrease in Insurance premiums
<u>2,745</u>	Increase in vehicle and equipment rates
2,733	TOTAL CONTRACTUAL SERVICES
(2,000)	TOTAL SUPPLIES & MATERIALS
<u>\$10,313</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$93,126	\$85,293	\$99,655	\$93,375	\$8,082
Overtime	1,888	4,100	1,300	4,100	0
Benefits	<u>35,000</u>	<u>27,890</u>	<u>31,771</u>	<u>29,388</u>	<u>1,498</u>
Subtotal	130,015	117,283	132,726	126,863	9,580
CONTRACTUAL SERVICES					
Utilities	18,811	17,432	17,432	17,919	487
Postage	6	50	25	50	0
Building Expense	(1,962)	1,000	500	1,000	0
Insurance	4,592	4,592	4,592	4,093	(499)
Other Contractual Services	853	960	750	960	0
Advertising	0	500	250	500	0
Vehicle & Equipment	<u>56,830</u>	<u>51,349</u>	<u>52,421</u>	<u>54,094</u>	<u>2,745</u>
Subtotal	79,130	75,883	75,970	78,616	2,733
SUPPLIES & MATERIALS	14,182	13,200	6,700	11,200	(2,000)
GRAND TOTAL	<u>\$223,327</u>	<u>\$206,366</u>	<u>\$215,396</u>	<u>\$216,679</u>	<u>\$10,313</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUE:				
Burials	\$140,115	\$114,500	\$117,000	\$120,000
Grave Sales	<u>110,340</u>	<u>76,000</u>	<u>82,000</u>	<u>78,000</u>
Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Transfer - Genera	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$250,455</u>	<u>\$190,500</u>	<u>\$199,000</u>	<u>\$198,000</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$98,297	\$92,698	\$125,425	\$109,029
Add: Revenue	250,455	190,500	199,000	198,000
Less: Expense	<u>223,327</u>	<u>206,366</u>	<u>215,396</u>	<u>216,679</u>
Total Fund Balance at December 31	<u>\$125,425</u>	<u>\$76,832</u>	<u>\$109,029</u>	<u>\$90,350</u>

DEPARTMENT: HEDBERG PUBLIC LIBRARY

GOAL:

To provide efficient, high-quality, convenient library service to all residents of the City of Janesville.

OBJECTIVES:

- To instill a love of reading and learning in all residents, especially children.
- To provide a space for the community to gather, collaborate, innovate and cultivate ideas.
- To inform people of the materials and services Hedberg Public Library offers to library patrons, to instruct patrons in how to use these resources, and to actively encourage the use of these materials and services.
- To provide access to tools and technology that facilitate learning and exploration.
- To assist elementary and secondary students with information, materials and services that support their formal education assignments and interests.
- To provide prompt and accurate information to individuals, groups, businesses and government.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The library provides books, periodicals, audiovisual materials and other items on a broad range of subjects to loan to the public. In addition to materials that circulate, the library owns and has access to a great deal of information that patrons can utilize directly or with assistance from library in-house staff. Much of this information is available in electronic format. The Hedberg Public Library Strategic Plan emphasizes our services, the need to create effective partnerships, and the need to communicate the mission and value of the library. In addition, we are meeting our strategic goals in the following ways:

- Assisting individuals and local businesses by answering a wide variety of questions.
- Offering a variety of children's and adult programs that provide information and promote reading at all levels.
- Providing community engagement, such as cooperating with other agencies to meet their information needs, and the delivery of materials to nursing homes and homebound individuals.
- Working with local businesses and non-profit groups to provide programs and services that benefit the community.
- A commitment to being a place in which the public can stay informed not only about library services but about city/local services.
- Offering electronic resources for patrons, including titles through Overdrive, Hoopla and Kanopy.
- Public Service Librarians are embedded in the community, visiting with health-related organizations, businesses, non-profits, government and educational institutions and informing those organizations about our resources and how we can help.

At the beginning of 2020 the library had completed its Transformation project, a renovation project that covered much of the main floor of the library. The library returned to normal operating procedures but that changed due to the pandemic. Upon re-opening to the public on June 1 the library began service to patrons from 9am to 5pm, Monday through Saturday (no late nights, no Sunday hours). For 2022 the library will be open Monday through Thursday, 9am to 8pm, and on Friday/Saturday 9am to 5pm.

The library operates the HPL Express Branch at Uptown Janesville, hours of operation are 10 am to 4pm, Monday through Saturday. The space is rent free while the library covers the cost of utilities. The library continues to operate a bookmobile that will be used throughout the year, attending events or providing library services to the neighborhoods. The library has an active Friends of the Library 501(c)(3) organization which operates The Ground Floor coffee-shop and provides monetary support to the library.

The Hedberg Public Library is frequently visited by people who live in townships surrounding the Janesville community. Revenue received from Rock County is formula-driven based on this circulation from township residents and in 2020, 20.15% of the circulation of materials was to township residents.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Circulation of Materials	409,778	480,000	450,000	480,000
Electronic Circulation, Database Usage	114,045	150,000	117,000	125,000
Total Physical Attendance	127,266	150,000	145,000	150,000
Volunteer Hours	2,458	2,500	3,450	3,500
Programs, Group Visits, Classes, Etc.	660	350	620	625
Participants in All Group Contacts	9,613	15,000	17,000	17,500

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Administration	\$594,143	\$703,422	\$671,339	\$707,624
Programming and Outreach	156,925	167,960	167,636	203,974
Operations	387,165	448,057	437,070	543,844
Public Services	1,006,996	959,892	939,200	1,034,301
Computer Systems	307,689	299,967	299,966	299,566
Technical Services	745,341	828,710	821,259	842,675
Youth Services	<u>492,277</u>	<u>523,353</u>	<u>498,647</u>	<u>454,012</u>
Operations Subtotal	3,690,536	3,931,361	3,835,117	4,085,996
Transfer to Library Capital Fund	257,043	0	23,272	0
Debt Service	<u>128,161</u>	<u>208,397</u>	<u>185,125</u>	<u>242,956</u>
Total	<u>\$4,075,739</u>	<u>\$4,139,758</u>	<u>\$4,043,514</u>	<u>\$4,328,952</u>

BUDGET VARIANCES

\$28,823	Economic adjustments, reduction of .7 FTE in staffing
<u>15,229</u>	Economic adjustments
44,052	TOTAL PERSONNEL SERVICES
12,027	Increase in utilities due to expected rate increases
(1,000)	Lower mailing costs
(1,270)	Decrease in professional development, more virtual attendance, no out of state conferences
1,740	Increase in audit & consulting for computer services
1,900	Increase in Building Maintenance costs
(5,665)	Decrease in shared automation costs/SHARE/ALS
3,060	Increase in other contractual services
2,000	Additional marketing efforts through the Gazette, billboards
<u>2,235</u>	Increase in equipment maintenance costs
15,027	TOTAL CONTRACTUAL SERVICES
<u>(5,205)</u>	Decrease in Supplies and Materials
<u>34,559</u>	Increase in Hedberg Public Library's Debt Service payment
<u>100,761</u>	Capital Improvement projects at the library
<u>\$189,194</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,243,040	\$2,343,106	\$2,276,955	\$2,371,929	\$28,823
Benefits	<u>617,811</u>	<u>655,118</u>	<u>653,654</u>	<u>656,347</u>	<u>15,229</u>
Subtotal	2,860,852	2,998,224	2,930,609	3,042,276	44,052
<u>CONTRACTUAL SERVICES</u>					
Utilities	104,575	105,141	105,601	117,168	12,027
Postage	1,057	2,000	1,000	1,000	(1,000)
Professional Development	10,554	17,851	11,748	16,581	(1,270)
Audit & Consulting	12,097	6,500	6,500	8,240	1,740
Building Expenses	36,370	58,320	52,488	60,220	1,900
Insurance	32,436	36,024	36,024	36,024	0
Computer Maintenance	135,524	142,823	142,823	137,158	(5,665)
Other Contractual Services	20,037	33,724	33,580	36,784	3,060
Advertising	1,773	2,500	3,500	4,500	2,000
Vehicle & Equipment	<u>73,080</u>	<u>63,903</u>	<u>65,023</u>	<u>66,138</u>	<u>2,235</u>
Subtotal	427,504	468,786	458,287	483,813	15,027
<u>SUPPLIES & MATERIALS</u>	32,235	54,850	46,510	49,645	(5,205)
<u>TRANSFERS</u>	<u>385,204</u>	<u>208,397</u>	<u>208,397</u>	<u>242,956</u>	<u>34,559</u>
<u>CAPITAL OUTLAY</u>	<u>369,943</u>	<u>409,501</u>	<u>399,711</u>	<u>510,262</u>	<u>100,761</u>
GRAND TOTAL	<u>\$4,075,738</u>	<u>\$4,139,758</u>	<u>\$4,043,514</u>	<u>\$4,328,952</u>	<u>\$189,194</u>

REVENUE COMMENT:

The Operations Tax Levy will remain the same, while County revenue will increase \$24,227. The Debt Service Levy increases by \$34,559 due to previous borrowing for library capital improvement projects (roof, renovation, HVAC). The library will use \$100,000 from Applied Fund Balance to cover architectural design costs for an upcoming project in the Youth Services area of the library (ceiling, tile, etc.) and carpet replacement in Administration.

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

REVENUES:

Tax Levy:

Operations	\$3,396,571	\$3,338,345	\$3,361,617	\$3,302,504
Debt Service	<u>126,899</u>	<u>208,397</u>	<u>185,125</u>	<u>242,956</u>
Subtotal	3,523,470	3,546,742	3,546,742	3,545,460
Applied Fund Balance	0	0	0	100,000
State Exempt Computer Aid	20,546	20,545	20,545	20,545
Fines & Fees	25,552	40,000	24,300	25,000
Rock County & Non-Resident	486,913	499,539	499,539	523,766
Arrowhead Library System	40,000	40,000	40,000	40,000
Miscellaneous	<u>33,170</u>	<u>38,600</u>	<u>38,070</u>	<u>38,340</u>
Total	<u>\$4,129,651</u>	<u>\$4,185,426</u>	<u>\$4,169,196</u>	<u>\$4,293,111</u>

2020	2020	2021	2022
Actual	Budget	Estimated	Budget

FUND BALANCE:

Undesignated Beginning Balance at January 1	\$537,455	\$608,872	\$591,367	\$717,049
Add: Revenue (Without Applied Fund Balance)	4,129,651	4,185,426	4,169,196	4,193,111
Less: Expenses	<u>4,075,739</u>	<u>4,139,758</u>	<u>4,043,514</u>	<u>4,328,952</u>
Total Fund Balance at December 31	<u>\$591,367</u>	<u>\$654,540</u>	<u>\$717,049</u>	<u>\$581,208</u>

DEPARTMENT: HEDBERG PUBLIC LIBRARY

DIVISION: PUBLIC ACCESS CABLE TELEVISION (JATV)

GOAL:

To provide a forum on cable television and digital media for individuals and groups to express their views, share and promote events and information, and provide entertainment.

OBJECTIVES:

- To promote use of public access television through printed materials, the media (including JATV), social and digital media and speaking engagements.
- To provide training for producers/volunteers on equipment.
- To provide for the loan of equipment to the public for production of access programs.
- To build community involvement in providing a wide variety of quality programs.
- To educate the community about public access television to increase viewership.
- To present city council meetings, study sessions and other municipal activities or events.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Image & Engagement

PROGRAM ACTIVITY STATEMENT:

Janesville Access Television (JATV) is a public access television station that provides Janesville residents with an opportunity to share local events with the community. JATV may utilize volunteers to create, tape, and produce a wide variety of programs. The staff of JATV provides free introductory training to citizens wishing to contribute to program development.

The specific activities of JATV involve overseeing the production of existing programs, encouraging the development of new programs, developing the weekly program schedule, training volunteers, and promoting the public access channel to the community. JATV is responsible for purchasing equipment, overseeing the use of equipment, and daily operations of the station. JATV also broadcasts the City Council meetings, special meetings of the council, and various other city informational programs.

JATV is primarily funded through the AT&T U-Verse and Charter Communication’s franchise fee for operations, collected in accordance with the Franchise Agreement between the State of Wisconsin, AT&T and Charter Communications. Additional funding is provided through grants, donations, and sales of DVD’s.

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Programming Hours Broadcast Total

JATV Produced	4,182	4,000	4,013	4,000
Locally Produced	854	716	969	850
Imported Content	1,650	1,900	1,640	1,650
City of Janesville/Government	854	850	792	850
PSA & Community Calendar	1,244	1,318	1,274	1,275
Videos uploaded for Internet Viewing	197	200	200	200
Number of online YouTube views	92,960	110,000	72,152	100,000
Number of online Granicus views	175,391	160,000	67,460	160,000
Total number of online views	268,351	270,000	139,612	270,000

BUDGET VARIANCES

\$5,228 Economic adjustments
 5,228 TOTAL PERSONNEL SERVICES

(48,815) One time allotment of \$50,000 for Capital projects in 2021, not necessary in 2022
 (48,815) TOTAL CAPITAL OUTLAY

(\$43,587) TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$130,708	\$158,010	\$145,156	\$162,462	\$4,452
Benefits	<u>26,305</u>	<u>29,095</u>	<u>29,095</u>	<u>29,871</u>	<u>776</u>
Subtotal	157,013	187,105	174,251	192,333	5,228
CONTRACTUAL SERVICES					
Postage	67	100	0	100	0
Professional Development	860	970	970	970	0
Insurance	1,000	1,000	1,000	1,000	0
Advertising	958	957	957	957	0
Vehicle & Equipment	<u>0</u>	<u>2,620</u>	<u>1,395</u>	<u>2,620</u>	<u>0</u>
Subtotal	2,885	5,647	4,322	5,647	0
SUPPLIES & MATERIALS					
	3,080	2,100	2,300	2,100	0
Total Operations and Maintenance	162,978	194,852	180,873	200,080	<u>5,228</u>
CAPITAL OUTLAY					
	<u>12,843</u>	<u>58,000</u>	<u>46,000</u>	<u>9,185</u>	<u>(48,815)</u>
GRAND TOTAL	<u>\$175,821</u>	<u>\$252,852</u>	<u>\$226,873</u>	<u>\$209,265</u>	<u>(\$43,587)</u>

REVENUE COMMENT:

JATV receives a percentage of the franchise fee that Charter and AT&T pay to the City for its operations. Additional funding for JATV comes from state aid, the sale of DVD's, and some grants/gifts.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUES:				
Operating Funds	\$151,831	\$137,711	\$127,108	\$137,711
State Aid - Cable TV Fee Reimbursement	17,157	34,428	34,428	34,428
Tape Sales/Fees	2,244	100	1,200	100
Grants & Gifts	<u>300</u>	<u>200</u>	<u>525</u>	<u>200</u>
Total	<u>\$171,532</u>	<u>\$172,439</u>	<u>\$163,261</u>	<u>\$172,439</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$262,890	\$256,736	\$258,600	\$194,988
Add: Revenue	171,532	172,439	163,261	172,439
Less: Expenses	<u>175,822</u>	<u>252,852</u>	<u>226,873</u>	<u>209,265</u>
Total Fund Balance at December 31	<u>\$258,600</u>	<u>\$176,323</u>	<u>\$194,988</u>	<u>\$158,162</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: JANESVILLE INNOVATION CENTER (JIC)

GOAL:

- Promote entrepreneurial activities within Janesville and Rock County
- Create additional small businesses within the community
- Create additional employment opportunities with growth of small businesses
- Grow small businesses graduation to larger spaces within the City of Janesville

OBJECTIVES:

- Increase the awareness of entrepreneurial activities within Janesville and Rock County
- Provide education, coaching and mentoring for these startup businesses
- Provide business appropriate space for startup industrial and professional service companies
- Develop an entrepreneurial support network to encourage the formation of new business enterprises and to help them survive and further grow

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Economy; Partnerships

PROGRAM ACTIVITY STATEMENT:

The Janesville Innovation Center is a business incubator that was developed by the City of Janesville and is managed and operated under a master lease by Janesville Innovation Center, Inc. The corporation was created by the City of Janesville as a standalone, not for profit 501(c)(3) to operate and manage the facility by providing an opportunity to smaller, locally owned entrepreneurs to be nurtured through their formative years. The building provides smaller scale office and industrial space for these fledgling companies and through the operations manager and members of the Board; they are provided coaching, education, training and mentoring.

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Operations and Management (Hours)	222	274	240	195
Property Management (Hours)	34	40	30	30
Business Coaching (Hours)	368	240	190	220
Business Contacts (#)	80	80	60	40
New JIC Businesses (#)	3	4	5	2
Graduated JIC Businesses (#)	3	2	1	1

	2020	2021	2021	2022
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Operations	\$141,502	\$134,553	\$147,893	\$146,036
Entrepreneurial BD Program	<u>55,742</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total	<u>\$197,244</u>	<u>\$144,553</u>	<u>\$157,893</u>	<u>\$156,036</u>

BUDGET VARIANCES

<u>\$152</u>	Economic adjustments
152	TOTAL PERSONNEL SERVICES
18,750	Increase in telephone expense that previous tenant was covering
(13,920)	Decrease in utilities due to additional occupancy
(300)	Decrease in Audit Expenses
(400)	Decrease in building expense due to connecting to City Fiber
100	Increase in insurance premium for the JIC Board
(1,460)	Decrease in other contractual services for property management based on historic actuals
<u>8,400</u>	Increase in advertising to market vacant JIC spaces
11,170	TOTAL CONTRACTUAL SERVICES
161	TOTAL SUPPLIES & MATERIALS
0	TOTAL TRANSFERS
0	TOTAL CAPITAL OUTLAY
<u>\$11,483</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$3,684	\$4,065	\$5,890	\$4,209	\$144
Overtime	0	0	0	0	0
Benefits	<u>1,035</u>	<u>623</u>	<u>607</u>	<u>631</u>	<u>8</u>
Subtotal	4,719	4,688	6,497	4,840	152
CONTRACTUAL SERVICES					
Utilities	57,008	43,350	54,260	48,180	4,830
Audit & Consulting	1,300	1,500	1,200	1,200	(300)
Building Expenses	215	1,600	1,100	1,200	(400)
Insurance	3,541	3,500	3,500	3,600	100
Other Contractual Services	95,076	58,360	55,500	56,900	(1,460)
Advertising	13,757	3,600	6,000	12,000	8,400
Revolving Loan Program	3,851	9,636	9,636	9,636	0
Vehicle & Equipment	<u>1,080</u>	<u>1,719</u>	<u>1,700</u>	<u>1,719</u>	<u>0</u>
Subtotal	175,828	123,265	132,896	134,435	11,170
SUPPLIES & MATERIALS	2,727	6,600	8,500	6,761	161
TRANSFERS	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
GRAND TOTAL	<u>\$197,244</u>	<u>\$144,553</u>	<u>\$157,893</u>	<u>\$156,036</u>	<u>\$11,483</u>

REVENUE COMMENT:

Revenue for the Innovation Center is projected to be higher in 2022 as recent tenant activity is resulting in higher occupancy, including the manufacturing bays which have the highest rent generation. The higher occupancy is projected through August but likely will remain through the entire 2022 year.

2020 Actual	2021 Budget	2021 Estimated	2022 Budget
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REVENUES:

Rental Income	\$100,154	\$90,696	\$90,696	\$151,397
Miscellaneous	4,000	0	4,000	0
Entrepreneurial BD Program - Miscellaneous	36,000	0	0	0
Entrepreneurial BD Program - Donations	8,000	0	0	0
Entrepreneurial BD Program - Transfer In	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total	<u>\$158,154</u>	<u>\$100,696</u>	<u>\$104,696</u>	<u>\$161,397</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
FUND BALANCE:				
Undesignated Beginning Balance at January 1	\$22,065	\$6,758	(\$17,025)	(\$70,222)
Add: Revenue (Without Applied Fund Balance)	158,154	100,696	104,696	161,397
Less: Expenses	<u>197,244</u>	<u>144,553</u>	<u>157,893</u>	<u>156,036</u>
Total Fund Balance at December 31	<u>(\$17,025)</u>	<u>(\$37,099)</u>	<u>(\$70,222)</u>	<u>(\$64,861)</u>

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING SERVICES

PROGRAM: RENT ASSISTANCE

GOAL:

To assist extremely low-income and very low-income households, including elderly and handicapped individuals, in obtaining affordable, decent, safe, and sanitary housing.

OBJECTIVES:

- To provide monthly rental housing assistance to extremely low and very low-income households.
- To ensure housing is maintained in a decent, safe, and sanitary condition.
- To carry out a variety of programs to promote fair housing.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Housing Choice Voucher (HCV) Rent Assistance program is a locally administered program funded by the U.S. Department of Housing and Urban Development, which pays a portion of the monthly rent and utilities for eligible low-income households.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
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ACTIVITIES:

Households Assisted (monthly average)	493	466	463	500
HQS Inspections	424	600	450	500

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
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ELEMENT COST:

Administration	324,359	380,716	379,635	427,202
Rent Assistance	2,862,088	2,952,000	2,731,000	3,080,000
Depreciation Expense	<u>2,806</u>	<u>2,806</u>	<u>2,806</u>	<u>2,166</u>
Total	<u>\$3,189,253</u>	<u>\$3,335,522</u>	<u>\$3,113,441</u>	<u>\$3,509,368</u>

BUDGET VARIANCES

(\$1,688)	Attrition
<u>6,491</u>	Economic adjustments
4,803	TOTAL PERSONNEL SERVICES
8,474	Increase in annual software contract and hosting fees
12,704	Increased housing payments for VASH clients
128,000	Increase in housing payments
<u>1,694</u>	Other
150,872	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
18,811	TOTAL CAPITAL OUTLAY
(640)	TOTAL DEPRECIATION
<u>\$173,846</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$171,352	\$208,017	\$188,952	\$213,519	\$5,502
Overtime	0	0	5,000	0	0
Benefits	<u>67,968</u>	<u>82,602</u>	<u>72,817</u>	<u>81,903</u>	<u>(699)</u>
Subtotal	239,320	290,619	266,769	295,422	4,803
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,454	1,400	1,450	1,450	50
Postage	2,872	3,000	3,000	3,150	150
Professional Development	2,432	1,507	4,878	2,927	1,420
Audit & Consulting	6,719	6,700	6,120	6,310	(390)
Building Expense	5,456	5,615	5,615	5,875	260
Insurance	2,054	2,320	2,320	2,524	204
Computer Maintenance	11,003	14,150	23,200	22,624	8,474
Other Contractual Services	51,079	51,106	62,600	63,810	12,704
Housing Payments	2,862,088	2,952,000	2,731,000	3,080,000	128,000
Advertising	427	740	450	740	0
Vehicle & Equipment	<u>219</u>	<u>720</u>	<u>500</u>	<u>720</u>	<u>0</u>
Subtotal	2,945,803	3,039,258	2,841,133	3,190,130	150,872
<u>SUPPLIES & MATERIALS</u>	1,324	1,650	1,600	1,650	0
<u>DEPRECIATION</u>	2,806	2,806	2,806	2,166	(640)
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>1,189</u>	<u>1,133</u>	<u>20,000</u>	<u>18,811</u>
TOTAL	<u>\$3,189,253</u>	<u>\$3,335,522</u>	<u>\$3,113,441</u>	<u>\$3,509,368</u>	<u>\$173,846</u>

REVENUE COMMENT:

It is anticipated that HUD will only provide 80% of our eligible administrative fees in 2022; however, an additional allocation of administrative funds in 2021 re-established an administrative equity balance sufficient to fully cover administrative expenses. Funding for housing assistance payments by HUD are anticipated to increase slightly in 2022 due to increased leasing activities.

Revenues are entirely provided by grants from the United States Department of Housing and Urban Development (HUD).

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUE:				
Administrative Fees	503,300	\$328,483	\$374,252	389,417.00
Housing Assistance Payments	<u>2,976,507</u>	<u>2,954,400</u>	<u>2,703,500</u>	<u>3,081,500</u>
Total Revenue	3,479,807	3,282,883	3,077,752	3,470,917
Operating Res. Use (Increase)	<u>(290,554)</u>	<u>52,639</u>	<u>35,689</u>	<u>38,451</u>
Total Resources	<u>\$3,189,253</u>	<u>\$3,335,522</u>	<u>\$3,113,441</u>	<u>\$3,509,368</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
FUND EQUITY:				
Administrative Fee Equity*	\$183,171	\$101,540	\$174,982	\$135,031
Housing Assistance Payments Equity	<u>98,679</u>	<u>4,800</u>	<u>71,179</u>	<u>72,679</u>
Total Fund Equity at December 31	<u>\$281,850</u>	<u>\$106,340</u>	<u>\$246,161</u>	<u>\$207,710</u>

*The Administrative Equity Includes Investment in Capital Assets of \$12,235 at 12/31/20.

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING

PROGRAM: STATE AND FEDERAL GRANTS

GOAL:

To promote and implement programs to strengthen residential neighborhoods and encourage vibrant, healthy residential areas with safe and affordable housing.

OBJECTIVES:

- To promote the maintenance and rehabilitation of existing housing through owner occupied rehabilitation programs and the enforcement of housing and nuisance codes.
- To increase and support home ownership among low-income and moderate-income families.
- To support homeownership and neighborhood stability within neighborhoods through the purchase, rehabilitation and resale of vacant properties and the demolition of blighted properties.
- To facilitate redevelopment projects.
- To assist in the elimination of lead-based paint and other housing hazards.
- To assist in the elimination of slums and blight.
- To administer the Federal and State Grant programs in an efficient and cost-effective manner.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Neighborhood & Community Services Department administers funds from the Federal Department of Housing and Urban Development and the State of Wisconsin Department of Administration, Division of Housing.

Emphasis will be on the continued revitalization of Janesville’s residential neighborhoods through the implementation of housing programs that support affordable housing development and the private rehabilitation of owner occupied housing units, encourage increased home ownership opportunities, and improve the quality of housing through proactive and responsive property maintenance.

ACTIVITIES:

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
Housing Rehabilitation (Projects/Units)	7	32	20	12
Homebuyer Assistance (Down Payment & Fix Up)	23	29	12	18
Home Buyer Workshop Participants	100	120	110	110
Affordable Housing Development/Redevelopment (Projects/Units)	4	8	96	8
Proactive Property Maintenance Inspections	1,524	2,000	1,810	1,550
Lead Hazard Reduction (Projects)	0	10	6	5
Public Service Activities (Individuals Assisted)	782	360	1,109	976

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Administration*	\$191,381	\$184,452	\$208,471	\$192,534
Housing Rehabilitation	371,864	937,125	489,376	462,028
Homebuyer Assistance	184,673	200,270	81,400	201,940
Affordable Housing Development/Redev	465,366	633,000	277,000	901,000
Proactive Property Maintenance	87,244	89,526	87,016	102,374
Public Service Activities	200,068	165,834	165,834	100,000
State Lead Hazard Reduction Program	72,690	212,000	331,205	231,100
Lead Hazard Reduction 2013-2016	5,380	0	0	0
Neighborhood Public Improvements	0	160,000	160,000	100,000
CDBG - CARES Act	0	265,573	633,722	40,000
Total	<u>\$1,578,666</u>	<u>\$2,847,780</u>	<u>\$2,434,024</u>	<u>\$2,330,976</u>

* General administration includes Administration for the CDBG, HOME and other prior grant programs. General Administration for the CDBG Program and Neighborhood Development is capped at 20% of the current year's allocation and program income. Administration for the HOME Program is capped at 10% of the current year's allocation and program income.

BUDGET VARIANCES

(\$66,783)	Elimination of 1.0 FTE Housing Programs Specialist Position
<u>\$15,123</u>	Economic Adjustments
(51,660)	TOTAL PERSONNEL SERVICES
(486,427)	Decrease in COVID-19 grant assistance (CDBG - CARES Act)
<u>1,883</u>	Other
(484,544)	TOTAL CONTRACTUAL SERVICES
(600)	TOTAL SUPPLIES & MATERIAL
20,000	TOTAL CAPITAL OUTLAY
<u>(\$516,804)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$256,205	\$268,296	\$266,789	\$223,688	(\$44,608)
Benefits	<u>110,324</u>	<u>113,632</u>	<u>117,471</u>	<u>106,580</u>	<u>(7,052)</u>
Subtotal	366,529	381,928	384,260	330,268	(51,660)
<u>CONTRACTUAL SERVICES</u>					
Utilities	380	600	450	450	(150)
Postage	2,354	1,650	1,250	1,580	(70)
Professional Development	1,154	1,713	1,018	1,418	(295)
Audit & Consulting	11,070	4,200	3,800	3,920	(280)
Building Rental	6,163	6,551	6,551	6,431	(120)
Insurance	1,606	1,816	1,816	2,324	508
Computer Maintenance	5,175	10,139	9,900	11,404	1,265
Other Contractual Services	1,179,174	2,435,083	2,020,979	1,948,656	(486,427)
Advertising	128	200	1,200	1,225	1,025
Vehicle Oper/Maintenance	<u>1,551</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>
Subtotal	1,208,755	2,463,452	2,048,464	1,978,908	(484,544)
<u>SUPPLIES & MATERIALS</u>	2,417	2,400	1,300	1,800	(600)
<u>CAPITAL OUTLAY</u>	965	0	0	20,000	20,000
GRAND TOTAL	<u>\$1,578,666</u>	<u>\$2,847,780</u>	<u>\$2,434,024</u>	<u>\$2,330,976</u>	<u>(\$516,804)</u>

Program Services

A total of \$901,000 is included for development/redevelopment of affordable housing, including 2021 projects that were delayed due to COVID-19. The budget for homeowner rehabilitation programs decreases \$475,097 due to a lack of contractor availability to complete additional projects. A total of \$231,000 is included for the State of Wisconsin Lead Hazard Reduction Program. A total of \$100,000 is included for neighborhood park and public facility improvements in low income neighborhoods.

Public Service Awards for 2022 total \$100,000 and are as follows: ECHO Emergency Rent Assistance Program (\$50,000), HealthNet Medical, Dental and Mental Health Care (\$19,000) and Community Action Fatherhood Initiative (\$10,000), Boys & Girls Club Afterschool Programming (\$15,000), and Red Road House Supportive Housing Services (\$6,000).

Activities funded through the CDBG-Coronavirus Aid, Relief and Economic Security (CARES) Act Program to assist agencies serving low income individuals in preventing, preparing, and responding to COVID-19 are largely expected to conclude in 2021.

REVENUE COMMENT:

New Community Development Block Grant (CDBG) revenue for 2022 is anticipated to come from our 2022 allocation (\$468,611), prior year’s grant (\$234,852), and 2022 program income (\$80,500).

New HOME Investment Partnership (HOME) revenue for 2022 is anticipated to come from our 2022 allocation (\$240,259), prior year’s grants (\$520,705), reallocation from Rock County to Janesville (\$126,000) and 2022 program income (\$50,100). Program income received in 2022 will be allocated in 2023.

New Other State and Federal Grant revenue of \$248,600 will come from a State of Wisconsin Lead Hazard Reduction Program, and \$5,700 will come from interest and loan repayments to the former Wisconsin Rental Rehabilitation Program.

The balance of the budget is from equity accounts, including prior years’ program income and the CDBG Revolving Loan Fund.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUES:				
<u>CDBG</u>				
Grant Allocation	\$502,695	\$928,080	\$801,000	\$743,463
Program Income	136,135	124,500	80,500	80,500
CARES Act	<u>0</u>	<u>265,573</u>	<u>633,722</u>	<u>40,000</u>
Subtotal	638,830	1,318,153	1,515,222	863,963
 <u>HOME Consortium</u>				
Grant Allocation	378,743	641,427	330,933	886,964
Program Income	<u>82,635</u>	<u>80,300</u>	<u>85,000</u>	<u>50,100</u>
Subtotal	461,378	721,727	415,933	937,064
 <u>Other State & Federal Grants</u>				
Current Year	68,268	212,000	348,705	248,600
Program Income	<u>9,544</u>	<u>7,500</u>	<u>16,220</u>	<u>5,700</u>
Subtotal	77,812	219,500	364,925	254,300
 Total	 <u>\$1,178,020</u>	 <u>\$2,259,380</u>	 <u>\$2,296,080</u>	 <u>\$2,055,327</u>

DEPARTMENT: WHEEL TAX / ENHANCED STREET REHAB PROGRAM

PROGRAM: STREET MAINTENANCE

GOAL:

To maintain all City roadways in a condition that provides for safe and efficient use by the public.

OBJECTIVE:

- To provide for the maintenance of a high-quality street surface through resurfacing and reconstruction for paved streets.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Enhanced Street Maintenance program provides for maintenance of a portion of the City’s 348 miles of paved streets. At some point in time, typically every 25 to 30 years for bituminous pavements and 45 years for concrete pavements, the street surfaces must be restored by resurfacing and reconstruction.

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

ACTIVITIES:

Resurfacing/Reconstruction (Miles)

Milling/Resurfacing	10.0	10.3	10.3	9.3
Reconstruction	2.1	1.8	2.4	2.2

2020	2021	2021	2022
Actual	Budget	Estimated	Budget

ELEMENT COST:

Resurfacing/Reconstruction	<u>944,000</u>	<u>970,000</u>	<u>970,000</u>	<u>1,938,000</u>
Total	<u>\$944,000</u>	<u>\$970,000</u>	<u>\$970,000</u>	<u>\$1,938,000</u>

WHEEL TAX POLICY:

In 2012, in accordance with Wisconsin Statutes 341.35, the City of Janesville imposed a wheel tax per File Ordinance No. 2011-503 in the amount of \$10 per motor vehicle. The net revenues generated were reported in the General Fund to finance the maintenance of public streets, highways, and for all other transportation-related purposes. 80% of this original fee will be reported in a special revenue fund to cover contractor costs while the other 20% will continue to be reported in the General Fund to cover operating costs such as pothole repair and crack-filling.

In 2015, in accordance with Wisconsin Statutes 341.35, the City of Janesville approved File Ordinance 2015-618, which raised the imposed wheel tax to \$20 per motor vehicle. In 2021, the City of Janesville approved File Ordinance 2021-829, which raised the imposed wheel tax to \$40 per motor vehicle. These incremental increases per motor vehicle are intended to partially finance the increased street rehabilitation program and decrease the City’s reliance on borrowing for this program thereby reducing the debt service associated with the program. The incremental fees are accounted for in a special revenue fund specifically for the enhanced street rehabilitation program.

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: SANITATION

GOAL:

To maintain sanitary conditions throughout the City by providing collection services for trash and recyclable materials, provide for the safe and sanitary disposal of all approved wastes delivered to the City's sanitary landfill, composting facility and clean-fill site, and to provide recycling drop-off collection for tires, appliances, waste oil, residential recyclables and yard waste.

To provide long-term care and remedial system operations for the Janesville Disposal Facilities (JDF), (85, 78, JAB) and to administer the Remedial Actions (RA) for the JDF in accordance with CERCLA, RCRA and WDNR regulations.

OBJECTIVES:

- To provide each residential facility up to four units in size weekly collection of solid waste and bi-weekly collection of recyclables.
- To provide non-residential facilities weekly collection of one large wheeled cart of trash and bi-weekly collection of up to two large wheeled carts of recyclables.
- To construct, operate and maintain a licensed sanitary landfill according to State law, which will include semi-annual groundwater monitoring, daily litter control, gas collection and monitoring, daily cover of all deposits, dust control and odor control.
- To operate and maintain a clean-fill facility for the disposal of specific non-putrescible wastes.
- To operate drop-off recycling programs for single-stream recyclables, tires, appliances, and yard waste.
- To operate a yard waste composting facility.
- To implement one-week curbside collection programs for yard waste in the spring and fall each year.
- To monitor and maintain standards for groundwater, surface water, ambient air, and landfill gas at the JDF now that remedial work is complete.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Solid Waste Collection Program provides for weekly collection of solid waste from residential facilities up to four (4) units in size and from commercial facilities for up to 96 gallons in volume. The City utilizes one-person, automated collection vehicles to service approximately 24,500 residential and small commercial facilities under this program.

The City's Recycling Program provides drop off locations for the separate collection of tires and appliances at the Sanitary Landfill and for yard waste at the Composting Facility. It also provides for curbside collection of yard waste for one week in each spring and fall. Curbside collection of household recyclables is provided on a bi-weekly basis to residential facilities up to four units in size. Curbside collection is accomplished utilizing one-person, automated collection vehicles to service approximately 24,500 residential and small commercial facilities on a bi-weekly basis.

The City of Janesville Sanitary Landfill (License #3939) opened on March 7, 2005. The City successfully expanded the capacity of this facility in 2019 and its projected life span is through 2037. The Landfill site is operated in an environmentally secure manner with an emphasis on quality control and concern for adjacent residents. The clean-fill facility was constructed in 1992 as an environmentally acceptable alternative to the Sanitary Landfill for the disposal of brick, building stone, concrete, bituminous pavement, unpainted and untreated wood, wood pallets and brush.

The City of Janesville entered into an agreement with several local companies to pay costs to remediate and care long-term for several disposal facilities south of Black Bridge Road. The US EPA is also party to that agreement in an oversight role. The companies have bought out their liability for long-term care and the City now funds all such activities. Remedial actions were required as a result of hazardous waste treatment activities at the Janesville Ash Beds (JAB) and subsequent disposal of residual ash in two separate landfills. Remedial activities include gas and leachate collection systems operation and maintenance and landfill cap monitoring and maintenance.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
Sanitary Landfill (tons)	185,651	174,000	177,000	174,500
Waste Collection and Recycling Programs				
Billable Units	24,410	24,450	24,500	24,500
Unit Cost Collection/Disposal/Recycling	\$ 126.92	\$ 129.66	\$ 129.66	\$ 129.70
Temporary Sanitary Landfill Surcharge	\$ 20.92	\$ 20.86	\$ 20.86	\$ 20.82
Amount Billed/Unit/Year	\$ 147.84	\$ 150.52	\$ 150.52	\$ 150.52
Tire Recycling				
Tons	175	150	175	175
Contract Processing Cost (per ton)	\$275.00	\$275.00	\$275.00	\$275.00
Appliance Recycling				
Tons	502	400	450	450
Net Operating Income/(Loss) (per ton)	\$107.59	\$95.00	\$147.78	\$133.33
ELEMENT COST:				
Solid Waste Collection	\$1,973,246	\$1,858,018	\$2,073,995	\$1,950,976
Solid Waste Disposal	4,468,015	4,648,311	4,529,370	4,810,599
Recycling Program	1,178,154	1,191,147	1,110,904	1,077,918
Industrial Waste Superfund Landfills	<u>70,236</u>	<u>53,507</u>	<u>45,447</u>	<u>65,587</u>
Subtotal	<u>7,689,651</u>	<u>7,750,983</u>	<u>7,759,716</u>	<u>7,905,080</u>
Debt Retirement - Landfill	1,249,696	1,028,229	1,028,229	1,229,913
Debt Retirement - Collection & Recycling	<u>287,680</u>	<u>453,411</u>	<u>453,411</u>	<u>523,506</u>
Subtotal	<u>1,537,376</u>	<u>1,481,640</u>	<u>1,481,640</u>	<u>1,753,419</u>
Transfer to Capital Projects Fund	1,192,494	1,000,000	1,000,000	640,000
Subtotal	<u>2,729,870</u>	<u>2,481,640</u>	<u>2,481,640</u>	<u>2,393,419</u>
Total	<u>\$10,419,521</u>	<u>\$10,232,623</u>	<u>\$10,241,356</u>	<u>\$10,298,499</u>

BUDGET VARIANCES

\$72,410	Increase in personnel services to reflect the historical use of an additional 1.0 FTE Sanitary Landfill Operator position
91,848	Economic adjustments
<u>(5,921)</u>	Reduction in retiree health insurance
158,337	TOTAL PERSONNEL SERVICES
	Increase in utilities for addition of water service at compost attendant building and to reflect historical actuals
9,082	
11,875	Increase in computer and software services and rates
12,000	Increase in contractual services for BetterBin App for recycling customers
(142,000)	Decrease in contractual services for lower costs for processing/marketing recyclables
21,625	Net increase in other contractual services
10,500	Increase in the DNR tonnage fee
37,013	Increase in vehicle and equipment maintenance rates
568	Other
<u>(39,337)</u>	TOTAL CONTRACTUAL SERVICES
35,097	Purchase of four litter collection fences and two replacement drop-off dumpsters
<u>35,097</u>	TOTAL CAPITAL OUTLAY
271,779	Increase in transfers for the Sanitation Fund's debt service payment
<u>(360,000)</u>	Decrease in transfers to the Capital Projects Fund for sanitary landfill capital projects
<u>(88,221)</u>	TOTAL TRANSFERS
<u>\$65,876</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,210,039	\$1,300,599	\$1,293,808	\$1,397,197	\$96,598
Overtime	147,441	65,900	113,525	89,900	24,000
Benefits	571,230	598,202	603,165	639,641	41,439
Miscellaneous Benefits	<u>8,376</u>	<u>8,663</u>	<u>4,562</u>	<u>4,963</u>	<u>(3,700)</u>
Subtotal	1,937,086	1,973,364	2,015,060	2,131,701	158,337
<u>CONTRACTUAL SERVICES</u>					
Utilities	87,632	140,445	127,900	149,527	9,082
Professional Development	3,816	5,894	3,320	6,194	300
Audit & Consulting	32,865	73,000	23,000	75,000	2,000
Building Expense	8,277	13,000	7,000	7,500	(5,500)
Insurance	37,256	38,700	38,700	42,468	3,768
Computer Maintenance	35,116	40,432	40,432	52,307	11,875
Other Contractual Services	1,490,819	1,370,530	1,220,805	1,262,155	(108,375)
DNR Tonnage Fee	2,170,793	2,282,365	2,359,303	2,292,865	10,500
Vehicle & Equipment	<u>1,745,184</u>	<u>1,682,634</u>	<u>1,819,031</u>	<u>1,719,647</u>	<u>37,013</u>
Subtotal	5,611,758	5,647,000	5,639,491	5,607,663	(39,337)
<u>SUPPLIES & MATERIALS</u>	69,810	73,800	72,670	73,800	0
<u>CAPITAL OUTLAY</u>	<u>70,997</u>	<u>56,819</u>	<u>32,495</u>	<u>91,916</u>	<u>35,097</u>
Total Operations and Maintenance	7,689,651	7,750,983	7,759,716	7,905,080	154,097
<u>TRANSFERS</u>					
Debt Retirement	1,537,376	1,481,640	1,481,640	1,753,419	271,779
Transfer to Capital Projects Fund	<u>1,192,494</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>640,000</u>	<u>(360,000)</u>
Subtotal	2,729,870	2,481,640	2,481,640	2,393,419	(88,221)
GRAND TOTAL	<u>\$10,419,521</u>	<u>\$10,232,623</u>	<u>\$10,241,356</u>	<u>\$10,298,499</u>	<u>\$65,876</u>

MAJOR CAPITAL PROGRAM:

Capital includes the following which are included in the Major Capital Projects budget:

<u>CAPITAL OUTLAY</u>	<u>Total</u> <u>Capital</u>	<u>G.O. Note</u>	<u>Capital</u> <u>Projects</u> <u>Fund</u>
Leachate Recirculation Infrastructure Installation (Cell 6)	\$250,000	\$0	\$250,000
Subbase & Maintenance Building Groundwater Issues Evaluation	40,000	0	40,000
Landfill Perimeter Access Roadway Completion (Phase 5)	200,000	0	200,000
Cap Maintenance at Janesville Disposal Facility (JDF)	150,000	0	150,000
<u>Sanitary Landfill Compactor Replacement</u>	<u>900,000</u>	<u>900,000</u>	<u>-</u>
Total	<u>\$1,540,000</u>	<u>\$900,000</u>	<u>\$640,000</u>

REVENUE COMMENT:

This budget proposes an increase of \$0.04 in the base solid waste management user fee per year, for an annual rate of \$129.70 per billable unit per year in 2022. The temporary sanitary landfill surcharge decreases by \$0.04 to \$20.82 per year in 2021. This brings the total user fee to \$150.52 per billable unit for 2022, which is equal to the 2021 user fee.

Sanitation Fund revenue is expected to increase \$109,563 from the 2021 budget due primarily to anticipated revenue from the marketing/processing of recyclables collected curbside.

Sanitation Fund balance at the end of 2014 was a negative \$259,812. Sanitation Fund balance by the end of 2021 is projected to be a positive \$4,005,136.

The Temporary Sanitary Landfill Surcharge was established by City Ordinance and became effective in 2015. The Surcharge is expected to recover \$6,635,995 over an approximate 13-year period (\$510,000 annually through 2027). By the end of 2022, the surcharge will have recovered approximately \$4,080,000.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUES:				
Sanitary Landfill				
GFL - Canada (formerly Advanced Disp)	\$ 47,359	\$ 190,000	\$ -	\$ -
Green County	394,312	366,000	427,000	434,000
Janesville Residential Waste	734,540	714,000	714,000	731,000
John's Hauling	758,671	710,994	859,975	791,474
Waste Management	1,262,275	1,409,990	1,322,974	1,437,473
Nieuwenhuis Disposal	400,399	390,000	390,000	369,500
City of Beloit	413,063	335,500	335,500	387,500
All Other Accounts	2,262,131	1,750,900	1,900,012	1,710,000
Wastes Used as Daily Cover	129,073	169,750	161,000	169,750
Landfill Gas Agreement	<u>46,849</u>	<u>45,000</u>	<u>40,000</u>	<u>45,000</u>
	6,448,672	6,082,134	6,150,461	6,075,697
Demolition Landfill	112,313	110,000	110,000	110,000
Recycling Program				
State Recycling Grant	225,604	225,000	226,661	225,000
Curbside Collection	70	0	20,000	60,000
Appliance/Metal Recycling	63,699	45,000	75,000	60,000
Tire Recycling	29,087	35,000	30,000	35,000
Bins Sales/Cart Service Fees	<u>11,126</u>	<u>7,000</u>	<u>13,000</u>	<u>10,000</u>
	329,586	312,000	364,661	390,000
Resident Waste Management Fee	<u>3,625,063</u>	<u>3,705,214</u>	<u>3,742,214</u>	<u>3,755,214</u>
Transfer Landfill Debt to General Fund	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
	250,000	250,000	250,000	250,000
Total Revenue - Sanitation Fund	<u>\$10,765,634</u>	<u>\$10,459,348</u>	<u>\$10,617,336</u>	<u>\$10,580,911</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
FUND BALANCE:				
Undesignated Beginning Balance at January 1	\$2,997,162	\$3,326,014	\$3,343,276	\$3,719,256
Add: Revenue	10,765,634	10,459,348	10,617,336	10,580,911
Less: Expenses	<u>10,419,521</u>	<u>10,232,623</u>	<u>10,241,356</u>	<u>10,298,499</u>
Total Fund Balance at December 31	<u>\$3,343,276</u>	<u>\$3,552,739</u>	<u>\$3,719,256</u>	<u>\$4,001,668</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: INSURANCE FUND

GOAL:

To limit the loss of City resources resulting from accidents, catastrophes, and health care costs.

OBJECTIVES:

- To prevent accidents and injuries to City employees and those persons who use City services.
- To define the City's capacity for risk retention.
- To provide a cost-effective means of transferring risk by utilizing insurance.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

In response to the continued spiraling premium increases for Workers' Compensation insurance, on January 1, 1989 the City implemented a Workers' Compensation limited self-insurance program with an annual aggregate stop-loss provision. Since the inception of this program, the City has been successful in reducing the number and severity of Workers' Compensation incidences. This has been accomplished through the development and implementation of a worker's safety and training program. The City has had a part time Risk Manager since 2015. The 2022 budget increases this to a fulltime position that will be responsible for both risk management and wellness initiatives. The position is being retitled Safety and Wellness Coordinator.

The City continues its membership with the Cities and Villages Mutual Insurance Company (CVMIC) for liability insurance. The CVMIC policy provides a \$100,000 self-insurance retention per incident, with a \$400,000 aggregate annual retention. This insurance program applies to general, auto, and public employees' liability risks.

Municipally-owned buildings and their contents have been insured with the Municipal Property Insurance Company (MPIC). Such property is insured for its replacement value with a deductible provision.

In 2005, the City consolidated three (3) health plans (two HMO's and a self-funded plan) into a single self-funded plan with Dean Health Systems as the City's exclusive provider for an initial five-year period 2005-2010. The City's initial contract was extended through 2016. In 2016, the City solicited proposals from health care providers and selected Dean Health Systems to continue providing services to the City workforce for a five-year period 2017-2021. In 2021, the City extended the contract with Dean Health Systems through 2024.

The City's goal is to provide excellent health care at an affordable cost. With one overall risk pool, administrative costs decrease because of using a single plan administrator and the ability to negotiate the cost of "in network" procedures. Qualified employees and certain retirees are able to choose one of the following options; EPO (exclusive provider organization) and Choice (freedom of choice) plan. Each provides different levels of coverage, deductibles, and participant co-pays.

The Insurance Fund functions as an Internal Service Fund and all related element costs are charged to the City's other funds and their respective individual accounts. Therefore, in theory, the Insurance Fund will experience revenues equal to its budgeted expenditures.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
Risk Management	\$142,522	\$137,807	\$137,807	\$192,517
Liability Insurance	681,593	347,500	347,500	376,900
Workers' Compensation	448,917	583,000	583,400	613,400
Property/Other Insurance	301,337	281,100	281,100	290,130
Health, Dental, & Vision Insurance	8,795,926	10,705,000	10,629,000	11,171,490
Flex Benefits	<u>276,106</u>	<u>280,000</u>	<u>280,000</u>	<u>280,000</u>
Subtotal	10,646,401	12,334,407	12,258,807	12,924,437
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>
Total	<u>\$10,646,401</u>	<u>\$12,334,407</u>	<u>\$12,258,807</u>	<u>\$12,974,437</u>

BUDGET VARIANCES

\$2,053	Economic adjustments
(3,076)	Attrition
<u>55,108</u>	Increase 0.40 FTE Safety & Wellness Coordinator
54,085	TOTAL PERSONNEL SERVICES
29,400	Increase in liability insurance premiums
30,400	Increase in worker's compensation premiums
9,030	Increase in property/other insurance premiums
415,615	Increase in health, dental, and vision insurance costs based on historic actuals and employees' coverages
875	Add Wellness Council of Wisconsin membership
<u>50,625</u>	Other
535,945	TOTAL CONTRACTUAL SERVICES
50,000	TRANSFERS
<u>\$640,030</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020	2021	2021	2022	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$106,223	\$97,625	\$97,625	\$124,971	\$27,346
Benefits	<u>27,352</u>	<u>25,672</u>	<u>25,672</u>	<u>52,411</u>	<u>26,739</u>
Subtotal	133,576	123,297	123,297	177,382	54,085
<u>CONTRACTUAL SERVICES</u>					
Utilities	205	250	250	250	0
Postage	1,646	1,500	1,500	1,500	0
Professional Development	0	0	0	875	875
Audit & Consulting	102,086	96,500	96,900	96,900	400
Building Expense	2,920	3,485	3,485	4,110	625
Insurance	10,370,860	12,059,825	11,983,825	12,593,870	534,045
Taxes	2,769	2,775	2,775	2,775	0
Other Contractual Services	25,744	35,000	35,000	35,000	0
Recruiting Expense	5,957	10,000	10,000	10,000	0
Vehicle and Equipment	<u>222</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	10,512,409	12,209,335	12,133,735	12,745,280	535,945
<u>SUPPLIES & MATERIALS</u>					
Subtotal	416	1,775	1,775	1,775	0
Subtotal	10,646,401	12,334,407	12,258,807	12,924,437	590,030
<u>TRANSFERS</u>					
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>50,000</u>
GRAND TOTAL	<u>\$10,646,401</u>	<u>\$12,334,407</u>	<u>\$12,258,807</u>	<u>\$12,974,437</u>	<u>\$640,030</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: VEHICLE OPERATION & MAINTENANCE

GOAL:

To provide for the maintenance, repair, replacement and operating services for City-owned vehicles and equipment utilized in the delivery of services to the citizens of Janesville.

OBJECTIVES:

- To maintain a cost-effective preventative maintenance program.
- To provide prompt and efficient service to all City departments.
- To provide adequate and timely replacement of vehicles and equipment.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

The Vehicle Operation and Maintenance (VOM) program is responsible for the maintenance, repair, replacement and operating services for the City’s vehicles and equipment with certain specific exceptions. These services are provided both to the centralized motor pool fleet of Public Works vehicles and to vehicles utilized by certain other City departments. The VOM Fund was established to ensure that there would be sufficient capital available to replace each vehicle in the VOM fleet and to charge each program according to actual usage.

The garage portion of the City Services Center is also maintained through this program. In addition, several support programs provide for most field operations, including dispatching, field service for disabled vehicles, maintaining the stockroom inventory, dispensing parts and materials and fueling vehicles.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ACTIVITIES:				
General Administration (Hours)	6,839	8,100	8,109	8,100
Vehicle Maintenance (#)				
Scheduled Work Orders	803	700	700	700
Unscheduled Work Orders (Repairs)	<u>2,077</u>	<u>2,100</u>	<u>2,300</u>	<u>2,100</u>
Subtotal	2,880	2,800	3,000	2,800
Direct Labor (Hours)	8,481	9,500	8,500	9,500
Indirect Labor (Hours)	<u>2,629</u>	<u>2,800</u>	<u>3,377</u>	<u>2,800</u>
Subtotal	11,110	12,300	11,877	12,300
Facility Maintenance (Hours)	454	750	354	750
Support Programs (Hours)	<u>1,702</u>	<u>2,100</u>	<u>1,846</u>	<u>2,100</u>
Total Hours	<u>20,105</u>	<u>23,250</u>	<u>22,186</u>	<u>23,250</u>

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
ELEMENT COST:				
General Administration	\$487,436	\$542,527	\$546,349	\$561,530
Vehicle Maintenance	2,205,970	2,462,899	2,546,681	2,605,123
Facility Maintenance	201,620	196,766	161,704	197,719
Support Programs	<u>64,022</u>	<u>76,640</u>	<u>62,673</u>	<u>75,090</u>
Subtotal Operating	2,959,048	3,278,832	3,317,407	3,439,462
Capital	<u>1,477,538</u>	<u>1,430,000</u>	<u>1,200,432</u>	<u>1,586,648</u>
Total	<u>\$4,436,586</u>	<u>\$4,708,832</u>	<u>\$4,517,839</u>	<u>\$5,026,110</u>

BUDGET VARIANCES

\$7,694	Increase in personnel services to reclassify position in accordance with 2018 consultant recommendation
(17,990)	Attrition
(21,373)	Decrease in retiree health and life insurance costs
<u>37,896</u>	Economic Adjustments
6,227	TOTAL PERSONNEL SERVICES
3,266	Increase in utilites based on rate increases and historic actuals
	Decrease in building expense to historical actuals
(10,000)	
4,798	Increase in liability, workers' compensation, auto, and property insurance premium allocation
50,981	Increase in VOM equipment repairs to better reflect historical actuals
<u>108</u>	Other
49,153	TOTAL CONTRACTUAL SERVICES
<u>105,250</u>	Increase in supplies & materials primarily due to higher anticipated diesel fuel usage
105,250	TOTAL SUPPLIES & MATERIALS
<u>144,000</u>	Increase in transfers to the Capital Projects Fund for vehicle and equipment replacements
144,000	TRANSFERS
<u>12,648</u>	Increase for the replacement of six mechanics laptops
12,648	TOTAL CAPITAL OUTLAY
<u>\$317,278</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$641,945	\$680,351	\$680,351	\$688,153	\$7,802
Overtime	39,107	25,100	26,100	25,100	0
Benefits	<u>300,465</u>	<u>338,210</u>	<u>323,243</u>	<u>336,635</u>	<u>(1,575)</u>
Subtotal	981,517	1,043,661	1,029,694	1,049,888	6,227
<u>CONTRACTUAL SERVICES</u>					
Utilities	60,776	58,754	55,833	62,020	3,266
Professional Development	413	11,000	7,350	11,000	0
Audit & Consulting	0	0	0	0	0
Building Expense	56,887	100,000	70,000	90,000	(10,000)
Insurance	108,200	113,444	113,444	118,242	4,798
Uniform and Tool Expense	12,896	14,200	10,000	10,000	(4,200)
Computer Maintenance	27,206	46,791	46,791	58,469	11,678
Other Contractual Services	64,339	24,225	24,225	16,855	(7,370)
Vehicle & Equipment	<u>251,602</u>	<u>133,707</u>	<u>242,770</u>	<u>184,688</u>	<u>50,981</u>
Subtotal	582,318	502,121	570,413	551,274	49,153
<u>SUPPLIES & MATERIALS</u>	1,395,213	1,733,050	1,717,300	1,838,300	105,250
<u>TRANSFERS</u>	1,477,538	1,430,000	1,200,000	1,574,000	144,000
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>432</u>	<u>12,648</u>	<u>12,648</u>
GRAND TOTAL	<u>\$4,436,586</u>	<u>\$4,708,832</u>	<u>\$4,517,839</u>	<u>\$5,026,110</u>	<u>\$317,278</u>

Historical Fuel Purchases and Costs

		2018	2019	2020	2021 Budget	2022 Budget
Diesel	Gallons	199,804	203,496	193,299	185,000	200,000
	Total Cost	\$ 493,070	\$ 465,211	\$ 315,986	\$ 490,250	\$ 570,000
	Avg. Cost/Gallon	\$ 2.47	\$ 2.29	\$ 1.63	\$ 2.65	\$ 2.85
Gasoline	Gallons	98,231	98,144	96,525	106,000	100,000
	Total Cost w/Fed Tax Reimb.	\$ 234,789	\$ 203,808	\$ 146,384	\$ 238,500	\$ 245,000
	Avg. Cost/Gallon	\$ 2.39	\$ 2.08	\$ 1.52	\$ 2.25	\$ 2.45

VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2022

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
2006	0321	Sedan - Compact 4-Door	\$19,500	16
2006	0322	Sedan - Compact 4-Door (Was 902)	\$19,500	16
2009	0501	Sedan - Compact 4-Door	\$19,500	13
2008	0527	Pickup - 4WD - Compact with Topper Bin Liner	\$31,000	14
2008	0528	Pickup - 4WD - Compact with Topper Bin Liner	\$31,000	14
2008	0529	Pickup - 4WD - Compact with Topper Bin Liner	\$31,000	14
2006	0903	Sedan - Compact 4-Door	\$19,500	16
2009	4002	Pickup - 2WD - 3/4 Ton HD	\$33,000	13
2008	4008	Pickup - 4WD - 1 Ton HD - Dual with 3CY Dump	\$50,000	14
2009	4021	Dump Truck - Single Axle with 65 Gal Prewet	\$185,000	13
2009	4022	Dump Truck - Single Axle with 65 Gal Prewet	\$185,000	13
2009	4023	Dump Truck - Single Axle with 65 Gal Prewet	\$185,000	13
2008	4055	Pickup - 2WD - 3/4 Ton C2500HD with Dump Insert	\$37,000	14
1995	4136	Grader	\$270,000	27
2009	4716	Pickup - 2WD - 3/4 Ton HD with Dump	\$37,000	13
2008	4718	Pickup - 2WD - 3/4 Ton C2500HD	\$33,000	14
2008	4719	Pickup - 2WD - 3/4 Ton C2500HD with Dump Insert	\$37,000	14
2009	4720	Pickup - 2WD - 3/4 Ton HD	\$33,000	13
2009	4721	Pickup - 2WD - 3/4 Ton HD	\$33,000	13
2009	4722	Pickup - 2WD - 3/4 Ton HD	\$33,000	13
2009	4907	Pickup - 2WD - 3/4 Ton HD	\$33,000	13
2003	8001	Pickup - 4WD - 3/4 Ton with Plow/Aux Tank	\$35,000	19
		Plows, Salt Spreaders, and Other Attachments	124,000	
		Miscellaneous Small Equipment	<u>60,000</u>	
		SUBTOTAL CAPITAL OUTLAY	\$ 1,574,000	
		TOTAL CAPITAL CARRYOVER	\$ -	
		TOTAL CAPITAL OUTLAY	<u>\$ 1,574,000</u>	

REVENUE COMMENT:

The VOM Fund derives its revenue primarily from departmental users of VOM's services, including the General Fund, Sanitation, Utilities and other miscellaneous sources. The following table reflects the sources of revenue for the Fund.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget
REVENUE:				
Vehicle Repair	\$568,349	\$650,000	\$1,500,000	\$1,440,000
Equipment Rental - Operations	2,350,743	2,300,000	2,113,436	2,285,000
Replacement - Capital	1,477,538	1,370,000	1,370,000	1,370,000
Miscellaneous	<u>43,637</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total	<u>\$4,440,267</u>	<u>\$4,345,000</u>	<u>\$5,008,436</u>	<u>\$5,120,000</u>

	2020 Actual	2021 Estimated	2022 Budget
OPERATING CASH:			
Beginning Cash Balance	\$162,808	\$127,399	\$447,996
Operating Revenue	2,962,728	3,638,436	3,750,000
Operating & Maintenance Expenditures	2,959,048	3,317,839	3,452,110
<u>Adjust for Changes</u>	<u>(39,089)</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$127,399	\$447,996	\$745,886
CAPITAL REPLACEMENT CASH:			
Beginning Cash Balance	\$936,578	\$1,189,460	\$1,359,460
Replacement Revenue	1,604,411	1,370,000	1,370,000
<u>Capital Outlay</u>	<u>1,351,529</u>	<u>1,200,000</u>	<u>1,574,000</u>
Cash Balance Capital Replacement	\$1,189,460	\$1,359,460	\$1,155,460
TOTAL CASH	<u>\$1,316,859</u>	<u>\$1,807,456</u>	<u>\$1,901,346</u>

CITY-WIDE: MAJOR CAPITAL PROJECTS

GOAL:

To provide major capital projects with a life expectancy of at least three (3) years that are necessary to maintain the City's infrastructure and provide City services. To implement these projects over time utilizing debt with a goal of stabilizing the City's debt service to control the impact on property taxes.

OBJECTIVES:

- To provide a water, wastewater, stormwater, and waste management program that is cost-effective, meets the needs of the City, and complies with all State and Federal environmental regulations.
- To provide public improvements through Tax Increment Financing programs to facilitate industrial development.
- To upgrade existing or provide new infrastructure to meet the demands created by City growth.
- To provide those buildings and other special purpose facilities required to support the City's service program.
- To provide recreational and park facilities and parkland required to meet the recreational needs of the community.
- To provide parking facilities, and land or building acquisitions and demolitions necessary to ensure the orderly growth and high-quality character of the community.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

City of Janesville
2022 Capital Improvement Plan

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Capital Equipment	\$3,100,877	\$815,000	\$1,463,000	\$5,378,877
Conduct salary and benefit survey for non-union positions	\$35,000	\$0	\$0	\$35,000
Develop a City-wide Emergency Operations Plan	\$0	\$75,000	\$0	\$75,000
Extend Metropolitan Area Network (MAN) 2022 - Phase 6	\$810,000	\$0	\$0	\$810,000
Fire Department Vehicle Replacement Schedule 2022	\$493,000	\$0	\$0	\$493,000
Firefighter gear ensemble replacement 2022	\$30,000	\$0	\$0	\$30,000
Implement shared property assessment services with the City of Milton beginning in 2023	\$290,200	\$0	\$0	\$290,200
Implement telework recommendations 2022	\$0	\$600,000	\$0	\$600,000
Install Govern Open Forms 2022	\$450,000	\$0	\$0	\$450,000
Install solar lighting in all City-owned JTS passenger	\$0	\$100,000	\$0	\$100,000
JPD vehicle replacement 2022	\$299,000	\$0	\$0	\$299,000
Maintain City network to adapt to evolving technologies - IT Strategic Plan 2022 (2018-2022)	\$200,000	\$0	\$100,000	\$300,000
Maintain GIS Asset Management Plan 2022	\$75,000	\$0	\$75,000	\$150,000
Purchase and equip fifth ambulance	\$343,677	\$0	\$48,000	\$391,677
Replace 2000 Single wheel dump truck # 3929	\$0	\$0	\$180,000	\$180,000
Replace 2002 Single wheel dump truck #3920	\$0	\$0	\$160,000	\$160,000
Replace Sanitary Landfill compactor	\$0	\$0	\$900,000	\$900,000
Replace Support/Service Vehicle	\$0	\$40,000	\$0	\$40,000
Replace the iCPAM physical security system server	\$25,000	\$0	\$0	\$25,000
Upgrade inspection/permitting software	\$50,000	\$0	\$0	\$50,000
Construct and Improve Streets	\$3,804,000	\$2,348,625	\$2,696,000	\$8,848,625
Bridge Maintenance - Structure #B-53-0133 - Bellrichard (Crosby-Willard)	\$265,000	\$0	\$0	\$265,000
Chip sealing 2022	\$0	\$0	\$135,000	\$135,000
Conduct major concrete joint/panel repairs 2022	\$94,000	\$0	\$0	\$94,000
Design River Street / Wall Street reconstruction from W. Milwaukee to Franklin Street	\$0	\$0	\$75,000	\$75,000
Design safety conversion and signal replacements for Court Street from Five Points to Waveland (HSIP)	\$41,000	\$367,000	\$0	\$408,000
Implement traffic signal safety improvements	\$87,000	\$0	\$0	\$87,000
Reconstruct USH 14 from Milton Avenue to Deerfield Drive (DOT project)	\$0	\$1,431,625	\$50,000	\$1,481,625
Reconstruction of Black Bridge Road from Mayfair to Milton Ave (MSID grant)	\$550,000	\$450,000	\$0	\$1,000,000
Sidewalk Program 2022	\$450,000	\$0	\$250,000	\$700,000
Street Rehabilitation Program 2022	\$2,213,000	\$0	\$2,186,000	\$4,399,000
Support DOT Center Ave. Reconditioning & RR Bridge Replacement Project (Design)	\$104,000	\$100,000	\$0	\$204,000
Economic Development	\$0	\$110,000	\$0	\$110,000
Digitize Assessment Files for Assessor's Office	\$0	\$110,000	\$0	\$110,000
Landfill	\$0	\$0	\$640,000	\$640,000
Cap maintenance at Janesville Disposal Facility (JDF) Superfund Site	\$0	\$0	\$150,000	\$150,000
Complete landfill access roadway (north end of Cell 5)	\$0	\$0	\$200,000	\$200,000
Evaluate groundwater issues around landfill maintenance building and other areas	\$0	\$0	\$40,000	\$40,000
Install leachate recirculation infrastructure (cell 6)	\$0	\$0	\$250,000	\$250,000

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Parks and Public Grounds	\$536,000	\$0	\$0	\$536,000
Complete annual Parks Division paving projects 2022	\$250,000	\$0	\$0	\$250,000
Complete design of replacement aquatic facility in Palmer	\$175,000	\$0	\$0	\$175,000
Golf course improvements 2022	\$111,000	\$0	\$0	\$111,000
Public Buildings and Grounds	\$870,000	\$1,165,701	\$200,000	\$2,235,701
Complete planned, unassigned smaller building projects and emergency building repairs 2022	\$140,000	\$0	\$0	\$140,000
Design of Defense and Arrest Tactics (DAAT) Training Facility	\$75,000	\$0	\$0	\$75,000
Fire Department Building Improvements 2022	\$250,000	\$0	\$0	\$250,000
North Parker Drive Parking Ramp Maintenance Phase 2	\$265,000	\$0	\$0	\$265,000
Refurbish Transit Transfer Center, including roof replacement	\$0	\$1,165,701	\$0	\$1,165,701
Replace roofs at Traxler Park, Youth Sports Complex, Riverside Golf Course, and Wastewater Treatment Plant	\$140,000	\$0	\$200,000	\$340,000
Stormwater Improvements	\$0	\$0	\$165,000	\$165,000
Construct Walnut Grove Pond and Outfall	\$0	\$0	\$165,000	\$165,000
Wastewater	\$0	\$0	\$1,050,000	\$1,050,000
Beloit Avenue Force main replacement	\$0	\$0	\$50,000	\$50,000
Sanitary Sewer Lining, Point Repair, and Grouting 2022	\$0	\$0	\$885,000	\$885,000
Sanitary Sewer Structure Maintenance 2022	\$0	\$0	\$115,000	\$115,000
Water	\$0	\$1,154,485	\$1,343,000	\$2,497,485
Execute fire hydrant replacement program 2022	\$0	\$0	\$293,000	\$293,000
Execute public lead lateral replacement program 2022	\$0	\$1,154,485	\$925,000	\$2,079,485
Water Structure & Valve Replacement 2022	\$0	\$0	\$125,000	\$125,000
Total	\$8,310,877	\$5,593,811	\$7,557,000	\$21,461,688

PROJECT DESCRIPTIONS:

- Capital Equipment** **\$5,418,877**

(a) Conduct salary and benefit survey for non-union positions \$35,000

This project, using \$35,000 in General Obligation fund debt, is to conduct a comprehensive compensation and benefits study for all non-union Administrative and DPW classified positions. The City wishes to assess compensation and benefits based on both internal and external comparability and develop an updated classification structure that provides a fair, competitive, transparent, sustainable, and fiscally responsible program that is easy to maintain over time. This project will be funded with General Fund borrowing.
- (b) Develop a City-wide Emergency Operations Plan \$75,000

The City Manager is responsible for all Emergency Management Operations and delegates authority to various City Departments, Divisions, and Offices for the purpose of establishing a physical Emergency Operation Center (EOC) and organizational structure of EOC operations. There has been a significant investment in resources and time in training City employees to staff and operate the EOC. Currently the City does not have an Emergency Operations Plan (EOP). The City is seeking a consultant with experience in Emergency Management to produce an EOP that uses best practices to plan for, respond to, and recover from a natural or man-made disaster with the City of Janesville. ARPA funding will be utilized for this project.

(c)	<u>Extend Metropolitan Area Network (MAN) 2022 - Phase 6</u>	\$810,000
	<p>This ongoing project will extend the City’s fiber plant to City facilities, improving communications and giving the ability to take advantage of high bandwidth services like GIS/Mapping. The total project costs are estimated to be \$1,929,114 with \$810,000 in General Fund borrowing in 2022. This phase (Phase VI) will extend fiber from the Golf course to Hwy 14/26 intersection, connect Fire Station 5, and provide ‘diversity’ connection to 911 communications center.</p>	
(d)	<u>Fire Department Vehicle Replacement Schedule 2022</u>	\$493,000
	<p>In 2022, a 2009 Ambulance, 2008 support vehicle, 2004 utility vehicle, and 2008 inspector vehicle will be replaced. These vehicle replacements will be funded by General Fund borrowing of \$493,000.</p>	
(e)	<u>Firefighter gear ensemble replacement 2022</u>	\$30,000
	<p>Research shows that firefighters have a higher risk of cancer than the general public due to the exposure to carcinogens. To limit this exposure, gear must be decontaminated after use at a fire. This best practice requires firefighters to have a second set of turnout gear to utilize when laundering their primary set of turnout gear. General Fund borrowing in 2022 will include \$30,000 to purchase turnout gear to work towards each firefighter having a primary and secondary set of turnout gear. This annual cost will proactively keep the City’s firefighters safer.</p>	
(f)	<u>Implement shared property assessment services with the City of Milton beginning in 2023</u>	\$290,200
	<p>This project’s costs are for upgrading MSGovern to handle multiple jurisdictions. It will utilize \$290,200 in General Fund borrowing.</p>	
(g)	<u>Implement telework recommendations 2022</u>	\$600,000
	<p>In 2020 the Remote Work Group was created to respond to COVID-19 and determine what telework needs the City has. Activities will include outfitting “Teams” meeting rooms, increasing portable electronic devices such as laptops, increasing wireless capability, and improving remote access. The 2022 phase of the project will be paid by ARPA funding.</p>	
(h)	<u>Install Govern Open Forms 2022</u>	\$450,000
	<p>Govern will eliminate the need to maintain client software on the City’s PCs. System upgrades and patches will be installed on the server and work will be conducted with browsers. This is a multi-year project due to architecture changes in Govern Open forms. In 2022, General Fund borrowing of \$450,000 will be used to install tax billing and licensing.</p>	
(i)	<u>Install solar lighting in all City-owned JTS passenger shelters</u>	\$100,000
	<p>This federally funded project will install solar lighting at City-owned JTS passenger shelters to improve customer service and increase passenger feelings of safety. There is no match for this project.</p>	

(j)	<u>JPD vehicle replacement 2022</u>	\$299,000
	<p>Prior to 2020, JPD’s replacement of squad vehicles was included in the Police Department’s operating budget. The City Council directed staff to include squad replacements in the capital budget for 2020 and in future years due to restrictive Expenditure Restraint Program limits faced in the 2020 budget development process. In 2022, the Police Department will replace eight police vehicles and the necessary related emergency equipment at a cost of \$299,000 funded by General Fund borrowing.</p>	
(k)	<u>Maintain City network to adapt to evolving technologies - IT Strategic Plan 2022 (2018-2022)</u>	\$300,000
	<p>The City will continue implementation of the Information Technology Strategic Plan. This plan addresses improving the efficiency of City services and providing citizen satisfaction through information technology. In 2021, General Fund borrowing (\$200,000), Water Fund borrowing (\$50,000), and Wastewater Fund borrowing (\$50,000) will go towards transitioning the on-premise Exchange server to O365, Security Audit, Azure management tools, enabling Jabber for internet connections and design of Phase VII of the Metropolitan Area Network.</p>	
(l)	<u>Maintain GIS Asset Management Plan 2022</u>	\$125,000
	<p>The City’s GIS staff within the Engineering Division worked with ArcGIS to develop a strategic roadmap for GIS and asset management improvements. Staff developed a detailed five-year plan to upgrade capabilities for all departments of the City using GIS technology, pending allocation of budgetary resources. In 2022, staff will initiate implementation of the ArcGIS Enterprise Discovery & Implementation Plan outlined by GISinc. The 2022 projects will be funded through General Fund borrowing (\$75,000); Water Utility Fund borrowing (\$25,000); Wastewater Utility Fund borrowing (\$25,000), Additionally, the Stormwater operating budget includes \$25,000 in consultant services for this item.</p>	
(m)	<u>Purchase and equip fifth ambulance</u>	\$391,677
	<p>The City’s 2022 Budget includes funding to staff a fifth paramedic ambulance at Fire Station 3 on the City’s westside. This project will provide funding to purchase a new ambulance and needed supplies to equip the proposed ambulance. With this project, the department will be allowed to operate a paramedic ambulance out of all five of its stations. This project will be funded with \$343,677 General Fund borrowing and \$48,000 appropriations.</p>	
(n)	<u>Replace 2000 Single wheel dump truck # 3929</u>	\$180,000
	<p>Water Utility fund borrowing in the amount of \$180,000 will be used to replace a 24-year-old truck that has outlived its useful life.</p>	
(o)	<u>Replace 2002 Single wheel dump truck #3920</u>	\$160,000
	<p>Water Utility fund borrowing in the amount of \$160,000 will be used to replace a 22-year-old truck that has outlived its useful life.</p>	

(p)	Replace Sanitary Landfill compactor	\$900,000
	<p>In 2022, the Operations Division will borrow approximately \$900,000, less trade-in of the existing compactor, in the Sanitation Fund to replace a 2015 Bomag compactor utilized in the Sanitary Landfill. This project will maximize landfill capacity and comply with Wisconsin Department of Natural Resources (WDNR) standards.</p>	
(q)	Replace the iCPAM physical security system server (Badge System)	\$25,000
	<p>The Identiv iCPAM system is no longer supported and will need to be replaced with the Identiv Velocity system in 2022. Velocity will reuse our current badge readers and locks but replace the server and software. This project will be funded through General Fund borrowing.</p>	
(r)	Upgrade inspection/permitting software	\$50,000
	<p>Upgrade inspection/permitting software is part of the overall Asset and Work Order Management Implementation. The goal with this item is to allow for on-line permit approval and payment along with electronic building plan review, and tablets for inspectors to use in the field to streamline the inspection and permitting process, create efficiency and provide better customer service. This project will be funded through General Fund borrowing.</p>	
	Construct and Improve Streets Projects Total:	\$11,830,625
(a)	Bridge Maintenance - Structure #B-53-0133 - Bellrichard (Crosby-Willard)	\$265,000
	<p>This is a preventative maintenance activity based on the last bridge inspection performed by a DOT certified bridge inspector. This type of preventative maintenance is being used frequently by DOT, County, and local bridge maintainers to seal the bridge deck and prevent salt and salt inhibitors from getting into bridge deck cracks and causing premature failure of the bridge deck reinforcing steel. General fund borrowing of \$265,000 will be used to complete this project.</p>	
(b)	Chip sealing 2022	\$135,000
	<p>Historically, chip sealing (a pavement surface treatment technique) activities have been funded as part of the larger street rehabilitation program. In 2020, staff began separating this project from the street rehabilitation program in order to better account for project costs. General Fund appropriations of \$135,000 are proposed for chip sealing activities.</p>	
(c)	Conduct major concrete joint/panel repairs 2022	\$94,000
	<p>Many concrete streets need joint repair. Joint repair minimizes further deterioration of concrete streets and extends their useful life. General Fund borrowing of \$94,000 is proposed to complete concrete joint repairs in 2022.</p>	

(d)	Design River Street / Wall Street reconstruction from W. Milwaukee to Franklin Street	\$75,000
	This project is the design of reconstruction of S. River from W. Milwaukee to W. Wall Street and W. Wall Street from S. River to N. Franklin. It will be paid for through \$75,000 from TIF General Obligation bonds.	
(e)	Design safety conversion and signal replacements for Court Street from Five Points to Waveland (HSIP)	\$408,000
	\$41,000 General Obligation debt and \$367,000 in federal funding will be used to design a safety conversion and replace five traffic signals on the Court Street corridor from Five Points to Waveland using HSIP funding.	
(f)	Implement traffic signal safety improvements	\$87,000
	\$11,000 in General Fund notes will be used for completing the traffic signal safety improvements project at Memorial & Washington and Milwaukee & Randall. The remaining \$76,000 in General Fund notes will be used for proactive replacement of older traffic signals prior to failure.	
(h)	Reconstruct USH 14 from Milton Avenue to Deerfield Drive (DOT project)	\$1,481,625
	The Wisconsin Department of Transportation will be reconstructing USH 14 between Milton Avenue and Deerfield Drive in 2022. This will be the last phase of the interstate expansion project effort. The corridor will be reconstructed as an urban section to include curb and gutter and pedestrian accommodations. The total funding is anticipated at \$1,481,625 with \$25,000 in borrowing by the Water Utility, \$25,000 in borrowing by the Wastewater Utility, and \$1,431,625 in federal/state aid.	
(i)	Reconstruction of Black Bridge Road from Mayfair to Milton Ave (MSID grant)	\$1,000,000
	This project will reconstruct Black Bridge Road from Mayfair to Milton Avenue, with \$550,000 General Fund borrowing and \$450,000 MSID funding.	
(k)	Sidewalk Program 2022	\$700,000
	In 2022, new and replacement sidewalks total \$700,000 (General Fund borrowing - \$450,000 and Special Assessments - \$250,000). General Fund costs include curb ramps, sidewalks that cross City-owned property (greenbelts, parks, etc.), and other miscellaneous costs typically paid for by the City at-large. Replacement sidewalks will address deteriorated sidewalk and/or sidewalk with other safety deficiencies. This includes the sidewalk maintenance in coordination with the annual street rehabilitation program.	

(l)	Street Rehabilitation Program 2022	\$4,399,000
	<p>This program includes funds to maintain City streets and make various other improvements to the street network such as intersection and railroad crossing improvements. In 2022, the program will rehabilitate approximately 12 miles of streets at an estimated total cost of \$4,399,000 (General Fund borrowing - \$2,213,000 and Wheel Tax - \$2,186,000).</p>	
(m)	Support DOT Center Ave. Reconditioning & RR Bridge Replacement Project (Design)	\$204,000
	<p>The Wisconsin Department of Transportation will be reconditioning USH 51 between Nicolet Street and the 5 points intersection in 2023/2024. The City is responsible for paying 25% of the project design costs and DOT pays 75% of project design and 100% of participating project costs. The City's share of the design cost totals \$235,000. The City previously borrowed \$135,000 in 2019 and will borrow the remaining \$100,000 in 2022 while the DOT will be contributing \$104,000 toward their contribution in 2022.</p>	
	Economic Development Projects Total:	\$110,000
(a)	Digitize Assessment Files for Assessor's Office	\$110,000
	<p>To prepare more fully for a digital workplace, this project will use \$110,000 in ARPA funding to scan approximately 28,000 physical property record cards into digital form.</p>	
	Landfill Projects Total:	\$640,000
(a)	Cap maintenance at Janesville Disposal Facility (JDF) Superfund Site	\$150,000
	<p>The Operations Division will utilize \$150,000 in Sanitation Fund Balance in 2022 to perform subsurface drainage repairs and associated cap maintenance at the Janesville Disposal Facility, the CERCLA-designated facility south of Black Bridge Road.</p>	
(b)	Complete landfill access roadway (north end of Cell 5)	\$200,000
	<p>As the active Sanitary Landfill expands, landfill operations require the continued construction of access roadway. In 2022, \$200,000 in Sanitation Fund Balance will fund the construction of a perimeter roadway along the north end of Cell 5.</p>	
(c)	Evaluate groundwater issues around landfill maintenance building and other areas	\$40,000
	<p>Groundwater levels at the Sanitary Landfill are significantly higher than historical levels. In recent years, the City has experienced a significant surge in groundwater levels that remains persistent. This creates issues on the landfill property. The maintenance shed at the landfill has been under water at times, and the fallow areas between the old and current landfill sites are also full of standing groundwater. The fallow areas are also potential future landfill and will need to be filled in with structural fill if landfill development is to occur there. This \$40,000 project will use Sanitation Fund Balance to assess the problem and develop an action plan.</p>	

(d)	Install leachate recirculation infrastructure (cell 6)	\$250,000
	<p>The Wisconsin Department of Natural Resources (WDNR) requires operating landfills to implement leachate recirculation to aid in the compaction and decomposition of sanitary landfill waste. In 2022, \$250,000 in Sanitation Fund Balance will be used to begin the implementation for Cell 6 of the Sanitary Landfill.</p>	
	Parks and Public Grounds Projects Total:	\$536,000
(a)	Complete annual Parks Division paving projects 2022	\$250,000
	<p>The Parks Division maintains paved surfaces, including roads, parking lots, bike trails, and cemetery roads. Using General Fund debt in 2022, the City will make repairs to the Traxler Park entrance road to include curb and gutter to correct stormwater issues after rains and make road repairs on the west side of the park.</p>	
(b)	Complete design of replacement aquatic facility in Palmer Park	\$175,000
	<p>Palmer Wading Pool was originally constructed in 1936, and a 2021 Aquatics Technical Evaluation has determined that the pool has reached the end of its useful life. Significant leaks have been detected in the concrete vessel, off season heaving has further compromised the vessel, the return or supply piping to the pool building is leaking, and safety issues were identified. The mechanical building is in poor condition and mechanical systems have exceed their life expectancy. Planning for a replacement facility is currently underway, but may include a splash pad, hybrid zero-depth vessel with splashpad or hybrid zero-depth activity pool with play structure and new mechanical/bathhouse. General Fund borrowing of \$175,000 would be used to complete the design phase of a replacement aquatic facility.</p>	
(c)	Golf course improvements 2022	\$111,000
	<p>When the City of Janesville took over operation of the golf courses, it acquired aged equipment and infrastructure from the previous lessee. In 2022, the City will replace two Toro Tee Mowers and a Toro Sandpro, both funded by General Fund borrowing.</p>	
	Public Buildings and Grounds Projects Total:	\$2,235,701
(a)	Complete planned, unassigned smaller building projects and emergency building repairs 2022	\$140,000
	<p>The City owns and operates numerous aging facilities that require planned maintenance and emergency repairs throughout the year. In 2022, the City proposes General Fund borrowing of \$140,000 for the purpose of proactively and reactively addressing building needs that arise.</p>	
(b)	Design of Defense and Arrest Tactics (DAAT) Training Facility	\$75,000
	<p>Police training is critical to officer safety and proper police use of force. The addition of a Defense and Arrest Tactics (DAAT) training room will allow for realistic scenario-based training. The training room is an addition to the LaPrairie Park Pistol Range. General Fund borrowing of \$75,000 will be utilized for this project.</p>	

(c)	Fire Department Building Improvements 2022	\$250,000
	<p>The fire department operates 6 facilities that require planned maintenance and emergency repairs throughout the year. In 2015, department staff along with staff from the Engineering Department evaluated all 6 facilities noting nearly one million dollars in repairs. In 2022, the department proposes General Fund borrowing of \$250,000 for the purpose of proactively and reactively addressing building needs.</p>	
(d)	North Parker Drive Parking Ramp Maintenance Phase 2	\$265,000
	<p>Phase 2 of this project includes joint sealant replacement, traffic coating replacement, pour strip repair, select special crack / spall repair of the main structural precast members, and vertical joint sealant replacement, to be paid for through General Fund borrowing.</p>	
(f)	Replace roofs at Traxler Park, Youth Sports Complex, Riverside Golf Course, and Wastewater Treatment Plant	\$340,000
	<p>Public Works manages a five-year facility improvements plan, including replacing roofs at City buildings. The roofs at Traxler Park, the Youth Sports Complex, Riverside Golf Course, and the Wastewater Treatment Plant are scheduled for replacement in 2022 to be funded by General Fund borrowing of \$140,000 and Wastewater Utility Fund borrowing of \$200,000.</p>	
	Stormwater Projects Total:	\$1,730,000
(a)	Construct Walnut Grove Pond and Outfall	\$165,000
	<p>As part of the Northeast Regional Stormwater Management Plan, the City will construct a stormwater pond adjacent to the Walnut Grove subdivision and an overland flow route from the pond towards STH 26. The success of the project depends on the cooperation of a private property owner who will need to grant a drainage easement. Existing funding of \$165,000 from the stormwater land division special assessment account is programmed for this project in 2022 if the required easement is provided by the property owner.</p>	
	Wastewater Projects Total:	\$2,460,000
(a)	Beloit Avenue Force main replacement	\$50,000
	<p>The sanitary lift station is underground at 900 Beloit Ave. It pumps the sewage uphill through the force main(pipe) to a sewer structure(manhole) located in the street at 806 Beloit Ave. The pipe is near failure and needs to be replaced. Wastewater Utility Fund borrowing in the amount of \$50,000 will fund this project.</p>	
(c)	Sanitary Sewer Lining, Point Repair, and Grouting 2022	\$885,000
	<p>Janesville has approximately 300 miles of pipes of various sizes and materials in the sanitary sewer collection system. Wastewater Fund borrowing of \$885,000 is proposed in 2022 for this maintenance activity.</p>	

(d)	Sanitary Sewer Structure Maintenance 2022	\$115,000
	<p>The City will complete sanitary sewer structure improvements and repairs in conjunction with the annual street rehabilitation program. Funding of \$750,000 is proposed for 2022, with \$115,000 in Wastewater Utility Fund borrowing and \$635,000 funded through the operating budget.</p>	
	Water Utility Projects Total:	\$5,997,485
(a)	Execute fire hydrant replacement program 2022	\$293,000
	<p>Prior to 2020, replacement of fire hydrants as part of the annual street rehabilitation program was funded through borrowing for water mains. Due to the Public Service Commission's rate case in 2019, and the subsequent shift of borrowing for water mains to cash financing these projects, the City will borrow \$293,000 in the Water Utility Fund in 2022 to fund this program.</p>	
(b)	Execute public lead lateral replacement program 2022	\$2,079,485
	<p>To avoid the addition of chemicals to our water distribution the city is aggressively removing Lead Service Lines. This project is to remove public side services throughout the city as part of street projects and non-street projects. It will be funded through \$175,000 Water borrowing, \$750,000 Wastewater borrowing, and \$1,154,485 ARPA funding.</p>	
(d)	Water Structure & Valve Replacement 2022	\$125,000
	<p>Prior to street reconstruction, the condition of the water structures and valves in the street are evaluated. Old, deteriorated structures and nonfunctioning valves are either rehabilitated or replaced prior to the street work. This helps ensure the long-term integrity of the street so that a newer street surface will not be dug up shortly after the replacement of a failing structure or valve. This is completed in conjunction with the annual street rehabilitation program and will cost \$125,000 in 2022 funded by borrowing in the Water Utility Fund.</p>	

CITY OF JANESVILLE, WISCONSIN

Computation of Legal Debt Margin

December 31, 2021

Equalized Value of Real and Personal Property	<u>\$6,069,240,100</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$303,462,005</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt	
Applicable to Debt Limit at December 31, 2021 (36.05% of Legal Limit)	<u>109,385,000</u> *
Remaining Legal Debt Margin	<u>\$194,077,005</u>

* Does not include Wastewater Utility Revenue Debt in the amount of \$14,253,238

* Does not include Water Utility Revenue Debt in the amount of \$584,060

**General Obligation Debt Service for 2021 and
Total Outstanding Indebtedness as of December 31, 2020**

Original Amount	2022		2022 Principal & Interest	Outstanding as of 12/31/2021				
	Principal	Interest		Principal	Interest	Total		
Water Utility								
2014 L.T. Note	2,210,000	Water Utility Improvements	350,000	14,000	364,000	1,050,000	22,750	1,072,750
2014A L.T. Note	1,400,000	Water Utility Improvements	150,000	6,000	156,000	450,000	9,750	459,750
2015 L.T. Note	3,001,000	Water Utility Improvements	295,000	35,400	330,400	1,180,000	76,700	1,256,700
2016 L.T. Note	4,333,000	Water Utility Improvements	425,000	36,050	461,050	2,015,000	96,250	2,111,250
2017 L.T. Note	3,985,000	Water Utility Improvements	401,000	54,580	455,580	2,217,000	180,365	2,397,365
2018 L.T. Note	4,879,000	Water Utility Improvements	490,000	95,250	585,250	3,420,000	358,200	3,778,200
2019 L.T. Note	3,788,000	Water Utility Improvements	394,000	76,960	470,960	3,090,000	357,640	3,447,640
2020 L.T. Note	880,000	Water Utility Improvements	131,000	16,892	147,892	1,010,000	70,946	1,080,946
2020A L.T. Note	990,000	Water Utility Improvements	220,000	2,200	222,200	220,000	2,200	222,200
2021 L.T. Note	1,722,000	Water Utility Improvements	205,000	29,274	234,274	1,722,000	139,556	1,861,556
2021A L.T. Note	250,000	Water Utility Improvements	125,000	3,792	128,792	250,000	5,042	255,042
Water Utility Total			\$ 3,186,000	\$ 370,398	\$ 3,556,398	\$ 16,624,000	\$ 1,319,399	\$ 17,943,399
Wastewater Utility								
2014 L.T. Note	2,434,000	Wastewater Utility Improvements	230,000	9,150	239,150	685,000	14,825	699,825
2015 L.T. Note	776,000	Wastewater Utility Improvements	75,000	8,400	83,400	280,000	17,400	297,400
2016 L.T. Note	1,108,000	Wastewater Utility Improvements	105,000	8,850	113,850	495,000	23,550	518,550
2017 L.T. Note	1,054,000	Wastewater Utility Improvements	101,000	13,980	114,980	567,000	46,265	613,265
2018 L.T. Note	1,515,000	Wastewater Utility Improvements	155,000	27,225	182,225	985,000	99,225	1,084,225
2019 L.T. Note	1,035,000	Wastewater Utility Improvements	111,000	19,960	130,960	815,000	88,260	903,260
2020 L.T. Note	1,982,000	Wastewater Utility Improvements	235,000	33,007	268,007	1,956,000	147,759	2,103,759
2020A L.T. Note	455,000	Wastewater Utility Improvements	125,000	1,250	126,250	125,000	1,250	126,250
2021 L.T. Note	3,367,000	Wastewater Utility Improvements	395,000	57,221	452,221	3,367,000	273,453	3,640,453
2021A L.T. Note	300,000	Wastewater Utility Improvements	150,000	4,550	154,550	300,000	6,050	306,050
Wastewater Utility Total			\$ 1,682,000	\$ 183,593	\$ 1,865,593	\$ 9,575,000	\$ 718,037	\$ 10,293,037
Storm Sewer Utility Improvements								
2014 L.T. Note	254,000	Storm Sys. Imps., GIS & CADD Enhancements	15,000	600	15,600	45,000	975	45,975
2015 L.T. Note	427,000	Storm Improvements	45,000	5,400	50,400	180,000	11,700	191,700
2016 L.T. Note	973,000	Storm Improvements	105,000	7,350	112,350	420,000	19,200	439,200
2018 L.T. Note	1,472,000	Storm Improvements	150,000	27,000	177,000	975,000	97,275	1,072,275
2020 L.T. Note	1,418,000	Storm Improvements	143,000	21,580	164,580	1,273,000	100,005	1,373,005
2020A L.T. Note	90,000	Storm Improvements	45,000	450	45,450	45,000	450	45,450
2021 L.T. Note	931,000	Storm Improvements	111,000	15,775	126,775	931,000	77,987	1,008,987
Storm Sewer Utility Improvements Total			\$ 614,000	\$ 78,155	\$ 692,155	\$ 3,869,000	\$ 307,592	\$ 4,176,592
WRS Internal Service								
2013A L.T. Note	561,000	WRS Prior Service Costs	52,000	4,661	56,661	204,000	10,895	214,895
WRS Internal Service Total			\$ 52,000	\$ 4,661	\$ 56,661	\$ 204,000	\$ 10,895	\$ 214,895
Library								
2013A L.T. Note	343,000	WRS Prior Service Costs	31,000	2,816	33,816	123,000	6,596	129,596
2018 L.T. Note	383,000	Library Roof Replacement	40,000	7,350	47,350	265,000	26,625	291,625
2019 L.T. Note	600,000	Library Transformation Project	60,000	11,400	71,400	460,000	51,600	511,600
2020 L.T. Note	1,019,000	Library HVAC Unit Replacement	74,000	16,390	90,390	944,000	81,765	1,025,765
Library Total			\$ 205,000	\$ 37,956	\$ 242,956	\$ 1,792,000	\$ 166,586	\$ 1,958,586
Golf Courses Fund								
2016 L.T. Note	305,000	Golf Course Equipment - Golf Carts	50,000	500	50,500	50,000	500	50,500
Golf Courses Total			\$ 50,000	\$ 500	\$ 50,500	\$ 50,000	\$ 500	\$ 50,500
Sanitation - Waste Management								
2016 L.T. Note	2,000,000	Landfill Ph. 4 - Construction	200,000	16,900	216,900	945,000	45,050	990,050
2016 L.T. Note	50,000	Landfill Ph. 2 - Leachate Recirculation	5,000	450	5,450	25,000	1,250	26,250
2017 L.T. Note	1,342,000	Closure - Phase 3	135,000	18,700	153,700	759,000	61,815	820,815
2017 L.T. Note	1,000,000	Clay Procurement	100,000	13,870	113,870	563,000	45,835	608,835
2017 L.T. Note	375,000	Steel-Wheel Compactor Upgrade	38,000	5,250	43,250	213,000	17,375	230,375
2017 L.T. Note	285,000	Paving Improvements	27,000	3,970	30,970	160,000	13,170	173,170
2017 L.T. Note	250,000	Landfill Expansion Permit Process	27,000	3,470	30,470	142,000	11,430	153,430
2017 L.T. Note	109,000	Extend Metropolitan Area Network	11,000	1,530	12,530	62,000	5,060	67,060
2017 L.T. Note	75,000	Waste Collection Carts	7,000	1,010	8,010	41,000	3,340	44,340
2018 L.T. Note	150,000	Superfund Site Remediation	15,000	2,775	17,775	100,000	10,050	110,050
2019 L.T. Note	2,000,000	Landfill Expansion Cell 6	227,000	34,810	261,810	1,490,000	142,360	1,632,360
2019 L.T. Note	860,000	Waste/Recycling Collection Vehicle Replacement	98,000	14,940	112,940	640,000	61,040	701,040
2020 L.T. Note	2,357,000	Landfill Expansion Cell 6 - Final Construction	65,000	40,448	105,448	2,292,000	195,379	2,487,379
2020 L.T. Note	854,000	Waste/Recycling Collection Vehicle Replacement	24,000	14,635	38,635	830,000	70,888	900,888
2020 L.T. Note	235,000	Clean-Fill and Compost Site Rehabilitation	6,000	4,043	10,043	229,000	19,581	248,581
2020 L.T. Note	179,000	Compost Site Attendant's Office	5,000	3,075	8,075	174,000	14,803	188,803
2020A L.T. Note	2,580,000	Automated Waste Collection Equipment	255,000	2,550	257,550	255,000	2,550	257,550
2020A L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	1,600	161,600	160,000	1,600	161,600
2021 L.T. Note	700,000	Landfill Cell 4 Intermediate Cover, Gas System Install & Imps	100,000	12,563	112,563	700,000	49,228	749,228
2021 L.T. Note	612,000	Waste/Recycling Collection Vehicle Replacement	87,000	9,328	96,328	612,000	41,526	653,526
Sanitation - Waste Management Total			\$ 1,592,000	\$ 205,916	\$ 1,797,916	\$ 10,392,000	\$ 813,329	\$ 11,205,329
TIF Districts & Land Acquisition								
2014 L.T. Note	635,000	TIF #25	65,000	2,750	67,750	205,000	4,500	209,500

**General Obligation Debt Service for 2021 and
Total Outstanding Indebtedness as of December 31, 2020**

Original Amount	2022		2022 Principal & Interest	Outstanding as of 12/31/2021				
	Principal	Interest		Principal	Interest	Total		
Leisure Services								
2014 L.T. Note	25,000	Splash Pad Feasibility Study	3,000	120	3,120	9,195		
2015 L.T. Note	326,000	Splash Pad	34,000	3,390	37,390	120,755		
2015 L.T. Note	40,000	Playground Replacement	4,000	420	4,420	14,830		
2016 L.T. Note	90,000	Golf Course Equipment	9,000	710	9,710	41,860		
2016 L.T. Note	40,000	Playground Replacement	4,000	280	4,280	16,700		
2017 L.T. Note	755,000	Ice Arena Dehumidification Impr.	76,000	9,960	85,960	440,680		
2017 L.T. Note	80,000	Playground Replacement	8,000	1,050	9,050	46,425		
2017 L.T. Note	75,000	Golf Course Equipment	8,000	1,020	9,020	45,350		
2017 L.T. Note	70,000	Bike Trail - Repair/Replace	6,000	930	6,930	40,105		
2017 L.T. Note	50,000	Dawson Softball Facility Improvements	4,000	660	4,660	28,230		
2017 L.T. Note	25,000	Ice Arena Impr.	2,000	320	2,320	14,070		
2018 L.T. Note	145,000	ARISE Fitness Court, Pickleball Courts	17,000	2,535	19,535	101,745		
2018 L.T. Note	85,000	Bike Trail - Repair/Replace	9,000	1,515	10,515	60,235		
2018 L.T. Note	70,000	Northeast Regional Trail- Sandhill to Rotamer (Design)	7,000	1,215	8,215	48,260		
2018 L.T. Note	65,000	Playground Replacement & Traxler Park Bleachers	7,000	1,155	8,155	45,960		
2018 L.T. Note	60,000	Aquatic Vessels Caulking & Painting	7,000	1,035	8,035	41,540		
2018 L.T. Note	60,000	Ice Arena Dehumidification Impr.	7,000	1,035	8,035	41,540		
2018 L.T. Note	55,000	Dawson Softball Electrical Updates	6,000	1,020	7,020	40,525		
2018 L.T. Note	25,000	Indoor Sports Facility Feasibility Study	3,000	435	3,435	17,470		
2019 L.T. Note	280,000	Northeast Regional Trail- Sandhill to Rotamer	30,000	5,140	35,140	233,740		
2019 L.T. Note	150,000	Golf Course Irrigation System Replacement	16,000	2,750	18,750	125,065		
2019 L.T. Note	60,000	Sandstone Drive Park	6,000	1,140	7,140	51,160		
2019 L.T. Note	50,000	Bike Trail - Repair/Replace	5,000	940	5,940	42,225		
2019 L.T. Note	40,000	Playground Replacement	4,000	740	4,740	33,290		
2019 L.T. Note	25,000	Indoor Sports Facility Schematic Design	3,000	450	3,450	20,960		
2019 L.T. Note	20,000	Ice Arena Dehumidification Impr.	2,000	370	2,370	16,645		
2020 L.T. Note	107,000	Golf Course Capital Equipment	12,000	1,593	13,593	101,976		
2020 L.T. Note	60,000	Playground Replacement	7,000	893	7,893	56,921		
2020 L.T. Note	50,000	Senior Center HVAC Unit Replacement (Design)	6,000	740	6,740	47,210		
2020 L.T. Note	35,000	Aquatics Facilities Evaluation	4,000	520	4,520	33,330		
2020A L.T. Note	1,875,000	Playgrounds, Golf Course Eq, Ice Arena, Palmer Park	98,000	980	98,980	98,980		
2021 L.T. Note	645,000	Senior Center HVAC Upgrade Senior Center	93,000	9,940	102,940	691,382		
2021 L.T. Note	177,000	Golf Course Capital Equipment & Mower for Park Fleet	26,000	2,727	28,727	189,687		
2021 L.T. Note	120,000	Playground Replacement	17,000	1,853	18,853	128,635		
2021 L.T. Note	95,000	Park Improvements - Playground at Schneider, Monterey Imp.	14,000	1,461	15,461	101,876		
2021 L.T. Note	90,000	Dawson Softball General Imps & Replace Nets	13,000	1,391	14,391	96,448		
2021 L.T. Note	30,000	Palmer Concession Stand Upgrades	4,000	466	4,466	32,089		
2021 L.T. Note	20,000	Develop a Recreation Division Master Plan	3,000	305	3,305	21,595		
2021A L.T. Note	90,000	Youth Sports Complex- Building Maintenance	9,000	253	9,253	19,353		
2021A L.T. Note	70,000	Camden Playground Renovation	8,000	209	8,209	16,289		
2021A L.T. Note	50,000	Dawson Softball Facility Renovation	6,000	157	6,157	12,217		
2021A L.T. Note	50,000	Bike Trail - Repair/Replace	6,000	157	6,157	12,217		
2021A L.T. Note	50,000	Aquatics Renovation	6,000	157	6,157	12,217		
2021A L.T. Note	40,000	Renovate Playgrounds/Equip.	5,000	131	5,131	10,181		
Leisure Services Total			\$ 624,000	\$ 64,265	\$ 688,265	\$ 3,176,000	\$ 245,163	\$ 3,421,163
TOTAL GENERAL CITY & DPW IMPROVEMENTS			\$ 9,461,000	\$ 983,819	\$ 10,444,819	\$ 48,107,000	\$ 3,506,325	\$ 51,613,325
GRAND TOTAL GENERAL OBLIGATION DEBT			\$ 19,160,000	\$ 2,257,755	\$ 21,417,755	\$ 109,385,000	\$ 8,961,581	\$ 118,346,581
Wastewater Utility Revenue								
CWF #4335-07	2,032,973	Wastewater Utility Improvements	129,245	4,657	133,902	261,546	6,222	267,768
CWF #4335-09	27,212,000	Wastewater Utility Improvements	1,557,635	272,220	1,829,854	13,440,196	1,188,112	14,628,309
CWF #4335-10	986,325	Wastewater Utility Improvements	49,452	12,642	62,095	551,495	68,767	620,262
Wastewater Utility Revenue Total			\$ 1,736,332	\$ 289,519	\$ 2,025,851	\$ 14,253,238	\$ 1,263,101	\$ 15,516,339
Water Utility Revenue								
SDWL #5119-01	2,150,000	Water Utility Improvements	133,080	8,093	141,174	408,757	14,651	423,409
SDWL #5119-02	1,336,937	Water Utility Improvements	86,463	3,632	90,095	175,303	4,854	180,156
Water Utility Revenue Total			\$ 219,543	\$ 11,725	\$ 231,268	\$ 584,060	\$ 19,505	\$ 603,565
TOTAL LONG-TERM DEBT			\$ 21,115,875	\$ 2,558,999	\$ 23,674,874	\$ 124,222,298	\$ 10,244,187	\$ 134,466,485