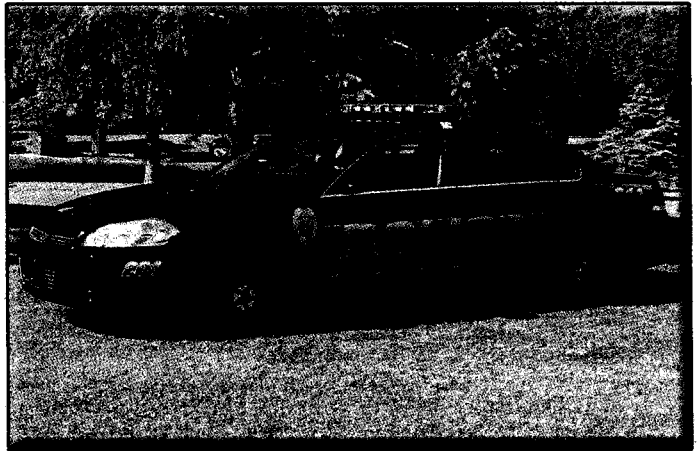


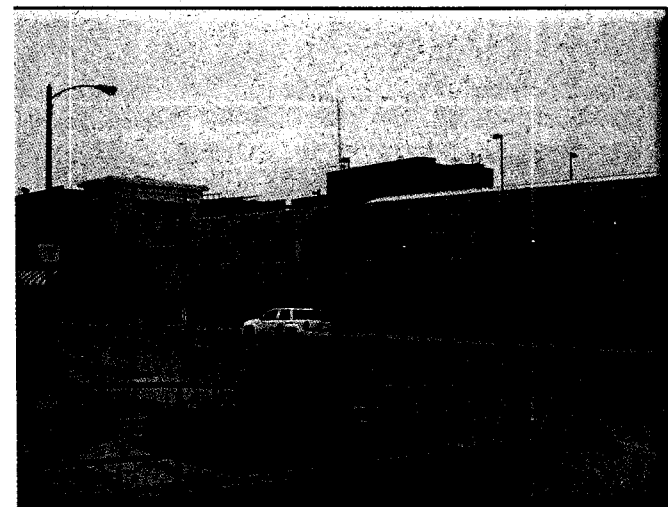
City of Janesville 2012 ANNUAL BUDGET



**Pictured is the recently reconstructed
Ruger Avenue Bridge.**



**The Janesville Police Department was
recognized by Law & Order magazine for
their newly re-designed squad car.**



**Pictured is Janesville's
new downtown parking garage.**



Janesville, Wisconsin

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CITY OF JANESVILLE

Wisconsin's Park Place

October 10, 2011

Council President Brunner and City Council:

The City Manager's proposed budget includes a 2012 General Fund Budget of \$41,923,916 which represents a total increase of \$335,672, or 0.81%, from 2011. The General Fund operating budget increases \$132,152, or 0.36%, and the property tax levy increases \$754,122, or 2.96%. The municipal property tax levy including the Library Budget will increase 2.61%. Properties that increased 6% or less in the revaluation would not see an increase in the proposed budget's municipal property taxes or see a reduction.

The 2012 Proposed Budget attempts to balance the multiple priorities and challenges that the City currently faces. The initial macro-analysis of the budget last Spring demonstrated a \$2.8 million deficit faced by the City. Fortunately after the Assembly and Senate amended provisions of the budget to protect cities such as Janesville from receiving too large an increase, combined with other internal savings, the budget gap was narrowed to approximately \$1.5 million. This is where the challenge of competing values began in the budget process. Due to the continual reductions in staff in previous budgets, the City faced the potential of proposing cuts in core services.

Placing this budget in the context of future budgets, I am cautious about proposing cuts since it has been historically difficult to replace positions once eliminated due to constraints on the major sources of revenue. In addition, the City will have multiple opportunities and challenges facing it in 2013. Currently, 80% of the General Fund's revenues are made up of Property Tax and State Shared Revenues. We are continually looking for new revenues and potential growth in non-traditional local revenues. I anticipate experiencing a net increase in Fund Balance of in excess of \$500,000 in 2011 due to some one time revenues. This net increase in Fund Balance potentially provides the City Council the opportunity to continue current service levels while we evaluate other opportunities that will face us in 2013. Finally, the City's contracts with each of the four bargaining units end on December 31, 2012.

While the City Manager's office has been cautious on proposing service reductions this year we have eliminated two additional administrative positions, and deferred the hiring of 3 department administrative positions, which has resulted in administrative salary savings of approximately \$600,000 over the last 3 years. These cuts do come with long-term implications.

Further reductions would either directly impact quality of life services such as transit routes or decrease staffing in the Fire or Police Department since public safety comprises approximately 60% of the General Fund operational costs.

Office of the City Manager



It is my opinion that the City benefitted from the use of the budget scorecard in 2011. While it is not the perfect tool, it provides the City Manager's office and the City Council guidance on the priorities the citizens have on various services and new fee proposals. I would like to outline some of the areas in which the scorecard added to the decision making in developing the budget.

- I propose to close the ice arena for 3 months, increase the number of days for the mowing cycle in parks to 8 days and propose to sell alcohol at additional facilities.
- After weighing the options facing the City this year, I propose establishing a \$10 wheel tax in 2012.

At this time I will outline the major budget proposals in the General Fund for the 2012 Budget.

Major Budget Proposals:

After reviewing the options and opportunities that face the City in the near future, a proposed budget was developed that attempts to maintain service levels for the coming year. The budget does anticipate that in coming years, either revenues will need to be increased or diversified, and further evaluation of our business practices will need to occur to create lower base budget costs. With these considerations in place, the City Manager's proposed budget includes the following key strategies:

- The proposed budget freezes the Community Development Director and delays the hiring of an inspector for 2 months.
- The proposed budget freezes a Deputy Chief in the Fire Department.
- The proposed budget freezes one police officer position, community services officer.
- The budget delays the hiring of the Recreation Director for 3 months.
- The budget reduces mowing of the parks.
- The budget places alcohol sales as additional revenue at Dawson Field.
- The budget provides for continuing to use \$825,000 of Fund Balance in the General Fund. This will need to be reduced in the future.
- The budget adds a \$10 wheel tax.
- The budget has an increase in proposed water rates.
- Administratively, the City Manager is placing limits on travel for conferences in the coming year.
- We will work regionally with Milton by contracting out our Commercial Electrical Inspections.

Office of the City Manager



- The property tax levy for operations will increase \$550,602.
- The City Manager added \$40,000 in the budget for outside consulting. This will be to review potential operational efficiencies in 2013 and to evaluate the construction of animal control facility.

Alternate Proposals

1. It is understood that the City Manager's proposed budget includes a variety of difficult decisions. One decision point is the inclusion of the wheel tax. This will increase anticipated revenues to the City by approximately \$550,000. It also diversifies the City's revenues.

If the City Council determines not to implement the wheel tax, one alternative approach that would include:

- Increasing the use of Fund Balance by \$275,000. (The downside of this approach would be that the use of Fund Balance would be \$1.1 million and would create a greater reduction in 2013, and
 - Reduce services by \$275,000. The service reductions could include a combination of reducing transit routes and reducing further staffing resulting in selected service reductions.
2. During the administration's evaluation of the levy limit, we determined that as debt is paid off, the City has the ability to use the levy utilized for debt service to pay for future operations or future capital improvements.

The City Council has discussed in the past that we should reduce our issuance of debt. If Janesville began to use levy previously used for debt service for a pay-as-you-go capital program, we could accomplish reducing debt for capital infrastructure such as streets in the future.

The downside of this approach is that it would increase property taxes in the short-term. Long-term property tax increases would be dependent on how the program was managed.

I would like to conclude by thanking all the staff in the various departments who diligently worked on the budget. I wish to thank all of the departments for their thoughtful approaches to these sensitive budget issues this year. Finally, I want to thank Jay Winzenz, Patty Lynch, Jean Wulf, and each employee on their staffs as well as the City Manager's staff for all of the effort in putting this budget together.

Respectfully Submitted,


Eric J. Levitt
City Manager

Office of the City Manager



BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

GENERAL FUND

The Adopted General Fund Budget for 2012 is \$41,923,916, which is an increase of \$335,672, or .81%, over the originally adopted 2011 budget.

GENERAL FUND

Economic Adjustments +\$542,000

The 2012 budget includes the 1.5% wage increase for Police and Fire union employees and a 1.75% wage increase for DPW union employees. Step increases have been included for union employees. There are no economic adjustments or merit increases for administrative employees. Unused sick leave payments for both union and non-union employees are included.

Vacation Purchase Program \$-25,000

This program allows employees to reduce their salary by one week and receive one additional week off.

Health Insurance \$0

Health insurance costs are projected to remain stable at the 2011 level.

GENERAL GOVERNMENT -\$98,045 or -2.83%

City Council

This budget decreases \$7,217 primarily due to a 50% reduction in funding for the poverty initiative (\$6,000) and a decrease in League of Wisconsin Municipalities dues (\$1,332).

City Manager

This budget provides for the continuation of present service levels and increases \$30,915.

Funding is included for public safety animal control studies and other operational efficiency studies (\$40,000). There are savings from employee contributions towards Wisconsin Retirement System (WRS) (\$7,165), and reductions in conference expense (\$1,290).

City Assessor

The budget reflects a net decrease of \$92,676 primarily from the completion of revaluation activities.

Personal Services decrease \$59,246 due to the elimination of a part-time clerk position (\$23,365), employee contributions towards WRS contributions (\$24,187), and reductions in overtime wages and related benefits (\$17,092).

Contractual Services decrease \$33,430 due to reductions in Postage (\$22,900) and Advertising and Promotions (\$7,000) with the completion of the revaluation. One (1) vehicle was eliminated due to staffing changes (\$3,600).

Attorney

This budget provides for the continuation of present service levels and decreases \$34,008.

Personal Services decrease \$22,108 due to the change in employee contributions to Wisconsin Retirement System (\$15,305) and a reduction in Summons/Subpoenas/Depositions/Transcriptions based upon historical trends (\$6,500)

Capital Outlay has a net decrease of \$12,900 and includes funding for the Online WestLaw service contract, reference books, CDs and other updates.

Clerks Elections

This budget provides for a continuation of present service levels and has a net increase of \$42,556 primarily due the presidential preference, partisan primary, and presidential elections (\$60,122).

Personal Services increase \$36,145 due to increases in Pollworker Wages (\$48,554) and a reallocation of employee salaries from the special assessment fund (\$7,102). These increases are offset by a reduction of .25 FTE's in permanent staffing (\$12,147) and the change in employee contributions towards WRS (\$12,203).

Supplies and Materials increase \$5,261 due to

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

absentee envelopes no longer being supplied by Rock County and the additional elections.

Administrative Services & Accounting

This budget provides for the continuation of present service levels and decreases \$62,075.

Personal Services decrease \$62,785 due to the elimination of the Human Resources Administrative Assistant (\$47,386) and the Administrative Analyst (\$6,151), and the employee contributions towards WRS (\$16,443). These decreases are offset by a reallocation of salaries from the Special Assessment Fund (\$11,658).

Human Resources

This budget provides for the continuation of present service levels and decreases \$18,498.

Personal Services decrease \$7,438 due to the change in employee contributions towards Wisconsin Retirement System.

Contractual Services decrease \$11,060 due to a decrease in Auditing/Consulting for outside legal expenses (\$6,150) and elimination of funding for the CPM program (\$5,000).

Information Technology

This budget provides for the continuation of present service levels and increases \$38,709.

Personal Services decrease \$4,498 due to the change in employee contributions towards WRS (\$9,428) and a reduction of one training class (\$1,025); offset by an increase in health insurance costs (\$4,486) due to an employee changing from a single to a family plan.

Contractual Services increase \$25,792, due to an increase in Computer Services for licensing and maintenance of the new ERP software and software enhancements that cannot be completed in-house (\$44,775); and increased software maintenance costs (\$6,988). These increases are offset by reductions in AS400 support services (\$13,695),

elimination of maintenance on four applications (\$7,023), and savings from multi-year agreements (\$4,676).

Capital Outlay includes replacement of equipment for \$111,435.

Community Information

This budget provides for the continuation of present service levels and increases of \$4,249.

Personal Services decrease 1,642 due to the change in employee contributions towards Wisconsin Retirement System.

Contractual Services increase \$5,891 due to a reallocation of costs for online, print and radio advertising from the Water Utility (\$4,500) and an increase in advertising costs (\$1,673).

PUBLIC SAFETY **- \$162,556, or -0.71%**

Police Department

This budget provides for the continuation of present service levels and decreases \$121,110.

Personal Services decrease \$108,620 due to the reduction of one patrol officer (\$55,869), the elimination of the community service officer (\$59,514), the change in civilian employee contributions towards WRS (\$24,494), and turnover savings (\$13,392), offset by the full-year funding of two patrol officers from the 2011 budget (\$54,000).

Contractual Services decrease \$12,420 due to the decrease in Animal Care costs (\$30,000) and the decrease in equipment maintenance (\$7,400) offset by an increase in Vehicle Operations and Maintenance (\$28,700).

Capital Outlay includes the replacement of eight (8) police vehicles (\$193,000).

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

Fire Department

This budget provides for a continuation of present service levels and decreases \$41,446.

Personal Services decrease \$94,246 due to a 12-month delay in filling a vacant Deputy Fire Chief position (\$123,653) and savings from personnel turnover (\$70,085), offset by increases in Clothing to purchase uniforms and turnout gear for new recruits (\$18,925), and increases in Health Insurance due to employee retirements (\$97,750).

Contractual Services increase \$32,018 due to increases in Vehicle Operation and Maintenance (\$35,590) and Insurance (\$7,852) offset by savings in heating costs (\$11,000).

Supplies & Materials increase \$25,442 due to billable EMS supplies.

PUBLIC WORKS -\$12,977 or -0.31%

Administration

This budget provides for a continuation of present service levels and decreases \$6,249.

Personal Services decrease \$4,573 due to the elimination of the Administrative Analyst position (\$3,075) and the change in employee contributions towards Wisconsin Retirement System (\$1,687).

Engineering

This budget provides for the continuation of present service levels and decreases \$13,993.

Personal Services decrease \$14,888 primarily due to the change in employee contributions towards WRS.

Street Maintenance

This budget provides for a continuation of present service levels and decreases \$50,361.

Personal Services decrease \$4,941 due to change in employee contributions towards Wisconsin Retirement System.

Contractual Services decrease \$44,600 due to the elimination of railroad crossing improvements (\$35,000) and a decrease in Vehicle Operation and Maintenance costs based upon historical trends (\$9,600).

The Major Capital Projects budget includes \$950,000 for street resurfacing and reconstruction.

Street Cleaning

This budget provides for a continuation of present service levels and increases \$2,516 due to increased Vehicle Operation and Maintenance cost.

Snow Removal

This budget provides for the continuation of present service levels and increases \$89,548.

Personal Services decrease of \$2,952 due to the change in employee contributions towards Wisconsin Retirement System.

Contractual Services increase \$60,600 due to increases in Vehicle Operation and Maintenance cost.

Supplies and Materials increase of \$31,900 due to a 1.3% increase in the price per ton of salt for the 2011/2012 season (\$2,520) and the purchase of an additional 500 tons of salt (\$27,880).

Weed Control

This budget provides for an increase in present service levels and increases \$11,202.

There is an increased level of service for chemical treatment of weeds growing in public streets of \$8,774.

Vehicle Operation and Maintenance costs have also increased \$2,500.

Public Buildings

This budget provides for a continuation of present service levels and decreases \$36,829.

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

Personal Services decrease \$4,908 due to a reduction in hourly wages (\$3,667) and the change in employee contributions towards WRS (\$1,259).

There are decreases in Gas (Heat) (\$26,827) and electricity (\$14,713) resulting from Energy Efficiency projects that have taken place at City Hall and the City Services Center.

Supplies and Materials increase \$10,350 based upon historical trends.

Parking Facilities

This budget provides for the continuation of present service levels and decreases \$1,169.

Traffic Management

This budget provides for a continuation of present service levels and decreases \$7,642.

Personal Services increase \$22,737 due to hourly wages for street light maintenance (\$12,000) and traffic signal maintenance (\$15,000) to reflect historical expenditures offset by the change in employee contributions towards WRS.

Contractual Services decrease of \$27,979 due to savings in electricity as a result of replacing the remaining 1,686 incandescent traffic signal lamps with LEDs (\$21,458) and telephone expenses as a result of replacing leased phone lines with a wireless interconnect system for traffic signals in the downtown (\$12,500) offset by an increase in Vehicle Operation and Maintenance cost (\$6,000).

Supplies and Materials increase \$6,600 due to increases for street light maintenance (\$5,000) and traffic signal maintenance (\$1,500).

LEISURE SERVICES -\$125,711, or -4.41%

Administration

This budget provides for the continuation of present service levels and decreases \$6,988.

Personal Services decrease \$6,746 due to the

elimination of an Administrative Analyst position (\$3,075), elimination of hourly wages that were used for office coverage (\$2,153), the change in employee contributions towards WRS (\$1,209).

The proposed subsidy for the Lincoln-Tallman House is \$49,400. The operational subsidy is \$45,000 and grounds maintenance is \$4,400.

Recreation

This budget provides for a reduction in current service levels and decreases \$72,093.

The Ice Skating Center will be closed for 3 months during renovations with an expense reduction of \$52,000.

There is a budgeted delay in filling a Recreation Director position until April 1, 2012 with a savings of (\$16,139), a reduction in wages for Softball and Kids Count Camp (\$6,500).

Funding for pool hours restored by the City Council in 2011 has been included (\$13,817).

This budget also provides for indoor pool adult lap swim (\$7,500) which is offset by revenue for this program.

This budget proposes increased fees at Rockport Pool and a proposal to allow alcohol in parks and recreational facilities if a permit is purchased.

Senior Citizen Center

This budget provides for the continuation of present service levels and decreases \$24,810.

Personal Services decrease \$23,694 due to the change in employee contributions towards WRS (\$6,486), a 3-month delay in hiring a Recreation Director (\$5,113), turnover savings (\$4,743), and the elimination of the Program Assistant (\$4,400).

Contractual Services decrease \$2,116 due decreased heating costs (\$2,669).

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

This budget includes \$1,000 for a trade booth display that will be used at annual expos and fairs to help increase public awareness of the Senior Center.

Parks

This budget provides for a reduction of current service levels with a proposed change to an 8 day mowing cycle and decreases \$21,820.

Personal Service decrease \$51,858 due to the increase of the mowing cycle to 8 working days (\$28,398), reducing overtime (\$10,000), the change in employee contributions towards WRS (\$9,873), eliminating some of the water fountains in the parks (\$2,000), and eliminating the vacant Administrative Analyst position (\$1,538).

Contractual Services increase \$30,038 due to increases for Water/Wastewater (\$8,220), Vehicle Operations and Maintenance cost (\$13,000) and purchasing trees for public right of ways (\$10,000).

COMMUNITY & ECONOMIC DEVELOPMENT - \$126,028, or -8.47%

Community Development

This budget provides for the continuation of present service levels and has a net decrease of \$104,898.

Personal Services decrease \$103,583 due to a 12-month delay in filling the Community Development Director position (\$43,476), the change in employee contributions towards WRS (\$43,496), and a 2-month delay in filling the Plumbing Inspector position (\$17,014).

Property Maintenance

This budget provides for a continuation of present service levels and decreases of \$9,357 due the change in employee contributions towards Wisconsin Retirement System.

Economic Development

This budget provides for an increase in present service levels and has a General Fund decrease of

\$11,773 due to the elimination of the Administrative Analyst position (\$3,075) and the change in employee contributions towards WRS (\$6,591).

Budgeted TIF administration cost increase \$47,650 and include a targeted "lead generation" program (\$60,000) and Memberships for Development Counsellors International (\$900) and Xceligent real estate database (\$3,000) offset by a reduction in Design Center Funding (\$20,000).

OTHER FUNDS

Transit

Operations & Maintenance Expenses

+ \$25,214, or 0.87%

Total Expenses

+ \$833,514, or 17.14%

This budget provides for the continuation of present service levels. Proposed General Fund support to the Transit System is \$855,169, an increase of \$126,214. The majority of the increase in General Fund support results from a projected 7% reduction in State and Federal Operating assistance.

Personal Services decrease \$27,359 due to replacing a full-time driver with part-time employees (\$30,527), turnover savings (\$10,461), the change the change in employee contributions towards Wisconsin Retirement System (\$20,166) and the elimination of the Human Resources Administrative Assistant (\$1,795). These decreases are offset by increases due to Economic Adjustments (\$28,657) and the reallocation of the Neighborhood Services Director (\$9,168).

Contractual Services decrease \$21,999 due to decreases in Other Contractual Services due to declining Paratransit ridership (\$10,810), Heat (\$4,420), Insurance (\$2,260), and Advertising (\$5,000).

Supplies and Materials increase \$74,572 due to the increased cost of Diesel Fuel.

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

Stormwater Utility

Operations & Maintenance Expenses	- \$78,760, or -4.92%
Total Expenses	- \$105,936, or -4.90%

A rate decrease of \$0.54 per quarterly bill is proposed, an increase of 5.10%.

Personal Services decrease \$4,856 due to the change in employee contributions towards WRS (\$14,597), and the elimination of the vacant Administrative Analyst (\$1,538) and Human Resources Administrative Assistant positions (\$1,436) these decreases are offset by increases due to Economic Adjustments (\$6,285), and increases in hourly wages to better reflect historical maintenance needs.

Contractual Services decrease \$54,304 due to a decrease in Auditing and Consulting Services (\$19,900) and Other Contractual Services (\$40,100). These decreases are partially offset by increases in Membership Dues for the Rock River Stormwater group for public education purposes related to permit compliance (\$5,000).

Wastewater Utility

Operations & Maintenance Expenses	- \$23,601, or -0.51%
Total Expenses	+ \$388,099, or +4.30%

No rate increase is proposed.

Personal Services decrease \$98,809 as a result of the change in employee contributions towards Wisconsin Retirement System (\$75,527), salaries due to turnover (\$22,811), reductions in overtime (\$2,253), the elimination of the Administrative Analyst (\$1,538) and the Human Resources Administrative Assistant (\$1,436), and training (\$2,870). These decreases are offset by increases for economic adjustments (\$3,909) and changes in retiree health insurance (\$5,910).

Contractual Services increase \$124,208 primarily due WDNR wastewater discharge fees and EPA annual CMOM development and requirements

(\$85,000), electricity/heat (\$19,400), fire protection fees due to the increased plant value (\$23,020), and meter expense (\$9,165). These increases are offset by reductions in telephone (\$3,050) equipment maintenance (\$10,000).

Supplies and Materials decrease by \$49,000 primarily as a result of the plant upgrades.

Capital Outlay includes improvements to the sanitary sewer system and the Wastewater Utility's portion of software/technology projects. Projects will be funded by General Obligation Notes (\$1,700,000) and replacement of laboratory equipment, vehicles, minor infrastructure and other smaller capital items will be funded through User Fees (\$27,000) and the Equipment Replacement Fund (\$160,000).

Water Utility

Operations & Maintenance Expenses	+ \$107,930, or +3.30%
Total Expenses	+ \$336,570, or +4.91%

A 20.93% rate increase is recommended effective January 1, 2012.

Personal Services decrease \$36,619 as a result of the change in employee contributions towards WRS (\$35,637), hourly wages due to turnover and historical trends (\$17,131), reductions in overtime (\$15,288), reductions in training (\$2,570) and the elimination of the Administrative Analyst (\$1,538) and the Human Resources Administrative Assistant (\$2,154) positions. These decreases are offset by increases for economic adjustments (\$16,575), changes in retiree health insurance (\$15,000) and temporary labor (\$7,500).

Contractual Services increase \$115,049 to review and update the studies related to the Northeast water tower (\$50,000) and for SCADA requirements related to the variable frequency drives (\$5,000); development of a wellhead protection plan (\$75,000) and well and well pump inspections recommended by WDNR (\$30,000). These

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

increases are offset by decreases in electricity (\$30,100), heat (\$13,300) and vehicle operation and maintenance (\$6,200).

Supplies and Materials increase \$29,500 due to increased costs to repair streets damaged by main breaks (\$35,000) offset by savings in chemicals (\$5,500).

Capital Outlay includes improvements to the water pumping, storage and distribution system as well as the Water Utility's portion of software/technology projects. Projects will be funded through General Obligation Notes (\$1,721,250), and replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, building restoration, preparation of wellhead protection plans, and other smaller Utility capital items will be funded through User Fees (\$514,000).

Cemetery

Total Expenses +\$22,154, or +10.34%

Personal Services increase \$17,157 to reflect the actual costs of fringe benefits for staff assigned to the cemetery.

Contractual Services increase \$6,197 due to an increase in VOM rental rates.

The General Fund Subsidy for Cemetery operations has increased \$25,000 an annual subsidy of \$75,000.

Golf Courses

Total Expenses +\$85,418, or +7.08%

This budget has increased due to costs for contractual operations incurred by KemperSports to manage the daily operations and grounds maintenance at the two (2) courses.

The Golf Courses require a General Fund Subsidy to fund Golf Courses operations. An annual subsidy of \$100,000 has been added to this budget.

Library

Total Expenses -\$123,935, or -3.02%

This budget provides for a continuation of present service levels and has a net decrease of \$123,935 from the previous year.

Personal Services decrease \$111,051 as a result of employee contributions towards the Wisconsin Retirement System and one staff retirement (\$89,839). Hourly wages decreased \$19,492 and Temporary Wages also showed a modest decrease of \$1,720.

Contractual Services increase \$18,480 due to an increase in Building Maintenance funds of \$29,113 offset by savings in Computer Services (\$9,113).

Capital Outlay, which includes books, periodicals, audio-visual, and electronic materials, are budgeted at \$466,081.

JATV

Operations & Maintenance Expenses +\$570, or +0.43%
Total Expenses -\$1,030, or -0.66%

This budget provides for the continuation of present service levels.

Capital Outlay of \$22,200 is proposed.

Neighborhood Services-Rent Assistance

Total Expenses +\$9,067, or +0.29%

This budget provides for the continuation of present service levels.

Personal Services decrease \$14,160 primarily due to the reallocation of 0.1 FTE Housing Financial and Rehabilitation Specialist to State and Federal Grants Administration.

Rent Assistance from HUD is expected to increase \$25,000.

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

Neighborhood Services—State / Federal Grants

Administration

Total Expenses +\$45,386, or +27.73%

Program Services

Total Expenses -\$180,804, or -8.67%

This budget reflects decreased level of service. Emphasis is placed on the Neighborhood Stabilization Grant and the Lead Hazard Reduction Demonstration Grant Program.

Personal Services increase \$51,656 due a redistribution of salaries from Program Services - CDBG Housing Service Delivery (\$66,550) to administration of the Neighborhood Stabilization Program (\$10,165), the Neighborhood Stabilization 3 Program (\$34,829), and the Lead Hazard Reduction Demonstration Grant Program (\$21,230). These increases are offset by the change in employee contributions towards WRS (\$14,176) and the elimination of the Administrative Analyst position (\$3,075).

Neighborhood Activities decrease \$6,451 due to the elimination of funding for the seasonal property maintenance position (\$7,060) and the elimination of funding for programs sponsored by the Neighborhood Action Team (\$2,875). A portion of this decrease is offset by a reallocation of funding from Administration to more actively enforce the chronic nuisance premises ordinance.

Downtown Activities decrease \$12,000 due to the elimination of the Downtown Development Alliance Matching Grant façade program (\$12,000).

Housing Activities decrease \$143,318 due to decreased funding for Owner Rehabilitation (\$78,750), Rental Rehabilitation (104,250), Home Ownership (\$220,500), and Housing service Delivery (\$69,319) as a result of reductions in federal Community Development Block Grant funding coming to the City of Janesville and reductions in program income from the repayment

of loans. These decreases are offset by increased funding for Neighborhood Stabilization (\$332,000)

Funding for the following Public Service activities is included in the budget: \$34,000 for ECHO's emergency rent assistance program, \$34,000 for HealthNet to provide primary medical care for those without insurance and \$7,000 for the Literacy Connection.

Industrial Waste

Total Expenses -\$16,177, or -18.21%

The total expenditures of \$72,658 in the 2012 budget will be paid from available reserve funds of \$837,293.

Sanitation Fund

Operations & Maintenance Expenses

-\$951,286, or -12.58%

Total Expenses

-\$938,043, or -10.70%

This budget provides for an increase service levels by implementing automated collection of trash and single-stream recyclables effective October 1, 2012, and implements a ban on the disposal of asphalt shingles at the sanitary landfill.

An increase in landfill tipping fees is proposed. There is not a proposed increase in the user fee for residential curbside trash collection and disposal.

Personal Services decrease \$46,274 due to implementation of automated solid waste collection (\$43,609), a decrease in hourly wages at the landfill to better reflect historical labor costs (\$27,899), the change in employee contributions towards Wisconsin Retirement System (\$10,927) and the elimination of the vacant Administrative Analyst position (\$3,075). These decreases are offset by increases for economic adjustments (\$16,896), implementation of DNR-required leachate recirculation at the sanitary landfill (\$8,260).

Contractual Services decrease \$829,592 due to a reduction in landfill tonnage and associated DNR

BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING

tonnage fees (\$794,085), contracted off-site composting of yard waste and a change in contract for appliance recycling (\$66,000), consulting (\$25,000), a reduction in wastewater charges due to leachate recirculation at the landfill (\$10,000), and, equipment maintenance costs (\$7,000). These decreases are offset by increases for VOM rental rates (\$58,800) and construction payments associated with leachate recirculation (\$18,000).

Capital Outlay to provide carts and equipment upgrades for the automated collection and landfill improvements to the leachate recirculation and Phase 1 Closure are proposed to be funded with General Obligation Notes.

Insurance Fund

Total Expenses -\$329,113 or -3.29%

Personal Services decrease \$4,790 due to the elimination of the Administrative Analyst position (\$3,076) and the change in employee contributions towards WRS (\$3,515).

Consulting has decreased \$40,000 to reflect historical usage. Insurance Expense increase \$15,627 due to projected increase in re-insurance costs.

The \$300,000 transfer of Health Insurance surplus to contributing funds is discontinued in 2012.

Vehicle Operation and Maintenance

Operations & Maintenance Expenses +\$55,942, or +1.88%
Total Expenses +\$888,112, or +20.55%

This budget provides for the continuation of present service levels.

Personal Services decrease \$25,644 as a result of a change in employee contributions towards WRS (\$13,371), changes in retiree health insurance (\$18,991) and the elimination of the Human Resources Administrative Assistant (\$1,436).

Contractual Services decrease \$73,924 due to reduced Building Maintenance since the fuel island repair at the City Services Center was completed (\$50,000), reductions in electricity (5,400) and heat (\$6,700) due to energy efficiency enhancements, and eliminating a shop service vehicle (\$6,180).

Supplies & Materials increase \$155,510 due to increases in fuel prices (\$74,785), to better reflect historical fuel usage (\$60,125); and cost increases for repair parts (\$25,000).

Capital Outlay of \$2,183,000 is included for the replacement of vehicles and equipment.

Public Works – Major Capital Projects

The Administration projects a Note Issue consisting of the following:

Assessments (All Funds)	\$1,100,000
General Fund	10,044,500
Water Fund	1,480,000
Wastewater Fund	1,400,000
Stormwater	1,470,000
Sanitation	4,550,000
Tax Increment Financing	0
Library	<u>120,000</u>
TOTAL	<u>\$20,164,500</u>

The total projected 2012 program is \$20,380,748. This program is for informational purposes and City Council action is taken when the program is submitted in 2012, with the exception of the General Fund direct appropriation of \$216,248.

Items budgeted for the General Fund direct appropriation are:

1. \$2,000 to cover debt issuance expense;
2. \$30,000 to fund costs for maintenance services to private property that are not recoverable by assessments;
3. \$183,048 for amortizing General Fund share of deficit;
4. \$1,200 to fund interest costs for special assessment deferrals, and;

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

	Adopted 2011	Proposed 2012	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
REVENUES				
General Property Tax	\$25,437,644	\$26,191,766	\$754,122	2.96%
Fund Balance Applied	890,000	825,000	(65,000)	-7.30%
Other Taxes	1,757,500	2,512,900	755,400	42.98%
Licenses & Permits	1,032,000	1,066,600	34,600	3.35%
Interest, Rents, & Fines	1,073,000	906,000	(167,000)	-15.56%
State Shared Revenues	8,626,000	7,762,000	(864,000)	-10.02%
Service Charges	1,657,100	1,792,000	134,900	8.14%
Leisure Services	695,000	637,650	(57,350)	-8.25%
Other & Transfers In	<u>420,000</u>	<u>230,000</u>	<u>(190,000)</u>	<u>-45.24%</u>
TOTAL REVENUES	<u>\$41,588,244</u>	<u>\$41,923,916</u>	<u>\$335,672</u>	<u>0.81%</u>
EXPENDITURES				
General Government	\$3,468,982	\$3,370,937	(\$98,045)	-2.83%
Public Safety	23,002,856	22,840,300	(162,556)	-0.71%
Public Works	4,121,741	4,108,764	(12,977)	-0.31%
Leisure Services	2,852,805	2,727,094	(125,711)	-4.41%
Community & Economic Dev.	1,487,885	1,361,857	(126,028)	-8.47%
Economic Adjustments (a)	53,472	517,000	463,528	N.A.
Insurance & Other (a)	603,664	564,943	(38,721)	-6.41%
General Fund Subsidies	1,013,755	1,246,417	232,662	22.95%
Debt Service	<u>4,983,084</u>	<u>5,186,604</u>	<u>203,520</u>	<u>4.08%</u>
TOTAL EXPENDITURES	<u>\$41,588,244</u>	<u>\$41,923,916</u>	<u>\$335,672</u>	<u>0.81%</u>

(a) The 2011 Adopted Budget contained \$802,298 for Economic Adjustments, and (\$51,000) for Health Insurance Adjustments. These funds have been distributed to the appropriate budgets.

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 to be \$525,000 at December 31, 2011.

The level of the unrestricted 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.

The General Fund's fund balance was \$7,494,947 at December 31, 2010. The unrestricted portion of the 12/31/10 fund balance was \$6,982,771. The fund balance is estimated to increase \$641,676 in 2011 largely due to the receipt of onetime revenues from the Closure of TIF 14 (\$421,121) and Sale of City Land (\$523,800). The General Fund balance at December 31, 2011 is estimated to be \$8,136,623, of which \$7,611,623 is unrestricted. Of the unrestricted balance, the proposed budget calls for \$825,000 to be assigned to finance next year's expenditures leaving an estimated unassigned fund balance of \$6,786,623.

The City Council has established a policy to maintain the unrestricted General Fund balance between 16.7% and 25% of the budgeted general fund operating expenditures for the subsequent year. The estimated unrestricted fund balance at 12/31/11 of \$7,611,623 divided by the 2012 budgeted operating expenditures of \$36,737,312 yields a ratio of 20.7% which is well within the Council's fund policy.

ESTIMATED FUND AND RESERVE BALANCES

December 31, 2011

THIS SCHEDULE WILL BE AVAILABLE FOLLOWING THE
ISSUANCE OF THE OCTOBER FINANCIAL STATEMENT.

REVENUE SUMMARY

2012 BUDGET

	Actual 2010	6 Months Actual 2011	Adopted Budget 2011	Estimated 2011	Proposed Budget 2012	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL FUND							
GENERAL PROPERTY TAX							
Real & Personal Property	\$24,841,061	\$15,045,757	\$25,437,644	\$25,455,000	\$26,191,766	\$754,122	2.96%
Fund Balance Applied	<u>850,000</u>	<u>890,000</u>	<u>890,000</u>	<u>890,000</u>	<u>825,000</u>	<u>(65,000)</u>	-7.30%
Subtotal	\$25,691,061	\$15,935,757	\$26,327,644	\$26,345,000	\$27,016,766	\$689,122	2.62%
OTHER TAXES							
Prior Years Omitted Tax	\$0	\$1,113	\$1,500	\$1,100	\$0	(\$1,500)	N/A
Penalties & Interest	136,067	161,406	131,000	163,000	156,000	25,000	19.08%
Water Utility Tax	1,135,924	565,000	1,130,000	1,218,500	1,303,900	173,900	15.39%
Mobile Home Fees	72,364	55,466	70,000	78,000	78,000	8,000	11.43%
Hotel/Motel Tax	419,352	143,249	425,000	400,000	425,000	0	0.00%
Wheel Tax	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>550,000</u>	<u>550,000</u>	N/A
Subtotal	\$1,763,707	\$926,234	\$1,757,500	\$1,860,600	\$2,512,900	\$755,400	42.98%
LICENSES & PERMITS							
Gen. Licenses & Permits	\$223,334	\$179,667	\$222,000	\$242,000	\$213,000	(\$9,000)	-4.05%
Community Development Permits	449,594	152,719	250,000	252,000	253,600	\$3,600	1.44%
Cable TV License Fee	<u>587,561</u>	<u>152,723</u>	<u>560,000</u>	<u>605,000</u>	<u>600,000</u>	<u>40,000</u>	<u>7.14%</u>
Subtotal	\$1,260,489	\$485,109	\$1,032,000	\$1,099,000	\$1,066,600	\$34,600	3.35%
INTEREST, RENTS & FINES							
Interest on General Investments	\$374,612	\$91,541	\$425,000	\$300,000	\$300,000	(\$125,000)	-29.41%
Rental of City Property	155,303	50,642	163,000	166,000	166,000	3,000	1.84%
Court Fines	359,441	190,351	380,000	366,000	415,000	35,000	9.21%
Sale of City Property	44,364	7,337	25,000	615,000	25,000	0	0.00%
City Advertising	<u>0</u>	<u>0</u>	<u>80,000</u>	<u>0</u>	<u>0</u>	<u>(80,000)</u>	N/A
Subtotal	\$933,720	\$339,871	\$1,073,000	\$1,447,000	\$906,000	(\$167,000)	-15.56%
STATE SHARED REVENUES							
State Shared Revenues	\$5,754,599	\$0	\$5,763,000	\$5,777,000	\$5,124,000	(\$639,000)	-11.09%
State Payt-Computer Value Reimb	116,945	0	108,000	106,000	123,000	15,000	13.89%
State Highway Aids	2,625,551	1,314,285	2,630,000	2,628,600	2,397,000	(233,000)	-8.86%
State Payt-Municipal Serv.	<u>125,098</u>	<u>0</u>	<u>125,000</u>	<u>125,000</u>	<u>118,000</u>	<u>(7,000)</u>	<u>-5.60%</u>
Subtotal	\$8,622,193	\$1,314,285	\$8,626,000	\$8,636,600	\$7,762,000	(\$864,000)	-10.02%
SERVICE CHARGES							
Parking Fees	\$68,161	\$32,371	\$80,000	\$68,000	\$68,000	(\$12,000)	-15.00%
Real Estate Search Fees	36,330	11,305	33,000	25,000	25,000	(8,000)	-24.24%
Public Works	56,294	25,271	38,000	41,000	41,000	3,000	7.89%
Police Department	39,309	12,162	34,000	38,000	38,000	4,000	11.76%
Fire Department	<u>1,614,374</u>	<u>831,854</u>	<u>1,472,100</u>	<u>1,620,000</u>	<u>1,620,000</u>	<u>147,900</u>	<u>10.05%</u>
Subtotal	\$1,814,468	\$912,963	\$1,657,100	\$1,792,000	\$1,792,000	\$134,900	8.14%

REVENUE SUMMARY 2012 BUDGET							
	Actual 2010	6 Months Actual 2011	Adopted Budget 2011	Estimated 2011	Proposed Budget 2012	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
LEISURE SERVICES							
Recreation Management	\$594,558	\$343,287	\$601,500	\$586,000	\$559,450	(\$42,050)	-6.99%
Senior Citizens Center	<u>71,466</u>	<u>44,748</u>	<u>93,500</u>	<u>72,000</u>	<u>78,200</u>	<u>(15,300)</u>	<u>-16.36%</u>
Subtotal	\$666,024	\$388,035	\$695,000	\$658,000	\$637,650	(\$57,350)	-8.25%
OTHER REVENUES							
Wastewater Serv. Charge	\$47,723	\$45,000	\$45,000	\$45,000	\$45,000	\$0	0.00%
Miscellaneous	<u>34,538</u>	<u>443,818</u>	<u>25,000</u>	<u>455,000</u>	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$82,261	\$488,818	\$70,000	\$500,000	\$70,000	\$0	0.00%
TRANSFERS IN							
Operating Transfer In	<u>\$1,188,421</u>	<u>\$0</u>	<u>\$350,000</u>	<u>\$360,000</u>	<u>\$160,000</u>	<u>(\$190,000)</u>	<u>-54.29%</u>
Subtotal	\$1,188,421	\$0	\$350,000	\$360,000	\$160,000	(\$190,000)	-54.29%
TOTAL GENERAL FUND WITHOUT PROPERTY TAXES							
	<u>\$16,331,283</u>	<u>\$4,855,315</u>	<u>\$15,260,600</u>	<u>\$16,353,200</u>	<u>\$14,907,150</u>	<u>(\$353,450)</u>	<u>-2.32%</u>
TOTAL GENERAL FUND WITH PROPERTY TAXES							
	<u>\$42,022,344</u>	<u>\$20,791,072</u>	<u>\$41,588,244</u>	<u>\$42,698,200</u>	<u>\$41,923,916</u>	<u>\$335,672</u>	<u>0.81%</u>

REVENUE SUMMARY 2012 BUDGET							
	Actual 2010	6 Months Actual 2011	Adopted Budget 2011	Estimated 2011	Proposed 2012	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE							
Transit System	\$2,789,133	\$1,461,925	\$4,863,155	\$3,312,648	\$5,696,669	\$833,514	17.14%
Stormwater Utility	2,163,994	1,063,056	2,173,000	2,186,200	2,067,000	(106,000)	-4.88%
Wastewater Utility	10,330,249	4,692,819	9,703,000	9,675,000	9,950,000	247,000	2.55%
Water Utility	<u>6,210,500</u>	<u>2,812,019</u>	<u>7,401,000</u>	<u>6,906,000</u>	<u>8,409,000</u>	<u>1,008,000</u>	<u>13.62%</u>
Total Enterprise	\$21,493,876	\$10,029,819	\$24,140,155	\$22,079,848	\$26,122,669	\$1,982,514	8.21%
SPECIAL REVENUE							
Cemetery	\$185,127	\$107,736	\$178,000	\$191,630	\$226,000	\$48,000	26.97%
Golf Courses	171,175	578,776	1,207,000	1,094,720	1,296,133	89,133	7.38%
Hedberg Public Library	3,956,404	3,956,478	4,042,118	4,060,959	3,976,853	(65,265)	-1.61%
JATV Cable Public Access	217,249	44,684	144,500	161,311	154,900	10,400	7.20%
HNS – Rental Assistance	3,280,252	1,615,913	2,982,000	3,177,834	2,840,000	(142,000)	-4.76%
HNS – State and Federal Grants	2,985,543	756,747	2,130,799	2,817,106	2,104,322	(26,477)	-1.24%
Industrial Waste	56,777	19,864	88,835	67,101	72,658	(16,177)	-18.21%
Sanitation	<u>6,956,091</u>	<u>3,642,049</u>	<u>8,515,518</u>	<u>7,181,685</u>	<u>7,122,520</u>	<u>(1,392,998)</u>	<u>-16.36%</u>
Total Special Revenue	\$17,808,618	\$10,722,247	\$19,288,770	\$18,752,346	\$17,793,386	(\$1,495,384)	-7.75%
INTERNAL SERVICE							
Insurance	\$10,395,035	\$4,930,653	\$9,675,844	\$9,823,089	\$9,685,740	\$9,896	0.10%
Vehicle Operation & Mtce	<u>4,117,684</u>	<u>2,097,572</u>	<u>4,397,000</u>	<u>4,200,000</u>	<u>4,400,000</u>	<u>3,000</u>	<u>0.07%</u>
Total Internal Service	\$14,512,719	\$7,028,225	\$14,072,844	\$14,023,089	\$14,085,740	\$12,896	0.09%
TOTAL NON-GENERAL							
	<u>\$53,815,213</u>	<u>\$27,780,291</u>	<u>\$57,501,769</u>	<u>\$54,855,283</u>	<u>\$58,001,795</u>	<u>\$500,026</u>	<u>0.87%</u>

**EXPENDITURE SUMMARY
2012 BUDGET**

	Actual 2010	6 Months Actual 2011	Adopted Budget 2011	Estimated 2011	Proposed Budget 2012	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL GOVERNMENT							
City Council	\$12,035	\$14,483	\$29,372	\$28,936	\$22,155	(\$7,217)	-24.57%
City Manager	243,410	132,518	266,835	266,313	297,750	30,915	11.59%
City Assessor	580,228	355,445	654,485	722,240	561,809	(92,676)	-14.16%
City Attorney	421,746	213,153	452,590	440,302	418,582	(34,008)	-7.51%
City Clerk-Treasurer/Elections	589,989	283,192	580,478	582,497	623,034	42,556	7.33%
Admin. Services/Accounting	466,684	254,840	484,036	436,875	421,961	(62,075)	-12.82%
Human Resources	218,315	115,926	236,300	226,272	217,802	(18,498)	-7.83%
Information Technology	597,921	371,755	709,680	693,740	748,389	38,709	5.45%
Community Information	<u>53,249</u>	<u>29,183</u>	<u>55,206</u>	<u>53,180</u>	<u>59,455</u>	<u>4,249</u>	<u>7.70%</u>
Total General Government	\$3,183,577	\$1,770,495	\$3,468,982	\$3,450,355	\$3,370,937	(\$98,045)	-2.83%
PUBLIC SAFETY							
Police Department	\$12,155,101	\$6,144,907	\$12,914,686	\$12,504,928	\$12,793,576	(\$121,110)	-0.94%
Fire Department	<u>9,839,711</u>	<u>5,017,781</u>	<u>10,088,170</u>	<u>10,086,344</u>	<u>10,046,724</u>	<u>(41,446)</u>	<u>-0.41%</u>
Total Public Safety	\$21,994,812	\$11,162,688	\$23,002,856	\$22,591,272	\$22,840,300	(\$162,556)	-0.71%
PUBLIC WORKS							
Administration							
DPW Administration	\$62,729	\$20,737	\$47,950	\$39,937	\$41,701	(\$6,249)	-13.03%
Engineering	<u>632,596</u>	<u>266,321</u>	<u>562,539</u>	<u>572,610</u>	<u>548,546</u>	<u>(13,993)</u>	<u>-2.49%</u>
Subtotal	\$695,325	\$287,058	\$610,489	\$612,547	\$590,247	(\$20,242)	-3.32%
Street Maintenance & Repair							
Street Maintenance	\$1,043,105	\$350,369	\$796,444	\$741,595	\$746,083	(\$50,361)	-6.32%
Street Cleaning	40,654	29,583	29,438	42,217	31,954	2,516	8.55%
Snow Removal	1,055,308	909,217	1,071,468	1,191,308	1,161,016	89,548	8.36%
Weed Cutting	<u>44,900</u>	<u>21,478</u>	<u>37,299</u>	<u>37,299</u>	<u>48,501</u>	<u>11,202</u>	<u>30.03%</u>
Subtotal	\$2,183,967	\$1,310,647	\$1,934,649	\$2,012,419	\$1,987,554	\$52,905	2.73%
DPW Services							
Public Buildings	\$493,773	\$252,665	\$504,274	\$475,179	\$467,445	(\$36,829)	-7.30%
Parking Facilities	<u>99,437</u>	<u>63,186</u>	<u>120,020</u>	<u>118,239</u>	<u>118,851</u>	<u>(1,169)</u>	<u>-0.97%</u>
Subtotal	\$593,210	\$315,851	\$624,294	\$593,418	\$586,296	(\$37,998)	-6.09%
Traffic Management							
Traffic Management	\$957,129	\$465,905	\$952,309	\$954,240	\$944,667	(7,642)	-0.80%
Total Public Works	\$4,429,631	\$2,379,461	\$4,121,741	\$4,172,624	\$4,108,764	(\$12,977)	-0.31%
LEISURE SERVICES							
Leisure Services Administration*	\$97,579	\$75,137	\$92,370	\$94,637	\$85,382	(\$6,988)	-7.57%
Recreation/Aquatics/Ice Skating Cent	1,115,899	409,644	1,074,844	1,005,177	1,002,751	(72,093)	-6.71%
Park Management	1,447,309	556,108	1,405,882	1,390,640	1,384,062	(21,820)	-1.55%
Senior Citizens Center	<u>257,595</u>	<u>120,579</u>	<u>279,709</u>	<u>237,472</u>	<u>254,899</u>	<u>(24,810)</u>	<u>-8.87%</u>
Total Leisure Services	\$2,918,382	\$1,161,468	\$2,852,805	\$2,727,926	\$2,727,094	(\$125,711)	-4.41%
* Includes Tallman House							

**EXPENDITURE SUMMARY
2012 BUDGET**

	Actual 2010	6 Months Actual 2011	Adopted Budget 2011	Estimated 2011	Proposed Budget 2012	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
COMMUNITY & ECONOMIC DEVELOPMENT							
Community Development	\$1,028,431	\$471,863	\$1,064,358	\$949,728	\$959,460	(\$104,898)	-9.86%
Neighborhood Services: Property Mai	251,753	138,655	267,687	259,095	258,330	(9,357)	-3.50%
Economic Development	<u>142,186</u>	<u>81,399</u>	<u>155,840</u>	<u>146,626</u>	<u>144,067</u>	<u>(11,773)</u>	<u>-7.55%</u>
Total Community & Econ. Development	\$1,422,370	\$691,917	\$1,487,885	\$1,355,449	\$1,361,857	(\$126,028)	-8.47%
ECONOMIC ADJUSTMENTS							
Economic Adjustments	\$49,744	\$0	\$53,472	\$228,950	\$542,000	\$488,528	N/A
Vacation Purchase Program	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>N/A</u>
Total Economic Adjustments	\$49,744	\$0	\$53,472	\$228,950	\$517,000	\$463,528	N/A
INSURANCE							
Workers' Comp, Liability & Property	\$98,739	\$49,655	\$99,309	\$99,309	\$92,743	(\$6,566)	-6.61%
Health Insurance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
Total Insurance	\$98,739	\$49,655	\$99,309	\$99,309	\$92,743	(\$6,566)	N/A
OTHER							
Refunds & Adjustments	\$5,523	\$22,599	\$13,400	\$13,352	\$7,200	(\$6,200)	-46.27%
Copy Machine Expense	17,462	13,425	26,000	26,000	26,000	0	0.00%
Contingency Claims	2,504	0	0	0	0	0	N/A
Misc. & Unclassified	<u>454,059</u>	<u>220,342</u>	<u>464,955</u>	<u>477,592</u>	<u>439,000</u>	<u>(25,955)</u>	<u>-5.58%</u>
Total Other	\$479,548	\$256,366	\$504,355	\$516,944	\$472,200	(\$32,155)	-6.38%
GENERAL FUND SUBSIDIES/TRANSFERS							
Transit System	\$681,618	\$364,478	\$728,955	\$755,811	\$855,169	126,214	17.31%
Cemetery	50,000	25,000	50,000	\$50,000	\$75,000	25,000	50.00%
Golf Courses	0	0	0	\$0	\$100,000	100,000	N/A
Special Assessments	<u>234,800</u>	<u>117,400</u>	<u>234,800</u>	<u>234,800</u>	<u>216,248</u>	<u>(18,552)</u>	<u>-7.90%</u>
Total Gen. Fund Subsidies/Transfers	\$966,418	\$506,878	\$1,013,755	\$1,040,611	\$1,246,417	\$232,662	22.95%
Total Operating	\$35,543,221	\$17,978,928	\$36,605,160	\$36,183,440	\$36,737,312	\$132,152	0.36%
RETIREMENT OF INDEBTEDNESS							
General Fund	<u>\$5,364,448</u>	<u>\$4,983,084</u>	<u>\$4,983,084</u>	<u>\$4,983,084</u>	<u>\$5,186,604</u>	<u>\$203,520</u>	<u>4.08%</u>
Total Long-Term Debt	\$5,364,448	\$4,983,084	\$4,983,084	\$4,983,084	\$5,186,604	\$203,520	4.08%
GRAND TOTAL-GENERAL FUND	<u>\$40,907,669</u>	<u>\$22,962,012</u>	<u>\$41,588,244</u>	<u>\$41,166,524</u>	<u>\$41,923,916</u>	<u>\$335,672</u>	<u>0.81%</u>

**EXPENDITURE SUMMARY
2012 BUDGET**

	Actual 2010	6 Months Actual 2011	Adopted Budget 2011	Estimated 2011	Proposed Budget 2012	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE							
Transit System	\$2,789,133	\$1,751,883	\$4,863,155	\$3,312,648	\$5,696,669	\$833,514	17.14%
Stormwater Utility	1,731,989	833,278	2,163,047	2,074,183	2,057,111	(105,936)	-4.90%
Wastewater Utility	6,661,267	4,483,992	9,029,799	8,512,549	9,417,898	388,099	4.30%
Water Utility	<u>6,113,567</u>	<u>3,258,980</u>	<u>6,855,897</u>	<u>6,718,392</u>	<u>7,192,467</u>	<u>336,570</u>	4.91%
Total Enterprise	\$17,295,956	\$10,328,133	\$22,911,898	\$20,617,772	\$24,364,145	\$1,452,247	6.34%
SPECIAL REVENUE							
Golf	\$146,608	\$568,612	\$1,207,000	\$1,254,201	\$1,292,418	\$85,418	7.08%
Oak Hill Cemetery	282,786	121,785	214,240	220,999	236,394	22,154	10.34%
Hedberg Public Library	3,967,751	2,113,666	4,100,788	4,046,269	3,976,853	(123,935)	-3.02%
JATV Cable Public Access	149,637	61,754	155,930	127,517	154,900	(1,030)	-0.66%
H&NS - Rental Assistance	3,030,533	1,416,670	3,116,555	2,863,419	3,125,622	9,067	0.29%
H&NS - State and Federal Grants	2,352,546	1,154,784	2,248,799	2,547,840	2,113,381	(135,418)	-6.02%
Industrial Waste	56,777	19,866	88,835	67,101	72,658	(16,177)	-18.21%
Sanitation	<u>7,623,418</u>	<u>4,363,448</u>	<u>8,768,882</u>	<u>7,730,762</u>	<u>7,830,839</u>	<u>(938,043)</u>	<u>-10.70%</u>
Total Special Revenue	\$17,610,056	\$9,820,585	\$19,901,029	\$18,858,108	\$18,803,065	(\$1,097,964)	-5.52%
INTERNAL SERVICE							
Insurance	\$10,238,947	\$5,088,572	\$9,991,828	\$9,876,036	\$9,662,715	(\$329,113)	-3.29%
Vehicle Operation & Mtce	<u>4,107,284</u>	<u>2,175,381</u>	<u>4,320,989</u>	<u>4,128,762</u>	<u>5,209,101</u>	<u>888,112</u>	<u>20.55%</u>
Total Internal Service	\$14,346,231	\$7,263,953	\$14,312,817	\$14,004,798	\$14,871,816	\$558,999	3.91%
GRAND TOTAL-NON-GENERAL	<u>\$49,252,243</u>	<u>\$27,412,671</u>	<u>\$57,125,744</u>	<u>\$53,480,678</u>	<u>\$58,039,026</u>	<u>\$913,282</u>	<u>1.60%</u>

**CAPITAL OUTLAY SUMMARY
2012 BUDGET**

Description	2012 Adopted Budget
GENERAL FUND	
GENERAL GOVERNMENT	
<u>CITY ATTORNEY</u>	
* Books and Online Legal Research	\$10,600
<u>INFORMATION TECHNOLOGY</u>	
* Network Computers (38) (Various)	\$46,940
* PC's for Squad Cars (8) (Police)	31,200
* Servers (4) (Information Technonogy)	27,950
* Digital Cameras (1) (Community Development)	180
* Digital Cameras (1) (Community Information)	180
* Digital Cameras (1) (Engineering)	180
* Digital Cameras (1) (Fire)	680
* Digital Cameras (1) (Leisure Services)	180
* Digital Cameras (2) (Parks)	360
* Digital Cameras (3) (Assessors)	540
* Digital Cameras (2) (Public Works Operations)	<u>360</u>
	\$108,750
TOTAL GENERAL GOVERNMENT	<u>\$119,350</u>
PUBLIC SAFETY	
<u>POLICE DEPARTMENT</u>	
* Patrol Vehicle (8) Replacement	<u>\$193,000</u>
Total Police Department	\$193,000
TOTAL PUBLIC SAFETY	<u>\$193,000</u>
TOTAL GENERAL FUND	<u>\$312,350</u>
ENTERPRISE FUNDS	
<u>TRANSIT</u>	
<u>General Administration</u>	
* 2012 Transit Services Center	\$1,875,000
* Computers (3)	3,500
* Repair Parts	40,000
* Shop Equipment	10,000
* 2014 Bus Replacements	800,000
* Radio System Components	<u>59,000</u>
TOTAL TRANSIT	<u>\$2,787,500</u>
<u>WATER UTILITY</u>	
<u>Funded by Revenues</u>	
* Replacement IT Equipment	\$7,000
* Meter Replacement	300,000
* Dump Truck (3929) Replacement with CNG	147,000
* Hydrant Replacement	30,000

**CAPITAL OUTLAY SUMMARY
2012 BUDGET**

Description	2012 Adopted Budget
<u>WATER UTILITY CONTINUED</u>	
* Garage Trench Drain Repair	\$20,000
* Water Line Locator	5,000
* Excavation and Safety	<u>5,000</u>
	\$514,000
<u>Funded by G.O. Note Proceeds</u>	
Technology Projects	\$50,000
GIS Enhancements	25,000
* ERP Phase V	100,000
* Distribution System Improvements - Undersize Main Replacement	615,600
* Distribution System Improvements - Lead Service Replacement	248,900
* Distribution System Improvements - Valve Manhole Rehab/Replacement	156,750
Distribution System Expansion - Transmission Mains	350,000
Distribution System Expansion - Development Main Extensions	<u>175,000</u>
	\$1,721,250
TOTAL WATER UTILITY	<u>\$2,235,250</u>
<u>WASTEWATER UTILITY</u>	
<u>Funded by Revenues</u>	
* Laboratory Equipment	\$11,000
Utility Cart	10,000
Security Fencing for Cold Storage	<u>6,000</u>
	\$27,000
<u>Replacement Fund</u>	
* Semi-Tractor	<u>\$160,000</u>
	\$160,000
<u>Funded by G.O. Note Proceeds</u>	
Additional Technology Projects	\$50,000
Additional GIS Enhancements	25,000
* ERP Phase V	100,000
* Collection System Improvements - Sewer Lining	750,000
* Collection System Improvements - Inflow/Infiltration Reduction Program	125,000
* Collection System Reinforcement - N. Parker Dr. Sewer Repair/Replacement	350,000
System Expansion - Interceptor Sewer Extensions	100,000
System Expansion - Subdivision Main Extensions	<u>200,000</u>
	\$1,700,000
TOTAL WASTEWATER UTILITY	<u>\$1,887,000</u>
<u>STORMWATER UTILITY</u>	
<u>Funded by G.O. Note Proceeds/Assessments</u>	
Additional GIS Enhancements	\$25,000
* ERP Phase V	100,000
* Channel/Pond Enhancements to Existing System	210,000
* Storm Sewer Enhancements to Existing System	650,000
* Storm Sewer Repairs	285,000
* Manhole Rehabilitation/Replacement	<u>200,000</u>
	\$1,470,000
TOTAL STORMWATER UTILITY	<u>\$1,470,000</u>
TOTAL ENTERPRISE FUNDS	<u>\$8,379,750</u>

**CAPITAL OUTLAY SUMMARY
2012 BUDGET**

Description	2012 Adopted Budget
SPECIAL REVENUE FUNDS	
<u>SANITATION</u>	
<u>Funded by G.O. Note Proceeds</u>	
Automated Collection	\$3,150,000
Implement DNR Required Leachate Recirculation	\$200,000
Landfill Closure Phase 1	<u>1,200,000</u>
	\$4,550,000
TOTAL SANITATION	<u>\$4,550,000</u>
<u>JATV-12</u>	
* Update Wiring (for live broadcasting from remote places)	\$15,000
* Computer/hardware upgrades	4,000
* Video Switcher	2,000
* Replacement Wireless Microphones (2)	800
Wireless Microphone (1)	<u>400</u>
TOTAL JATV-12	<u>\$22,200</u>
<u>HEDBERG PUBLIC LIBRARY</u>	
* Electronic Information Update	\$43,650
* Periodicals	26,000
* Audio/Visual	122,484
Equipment-Dehumidifier	5,000
* Books	<u>268,947</u>
TOTAL HEDBERG LIBRARY	<u>\$466,081</u>
TOTAL SPECIAL REVENUE FUNDS	<u>\$5,038,281</u>
INTERNAL SERVICE FUNDS	
<u>VOM</u>	
* Miscellaneous Small Equipment	\$30,000
* Plows & Spreaders	15,000
* Steel Wheeled Compactor	510,000
* Combined Vacuum/Jetter Truck	230,000
* Refuse Truck-Side Loaded	206,000
* Roll Off Truck (Landfill)	190,000
* Semi-Tractor (used)	80,000
* Pickup Truck - Compact	21,000
* Pickup Truck - 3/4 Ton, 4WD	26,000
* Laser Survey Instrument with GPS	25,000
* Recycling Truck (4)	<u>850,000</u>
TOTAL VOM	<u>\$2,183,000</u>
TOTAL INTERNAL SERVICE FUNDS	<u>\$2,183,000</u>
TOTAL NON-GENERAL FUND	<u>\$15,601,031</u>

Recommended Budget Reductions and Enhancements

General Fund

Reductions

Budget	Item	Amount
Revenue Increases		
Police	Double all parking fines	45,000
Community Development	Contract with Milton for Commercial Inspections	3,600
Street Maintenance	Wheel tax-\$10 fee per registered vehicle to fund street maintenance	550,000
Recreation/Aquatics	Increase in Rockport Admission	3,750
Expenditure Reductions		
Council	50% reduction from poverty initiative funding	6,000
Manager	ICMA Conference, Chief Executive Institute	840
Assessor	0.50 FTE PT Account Clerk	23,365
Assessor	eliminate one VOM fleet vehicle	3,600
Assessor	reduce overtime	17,092
City Attorney	reduce WestLaw Subscription	15,000
Clerk-Treasurer	0.25 FTE PT Customer Service Representative	12,147
Admin Services/Accounting	1.0 Administrative Analyst -total saving \$62,526	36,905
Admin Services/Accounting	salary redistribution offset by subsidy reduction	-
Human Resources	1.0 FTE HR Administrative Assistant -total savings \$57,438	47,386
Human Resources	Reduce consulting and CPM Class	11,150
Information Technology	Training and Conferences	1,275
Community Information	eliminate comment card program	400
Police	1.0 FTE Patrol Officer	55,869
Police	1.0 FTE Community Service Officer	59,514
Fire	1.0 FTE delay hiring Deputy Fire Chief in 2012	123,653
Leisure Services Admin	eliminate workshop and park tour	300
Leisure Services Admin	eliminate conference	360
Leisure Services Admin	Eliminate office coverage hours	2,000
Recreation	0.25 FTE delay hiring Recreation Director until 4/1/2012	21,519
Recreation	Softball hourly wages	4,500
Recreation	Youth Sports - Contractual Service	2,000
Recreation	KCC Camp hourly wage reduction	2,000
Ice Center	Ice Center 3 Month Operation Cut (\$52,000 exp net lost revenue \$43,000)	9,000
Parks	8 day mowing cycle	28,398
Parks	eliminate some water fountains in the parks	3,500
Parks	overtime reduction	10,000
Senior Center	0.10 program assistant	4,400
Community Development	0.17 FTE delay hiring Plumbing Inspector	17,014
Community Development	1.0 FTE Community Development Director	128,819
Total Revenue Increases and Expenditure Reductions		\$ 1,250,356

Enhancements

Department	Item	Amount
Manager	Consultant for public safety	40,000
Street Maint- Weed Control	Weed spraying for 100 lane miles	8,774
Recreation	Alcohol allowed at City Facilities/Park Permits (additional revenue)	5,000
Senior Center	Trade Shoe Booth Display	1,000
Parks	Street Trees	10,000
Parks	Recycling dumpster at YSC	680
Total Net Enhancements		\$ 55,454

Net Budget Reductions

\$ 1,194,902

**Recommended Budget Reductions and Enhancements
Non-General Fund**

Reductions		
Budget	Item	Amount
Revenue Increases		
Water	20.93% Rate Increase Effective 1/1/2012	1,367,000
Sanitation	Increase landfill tipping fee from \$33 to \$34	156,800

Expenditure Reductions		
Transit	Reduce Advertising	5,000
Transit	Replace FT Driver with PT & OT Hours	28,722
Transit	Ops Supv to FT 7/1/12, Asst Dir retire 9/1/12	10,461
Water	Defer Vehicle Purchase - Pick Up	49,500
Water	Reduce Mains	53,750
Cemetery	Eliminate 1 Summer Employee	5,300
Econ Dev-TIF	Eliminate Design Center Funding	20,000

Enhancements		
Department	Item	Amount
Wastewater	CMOM Program Development	50,000
Water	Water Tower Study	50,000
Water	Wellhead Protection Plan	75,000
Cemetery	Lot Sales	10,000
Sanitation	Automated Collection of Trash & Recyclables - Bi-Weekly Recycling	50,301
Sanitation	ban shingles from Landfill - No Collection by City	(42,000)
Econ Dev-TIF	Applied Marketing	60,000
Econ Dev-TIF	TIF Memberships Development Counsellors International	3,900

STAFFING TABLE 2012 BUDGET

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i>City Manager</i>	
City Manager	1
Executive Secretary	<u>1</u>
	<u>2</u>
<i>City Assessor</i>	
City Assessor	1
Property Appraiser II	1
Property Appraiser I	2
Property Assessment Clerk	<u>2</u>
	<u>6</u>
<i>City Attorney</i>	
City Attorney	1
Assistant City Attorney	1
Secretary	1
Customer Service Representative	<u>1</u>
	<u>4</u>
<i>Clerk-Treasurer</i>	
City Clerk/Treasurer	1
Deputy Clerk/Treasurer	1
Accounting Clerk	3
Customer Service Representative	1
Customer Service Representative (part-time)	1
Switchboard/Cashier (part-time)	<u>1</u>
	<u>8</u>
<i>Administrative Services & Accounting</i>	
Director of Administrative Services	1
Comptroller	1
Senior Accountant	1
Accountant	2
Administrative Analyst	1
Accounting Clerk	1
Administrative Assistant - Payroll	1
Customer Service Representative (part-time)	1
Accounts Payable Clerk (part-time)	<u>1</u>
	<u>10</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i>Human Resources</i>	
Human Resources Director	1
Benefits & Risk Manager	1
Secretary	<u>1</u>
	<u>3</u>
<i>Information Technology</i>	
Information Technology Manager	1
Network Administrator	1
IT Specialist	1
IT Support Technician	1
Systems Analyst	<u>1</u>
	<u>5</u>
<i>Community Information</i>	
Management Assistant	<u>1</u>
	<u>1</u>
<i>Police Department</i>	
Chief of Police	1
Deputy Chief of Police	2
Lieutenant	4
Sergeant	11
Patrol Officer	64
Detective	7
Street Crimes Unit	6
Police School Liaison Officer	2
School Resource Officer	3
Identification Officer	2
Court Officer	1
Secretary	1
Administrative Aide	1
Community Service Officer	0
Records Supervisor	1
Records Clerk	10
Records Clerk (part-time)	2
Limited Temporary CSO (part-time)	<u>2</u>
	<u>120</u>

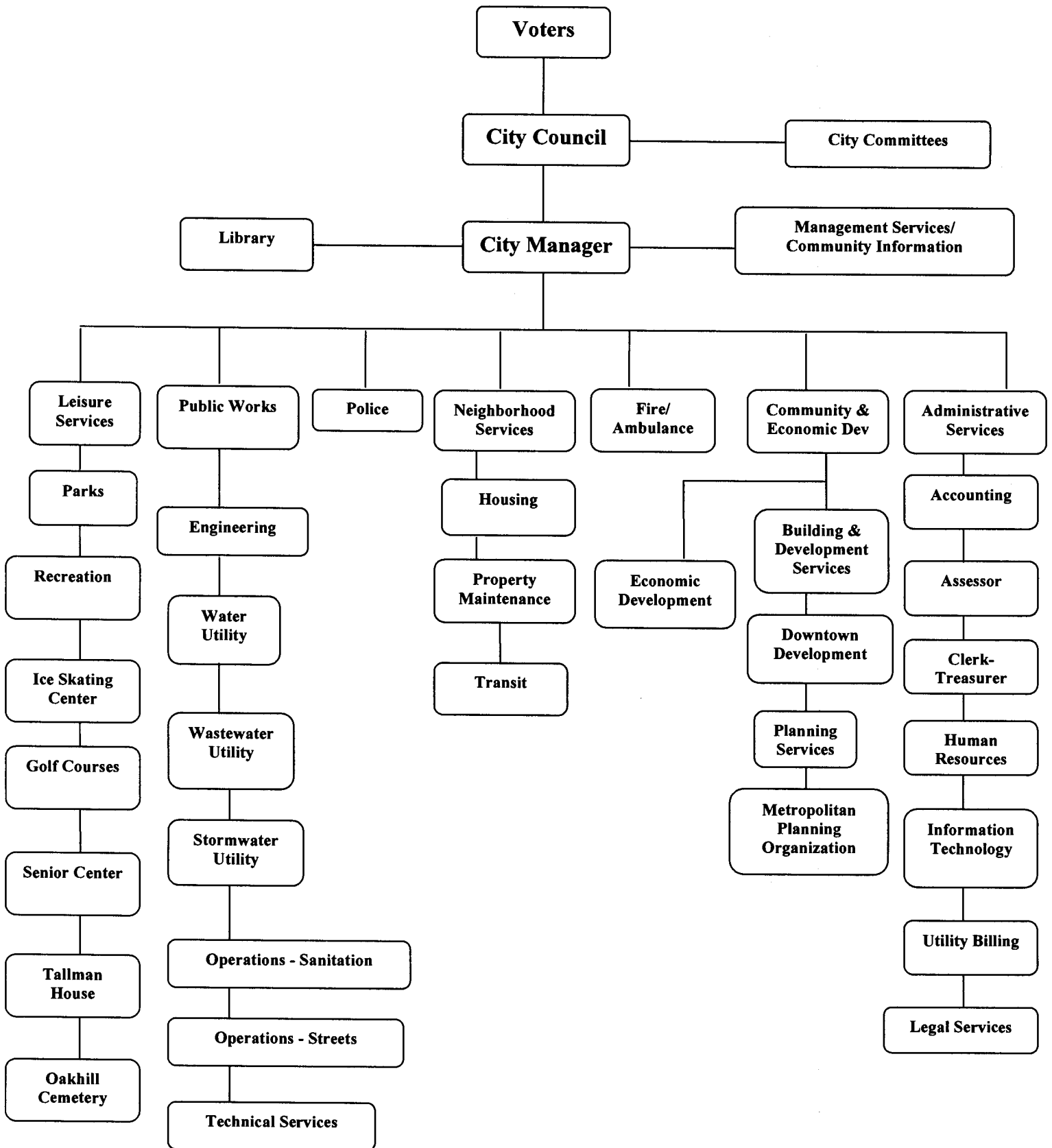
<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i>Fire Department</i>	
Fire Chief	1
Deputy Fire Chief	2
Fire Marshall	1
Civilian Inspector	1
Shift Commander	3
Captain	3
Lieutenant	12
Firefighter/Paramedic	48
Driver	21
Administrative Assistant	1
Secretary (part-time)	<u>1</u>
	<u>94</u>
<i>Public Works Administration</i>	
Director of Public Works/City Engineer	1
Management Analyst	<u>1</u>
	<u>2</u>
<i>Engineering</i>	
Engineering Manager	1
Assistant Engineering Manager	1
Civil Engineer	5
Support Staff	<u>8</u>
	<u>15</u>
<i>Dept. of Public Works -- Operations & VOM</i>	
Operations Director	1
Administrative Assistant	1
Foreman	2
VOM Supervisor	1
Customer Service Representative	1
Working Foreman	3
Mechanic	4
Leadman	2
Equipment Operator	10
Laborer	2
Storekeeper	<u>1</u>
	<u>28</u>
<i>Leisure Services Administration</i>	
Administrative Aide	<u>1</u>
	<u>1</u>
<i>Recreation Department</i>	
Recreation Director	1
Recreation Coordinator	1
Ice Center Manager	1
Customer Service Representative	1
Program Assistant (part-time)	<u>1</u>
	<u>5</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i>Senior Citizens Center</i>	
Recreation Coordinator	1
Recreation Programmer	<u>1</u>
	<u>2</u>
<i>Parks Department</i>	
Parks Director	1
Parks Assistant Director	1
Parks Foreman	3
Mechanic	1
Equipment Operator	1
Leadman I & II	10
Grounds Maintenance	<u>2</u>
	<u>19</u>
<i>Community Development</i>	
Director	1
Building & Development Services Manager	1
Plumbing Inspector	1
Electrical Inspector	1
Building Inspector I	1
Building Inspector II	1
Planning Services Manager	1
Associate Planner	2
Planning Assistant/GIS Analyst	1
Development Specialist	1
GIS Coordinator	1
Secretary	<u>2</u>
	<u>14</u>
<i>Property Maintenance</i>	
Property Maintenance Specialist	<u>2</u>
	<u>2</u>
<i>Economic Development</i>	
Economic Development Director	<u>1</u>
	<u>1</u>
<i>Transit System</i>	
Transit Director	1
Assistant Transit Director	1
Maintenance Supervisor	1
Transit Operations Supervisor (part-time)	1
Clerk-Dispatcher (part-time)	1
Secretary	1
Mechanic	2
Automotive Serviceperson	2
Bus Driver	15
Bus Driver (part-time)	6
Garage Person (part-time)	3
Custodian (part-time)	<u>1</u>
	<u>35</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i>Wastewater Utility</i>	
Treatment Plant Superintendent	1
Secretary	1
Chief Waste Treatment Plant Operator	1
Chemist/Biologist	2
Environmental Technician	1
Waste Treatment Plant Operator	9
Wastewater Maintenance Worker	1
Sewer Maintenance Worker	2
	<u>18</u>
<i>Water Utility</i>	
Utility Director	1
Water Superintendent	1
Secretary	1
Utility Billing Clerk	2
Water Foreman	1
Working Foreman	2
Pump Operator	1
Waterworks Operator	8
Customer Serviceperson	5
Customer Service Representative	1
Customer Service Representative (part-time)	1
	<u>24</u>
<i>Oakhill Cemetery</i>	
Laborer I	1
Cemetery Caretaker	1
Customer Service Representative (part-time)	1
	<u>3</u>
<i>Hedberg Library</i>	
Director	1
Department Heads	4
Business Manager	1
Operations Coordinator	1
Public Information Coordinator (part-time)	1
Computer Systems Manager	1
Librarians	5
Librarians (part-time)	4
Support Staff	9
Support Staff (part-time)	40
Custodians	2
	<u>69</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i>JATV-12</i>	
Director JATV Media Services	1
Technical Assistant (part-time)	1
Technical Assistant (part-time)	1
	<u>3</u>
<i>Neighborhood Services</i>	
Neighborhood Services Director	1
Section 8 Housing Specialist	2
Neighborhood Development Specialist	1
Housing Rehabilitation Specialist II	1
Housing Financial & Rehab Specialist	1
Property Maintenance Specialist I (PT)	1
Customer Service Clerk (PT)	<u>1</u>
	<u>8</u>
<i>Sanitation Fund</i>	
Assistant Operations Director	1
Solid Waste Manager	1
Environmental Technician (part-time)	1
Customer Serviceperson (part time)	1
Working Foreman	1
Storekeeper	1
Equipment Operator	3
Sanitary Equipment Operator	<u>2</u> *
	<u>18</u>
* Will change to 7 when automated trash and recycling is implemented	
<i>Technical Services</i>	
Facilities Manager	1
Property Technician/Electrician	4
Equipment Operator	1
Maintenance (part-time)	<u>1</u>
	<u>7</u>
TOTAL STAFF	<u>527</u>

CITY OF JANESVILLE Organizational Chart



FULL-TIME EQUIVALENTS 2012 BUDGET
--

<u>GENERAL FUND</u>	<u>FTE's</u>
City Council	0.05
City Manager	1.84
City Assessor	6.00
City Attorney	4.00
Clerk-Treasurer	10.00
Administrative Services & Accounting	4.47
Human Resources	2.05
Information Technology	2.25
Community Information	0.45
Police Department	115.65
Fire Department	92.25
Public Works Administration	0.34
Engineering	5.07
Street Maintenance	3.88
Street Cleaning	0.28
Snow Removal	5.05
Weed Control	0.23
Public Buildings	1.46
Parking Facilities	0.68
Traffic Management	2.45
Leisure Services Administration	0.40
Recreation	17.88
Senior Citizen Center	1.88
Parks	13.72
Community Development	10.89
Property Maintenance	2.59
Economic Development	<u>1.25</u>
TOTAL GENERAL FUND	<u>307.06</u>

FULL-TIME EQUIVALENTS 2012 BUDGET
--

<u>NON-GENERAL FUND</u>	<u>FTE's</u>
<i>Enterprise Funds</i>	
Transit System	31.39
Stormwater Utility	11.19
Wastewater Utility	26.17
Water Utility	19.59
<i>Special Revenue Funds</i>	
Oakhill Cemetery	3.29
Golf Course	0.10
Hedberg Public Library	46.78
JATV-12	2.23
Neighborhood Services:	
Section 8 (Rent Assistance)	2.70
State and Federal Grants	3.15
Police: Grants	1.85
Sanitation:	
Industrial Waste Disposal	0.22
Sanitation	20.85
<i>Internal Service Funds</i>	
Insurance Fund	0.90
Vehicle Operation & Maintenance (VOM)	12.46
<i>Other</i>	
Engineering Non-General Fund	<u>12.93</u>
 TOTAL NON-GENERAL FUND	 <u>195.80</u>

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: CITY COUNCIL

BUDGET COMMENT:

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 special committees.

The Councilmembers, along with a representative of Rock County and each of the neighboring townships, constitutes the Metropolitan Planning Organization.

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a decrease in present service levels and has a net decrease of \$7,217.

Contractual Services has a net decrease of \$7,067 primarily due to a 50% reduction in funding for the poverty initiative (\$6,000) and a reduction in Memberships and Subscriptions due to a decrease in League of Wisconsin Municipalities dues (\$1,332).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$3,385	\$3,480	\$3,421	\$3,330
Hourly Wages	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	3,385	3,480	3,421	3,330
<u>CONTRACTUAL SERVICES</u>				
Conference/Meetings	1,379	450	450	715
Memberships/Subscriptions	6,640	12,277	12,115	10,945
Other-Poverty Initiative	<u>98</u>	<u>12,000</u>	<u>12,000</u>	<u>6,000</u>
Subtotal	8,117	24,727	24,565	17,660
<u>SUPPLIES & MATERIALS</u>				
	533	1,165	950	1,165
<u>CAPITAL OUTLAY</u>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL				
	<u>\$12,035</u>	<u>\$29,372</u>	<u>\$28,936</u>	<u>\$22,155</u>
<hr/>				
Full-Time Equivalent	0.05	0.05	0.05	0.05

BUDGET: Council **\$6,000 reduction Poverty Initiative Funds**

Acct:	PERSONAL SERVICES		
01	Salaries		
02	Hourly Wages		
18	Special Payments		
Acct:	CONTRACTUAL SERVICES		
24	Telephone		
25	Postage		
38	Computer Services		
39	Other Contractual Services	-6000	50% reduction from poverty initiative funding
40	Water/Wastewater		
43	Recruitment/Phys		
45	Advertising & Promotion		
Acct:	SUPPLIES & MATERIALS		
60	Office Supplies		
74	Misc Supply & Material		
Acct:	CAPITAL OUTLAY		
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		-6,000	

REVENUE	PROJECT	COMMENTS

A 50% reduction to the poverty initiative funding (by \$6,000)

This reduction is being recommended because \$0 have been used out of the 2011 poverty initiative funding over the first six months.

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: CITY MANAGER

GOAL:

To ensure City services are provided to the citizens in a responsive and cost efficient 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 provide an effective citizen satisfaction program.
- To develop and implement plans and programs that will ensure an appropriate growth pattern for the City.
- To implement fiscal policies that will ensure the long-term fiscal integrity of the City.

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, and 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 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.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES: (Hours)				
Leadership and Management	2,517	2,517	2,517	2,517
Secretarial Support	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Total Hours	<u>3,817</u>	<u>3,817</u>	<u>3,817</u>	<u>3,817</u>

PERMANENT POSITIONS:

City Manager	1
Executive Secretary	<u>1</u>
	<u>2</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and increases \$30,915.

Personal Services has a net decrease of \$7,165 primarily due to the change in employee contributions towards Wisconsin Retirement System.

Contractual Services has a net increase of \$38,630 primarily due to Consulting fees for public safety and animal control studies, plus other operational efficiency studies (\$40,000). A portion of this increase is offset by reductions in conference expense (\$1,290).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$229,591	\$250,299	\$251,035	\$244,253
Special Payments	<u>7,769</u>	<u>8,694</u>	<u>8,694</u>	<u>7,575</u>
Subtotal	237,360	258,993	259,729	251,828
<u>CONTRACTUAL SERVICES</u>				
Telephone	266	400	250	250
Postage	287	633	633	668
Conference	3,260	3,420	2,970	2,130
Auditing/Consulting	0	0	0	40,000
Memberships/Subscriptions	<u>1,415</u>	<u>1,339</u>	<u>1,331</u>	<u>1,374</u>
Subtotal	5,228	5,792	5,184	44,422
<u>SUPPLIES & MATERIALS</u>	822	2,050	1,400	1,500
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$243,410</u>	<u>\$266,835</u>	<u>\$266,313</u>	<u>\$297,750</u>
Full-Time Equivalent	1.84	1.84	1.84	1.84

BUDGET: Manager	ICMA Conference, Chief Executive Institute
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Acct:	<u>PERSONAL SERVICES</u>		
01	Salaries		
02	Hourly Wages		
18	Special Payments		

Acct:	<u>CONTRACTUAL SERVICES</u>		
24	Telephone		
25	Postage		
26	Conference	-840	Reduce ICMA conference line item to only the registration fee (from \$1458 to \$618), saving \$840. Keeping funding in line item 26 for WCMA (\$810) and League (\$702). Total line item 26 = \$2130
27	Auditing/Consulting		
30	Equipment Mtce		
33	Memberships/Subscriptions		
37	Rental of Equipment		
38	Computer Services		

Acct:	<u>SUPPLIES & MATERIALS</u>		
60	Office Supplies		
74	Misc Supply & Material		

Acct:	<u>CAPITAL OUTLAY</u>		
99	Other/Misc. Capital Outlay		

TOTAL CHANGES	-840
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Conference expenses decrease \$840 to provide only registration funding for the ICMA conference.

BUDGET: Manager	Consultant
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Acct:	PERSONAL SERVICES		
01	Salaries		
02	Hourly Wages		
18	Special Payments		

Acct:	CONTRACTUAL SERVICES		
24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting	40,000	Consultant services for public safety/animal control study and other operation efficiency studies
30	Equipment Mtce		
33	Memberships/Subscriptions		
37	Rental of Equipment		
38	Computer Services		

Acct:	SUPPLIES & MATERIALS		
60	Office Supplies		
74	Misc Supply & Material		

Acct:	CAPITAL OUTLAY		
99	Other/Misc. Capital Outlay		

TOTAL CHANGES 40,000

REVENUES	PROPOSED	COMMENTS

This budget includes \$40,000 for consulting services for public safety and animal control studies and other operational efficiency studies.

DEPARTMENT: ADMINISTRATIVE SERVICES

DIVISION: ASSESSOR

GOAL:

To determine accurate and equitable assessments on individual properties in order to facilitate fair distribution of the property tax.

OBJECTIVES:

- Complete Real Property description tasks;
- Produce equitable market value estimates for real estate and personal property through application of generally recognized and accepted appraisal and accounting principles outlined in State Statutes and the Wisconsin Property Assessment Manual;
- Produce the annual real estate and personal property Assessment Rolls and defend the values contained therein through the established appeal processes;
- Complete all required reporting to the Department of Revenue; and
- Respond efficiently and effectively to all inquires and requests for service.

PROGRAM ACTIVITY STATEMENT:

The Assessor's Division is responsible for producing the real estate and personal property assessment rolls. Completing the real estate roll is achieved by writing new legal descriptions due to property splits, certified surveys, annexations and newly created subdivisions in order to maintain current records. All deeds and transfer returns are continually reviewed to keep owner information as current as possible and extract market information that reflects a property's characteristics as close to the sale date as possible. Along with the inspection of sales data for a uniform market database, the division's appraisers inspect all new construction and building alterations to reflect the property's value as of January 1 of each year.

Maintaining the personal property assessment roll involves the discovery and updating of the business account records, mailing and auditing the personal property report forms and finalizing the values according to State prescribed procedures. Other activities include calculating the valuation of mobile homes, preparing State reports (including TIF districts) and coordinating the exchange of information between the Department of Revenue and the Assessor's Division relative to manufacturing assessments, parcel transfers and building permit information.

General administration includes providing assessment and property information to the public, appraising property for other City divisions, analyzing requests for property tax exemptions, providing the primary data for the Land Management System, managing service contracts and insuring efficient and effective daily operations of the Assessor's office.

ACTIVITIES:

Real Estate & Mobile Home Assessments

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Real Estate (Parcels)	24,088	24,150	24,001	24,025
Mobile Home (Units)	460	525	458	450
<u>Personal Property Accounts (#)</u>	1,879	1,700	1,837	1,800
<u>New Construction, Permits, Sale Reviews</u>	2,900	2,400	2,500	2,500
<u>Property Transfers & Name/Address Changes</u>	2,336	3,000	1,714	1,800
<u>Aggregate Assessment Ratio</u>	88.1%	98.0%	100.0%	105.0%

2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ELEMENT COST:

Real Estate & Personal Property

Discovery/Listing/Valuation	\$330,730	\$425,415	\$325,008	\$308,995
Administration/Public Information	179,871	163,621	216,672	140,452
Reporting/Open Book/Board of Review	<u>69,627</u>	<u>65,449</u>	<u>180,560</u>	<u>112,362</u>
Total	<u>\$580,228</u>	<u>\$654,485</u>	<u>\$722,240</u>	<u>\$561,809</u>

PERMANENT POSITIONS:

City Assessor	1
Property Appraiser II	1
Property Appraiser I	2
Property Assessment Clerk	<u>2</u>
	<u>6</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of prior service levels and has a net decrease of \$92,676. These savings result primarily from the completion of revaluation activities and the change in employee Wisconsin Retirement System contributions.

Personal Services has a net decrease of \$59,246 primarily due to the elimination of a part-time clerk position (\$23,365), employee contributions towards Wisconsin Retirement System contributions (\$24,187), and reductions in overtime wages and related benefits (\$17,092).

Contractual Services has a net decrease of \$33,430 primarily due to reductions in Postage (\$22,900) and Advertising and Promotions (\$7,000) due to the completion of the revaluation. In addition, one (1) vehicle was eliminated due to staffing changes (\$3,600)

No capital outlay is proposed

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$508,967	\$567,895	\$578,104	\$508,649
Hourly Wages	24,017	0	12,164	0
Training	<u>1,818</u>	<u>6,250</u>	<u>2,500</u>	<u>6,250</u>
Subtotal	534,802	574,145	592,768	514,899
<u>CONTRACTUAL SERVICES</u>				
Telephone	934	850	850	850
Postage	4,996	30,100	15,036	7,200
Auditing/Consulting	19,603	20,500	90,740	20,500
Memberships/Subscriptions	2,709	1,740	1,540	1,810
Printing	498	750	2,406	750
Advertising & Promotions	0	7,000	0	0
Vehicle Oper/Maintenance	<u>14,400</u>	<u>14,400</u>	<u>14,400</u>	<u>10,800</u>
Subtotal	43,140	75,340	124,972	41,910
<u>SUPPLIES & MATERIALS</u>	2,286	5,000	4,500	5,000
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$580,228</u>	<u>\$654,485</u>	<u>\$722,240</u>	<u>\$561,809</u>
Full-Time Equivalent	6.68	6.50	7.50	6.00

Acct: PERSONAL SERVICES

01	Salaries	-17,687	
02	Hourly Wages		
03	Temporary Wages		
04	Overtime		
06	Health	-3210	
07	Retirement	-1044	
08	FICA	-1353	
09	Life	-71	
14	Fringe Distribution		
15	Training		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
45	Advertising & Promotion		
50	Vom Repair		
51	Vom Rental		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES -23,365

REVENUES	EXPENSES	COMMENTS

Eliminate part time Account Clerk position. For 2011 the staff person that filled this position was shared 50% / 50% between Clerk and Assessor Divisions. For 2012 she will revert to full time in Clerk's office and the PT position in Assessing will be eliminated.

Acct: PERSONAL SERVICES

- 01 Salaries
- 02 Hourly Wages
- 14 Fringe Distribution
- 15 Training
- 18 Special Payments

Acct: CONTRACTUAL SERVICES

- 24 Telephone
- 25 Postage
- 43 Recruitment/Phys
- 45 Advertising & Promotion
- 50 Vom Repair
- 51 Vom Rental

-3600	Eliminate on VOM leased sedan.

Acct: SUPPLIES & MATERIALS

- 60 Office Supplies
- 63 Chemicals/Cleaning
- 72 Sign Material & Paint
- 74 Misc Supply & Material

Acct: CAPITAL OUTLAY

- 99 Other/Misc. Capital Outlay

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TOTAL CHANGES

-3,600

REVENUES	PROPOS	COMMIT

Staffing and changes to assessment practices allow the elimination of one of four VOM Fund leased sedan from the division's fleet.

BUDGET: Assessor

Reduce Overtime

Acct: PERSONAL SERVICES

04	Overtime	-15000	Reduce overtime
06	Health		
07	Retirement	-885	Reduce overtime
08	FICA	-1147	Reduce overtime
09	Life	-60	Reduce overtime

Acct: CONTRACTUAL SERVICES

33	Memberships/Subscriptions		
34	Insurance		
37	Rental of Equipment		
38	Computer Services		
39	Other Contractual Services		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES **-17,092**

REVENUES	PROPOSED	COMMENTS

The Assessor's Division has 6 full time staff. All but one, the City Assessor, are salaried employees but considered hourly with respect to compensation. As such they are eligible for overtime pay when their work week exceeds 40 hours. Based on numerous change factors impacting operations over the past few years, overtime has been the norm rather than the exception. Although those factors have will not all be eliminated for 2012, economic conditions require the reduction of overtime payment.

Factors resulting in payment of overtime include but are not limited to: increased workload related to implementing new assessment software, 2011 revaluation, relative short tenure of 50% of division workforce, extraordinary PTO (paid time off), continued evolution of assessment practices mandated by DOR and condensed work cycles resulting from getting behind due to the aforementioned items. Direct impacts to service levels resulting from elimination of overtime will include but not necessarily be limited to: Reduction in the number of property inspections, greater reliance on voice mail as the initial receipt of phone calls rather than direct pick up and most likely an inability to comply with DOR deadlines for conversion of assessment data to electronic formats (required by 2013).

DEPARTMENT: ADMINISTRATIVE SERVICES

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.

	2010	2011	2011	2012
	Actual	Budget	Estimated	Proposed

ACTIVITIES: (Hours)

Litigation

Ordinance Violations	3,880	3,950	4,166	4,160
Code Prosecutions	650	690	740	550
Collections	150	170	110	150
Worthless Checks	562	430	228	230
Other	<u>38</u>	<u>40</u>	<u>36</u>	<u>190</u>
Subtotal	5,280	5,280	5,280	5,280

Advisory

	2,800	2,800	2,800	2,800
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Labor Relations

	<u>240</u>	<u>240</u>	<u>240</u>	<u>240</u>
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Total

	<u>8,320</u>	<u>8,320</u>	<u>8,320</u>	<u>8,320</u>
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ACTIVITIES: (Actions)

Litigation

Ordinance Violations	10,650	10,900	11,580	12,500
Code Prosecutions	20	30	28	30
Collections	10	40	20	30
Worthless Checks	680	580	360	400
Other	<u>20</u>	<u>20</u>	<u>16</u>	<u>20</u>
Total	<u>11,380</u>	<u>11,570</u>	<u>12,004</u>	<u>12,980</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
<u>Litigation</u>				
Ordinance Violations	\$137,518	\$142,620	\$165,318	\$168,500
Code Prosecutions	39,586	56,875	30,524	31,032
Collections	8,879	9,186	10,300	10,500
Worthless Checks	22,090	22,854	12,117	12,050
Other	<u>17,663</u>	<u>18,273</u>	<u>10,000</u>	<u>10,000</u>
Subtotal	\$225,736	\$249,808	\$228,259	\$232,082
<u>Advisory</u>	\$159,445	\$164,954	\$133,093	\$148,000
<u>Labor Relations</u>	<u>36,565</u>	<u>37,828</u>	<u>78,950</u>	<u>38,500</u>
Total	<u>\$421,746</u>	<u>\$452,590</u>	<u>\$440,302</u>	<u>\$418,582</u>

PERMANENT POSITIONS:

City Attorney	1
Assistant City Attorney	1
Secretary	1
Customer Service Representative	<u>1</u>
	<u>4</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and has a net decrease of \$34,008.

Personal Services has a net decrease of \$22,108 primarily due to the change in employee contributions to Wisconsin Retirement System (\$15,305) and a reduction in Summons/Subpoenas/Depositions/Transcriptions based upon historical trends (\$6,500)

Capital Outlay has a net decrease of \$12,900 and includes funding for the Online WestLaw service contract, reference books, CDs and other updates.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$363,018	\$387,343	\$382,297	\$373,735
Temporary Wages	590	2,000	0	0
Training	1,015	2,074	2,305	2,074
Summons/Subp/Depos/Trns	<u>4,083</u>	<u>14,500</u>	<u>8,000</u>	<u>8,000</u>
Subtotal	368,706	405,917	392,602	383,809
<u>CONTRACTUAL SERVICES</u>				
Telephone	767	650	650	650
Postage	1,493	1,300	1,200	1,300
Conference	1,234	1,323	1,550	1,323
Auditing/Consulting	18,526	17,000	18,000	18,000
Memberships/Subscriptions	<u>1,178</u>	<u>1,200</u>	<u>1,100</u>	<u>1,200</u>
Subtotal	23,749	21,473	22,500	22,473
<u>SUPPLIES & MATERIALS</u>	3,223	1,700	1,700	1,700
<u>CAPITAL OUTLAY</u>	<u>26,068</u>	<u>23,500</u>	<u>23,500</u>	<u>10,600</u>
GRAND TOTAL	<u>\$421,746</u>	<u>\$452,590</u>	<u>\$440,302</u>	<u>\$418,582</u>
Full-Time Equivalent	4.00	4.00	4.00	4.00
Revenue	\$359,441	\$380,000	\$366,000	\$415,000

BUDGET: Attorney **Reduce WestLaw Subscription**

Acct:	PERSONAL SERVICES		
01	Salaries		
02	Hourly Wages		
Acct:	CONTRACTUAL SERVICES		
24	Telephone		
Acct:	SUPPLIES & MATERIALS		
60	Office Supplies		
74	Misc Supply & Material		
Acct:	CAPITAL OUTLAY		
87	Books	-15000	Reduce WestLaw Subscription
	TOTAL CHANGES	-15,000	

REVENUES	PROPOSED	COMMENTS

DEPARTMENT: ADMINISTRATIVE SERVICES

DIVISION: CLERK-TREASURER

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.

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 Treasurer's Division is responsible for collecting payment of these statements, utility bills, landfill fees and license fees through an electronic receipt system. 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 result 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.

PERMANENT POSITIONS:

City Clerk/Treasurer	1
Deputy Clerk/Treasurer	1
Accounting Clerk	3
Customer Service Representative	1
Customer Service Representative (part-time)	1
Switchboard/Cashier (part-time)	<u>1</u>
	<u>8</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Treasury				
Receipts (Transactions)	28,058	26,000	26,000	26,000
Vendor Checks Processed (#)	7,735	8,000	8,000	7,000
Special Assessments (Items)	6,874	7,500	6,500	6,500
<u>Clerk</u>				
Minutes	35	40	40	40
Legal Notices	114	150	140	150
Ordinances/Resolutions	124	125	125	125
Licenses Processed	8,728	8,500	8,225	7,700
Elections				
Elections (#)	4	1	2	4
Registered Voters (#)	36,576	43,000	35,800	36,700
Votes Cast (#)	34,633	8,000	17,052	55,000
ELEMENT COST:				
Treasury	\$341,372	\$369,878	\$364,182	\$360,471
Clerk	156,144	159,076	154,206	150,917
Elections	<u>92,473</u>	<u>51,524</u>	<u>64,109</u>	<u>111,646</u>
Total	<u>\$589,989</u>	<u>\$580,478</u>	<u>\$582,497</u>	<u>\$623,034</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and has a net increase of \$42,556 primarily due the presidential preference, partisan primary, and presidential elections (\$60,122).

Personal Services has a net increase of \$36,145 primarily due to increases in Pollworker Wages (\$48,554) and a reallocation of employee salaries from the special assessment fund (\$7,102). A portion of these increases are offset by a reduction of .25 FTE's in permanent staffing (\$12,147) and the change in employee contributions towards Wisconsin Retirement System (\$12,203).

Supplies and Materials has a net increase of \$5,261 primarily due to absentee envelopes no longer being supplied by Rock County (\$2,226) and the additional elections.

No capital outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$311,640	\$312,407	\$308,202	\$311,560
Hourly Wages	73,698	84,783	83,850	74,146
Pollworker Wages	51,350	16,318	23,900	64,872
Training	<u>1,051</u>	<u>3,325</u>	<u>3,325</u>	<u>2,400</u>
Subtotal	437,739	416,833	419,277	452,978
<u>CONTRACTUAL SERVICES</u>				
Telephone	1,223	1,200	1,200	1,150
Postage	22,406	24,150	24,500	26,050
Conference	121	800	800	800
Auditing/Consulting	2,050	500	1,000	2,000
Equipment Maintenance	6,537	6,600	6,600	6,600
Memberships/Subscriptions	565	600	600	600
Insurance	210	420	420	420
EMS Billing Contract	62,430	65,000	64,000	65,800
Tax Collection Contract	12,265	12,700	12,500	12,700
Printing	11,065	18,300	15,600	15,300
Bank Charges	<u>17,023</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>
Subtotal	135,895	147,770	144,720	148,920
<u>SUPPLIES & MATERIALS</u>	16,355	15,875	18,500	21,136
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$589,989</u>	<u>\$580,478</u>	<u>\$582,497</u>	<u>\$623,034</u>
Full-Time Equivalent	8.88	7.00	7.25	10.00

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages	(9,048)	0.25 FTE Customer Service Representative
03	Temporary Wages		
04	Overtime		
06	Health		
07	Retirement		
08	FICA		
09	Life		
14	Fringe Distribution	(3,099)	0.25 FTE Customer Service Representative
15	Training		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
51	Vom Rental		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES **(12,147)**

REVENUES	EXPENSES	NET CHANGES

Eliminate .25 FTE Customer Service Representative, this is a reduction of our front line customer service support. It may impact how quickly we can respond to customers.

DEPARTMENT: ADMINISTRATIVE SERVICES

DIVISION: ADMINISTRATIVE SERVICES & ACCOUNTING

GOAL:

To ensure a prompt and efficient system of maintaining the City's financial transactions.

OBJECTIVES:

- To serve as the financial and budget advisor to the City Manager, department and division 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.

PROGRAM ACTIVITY STATEMENT:

The Administrative Services and Accounting Division operates as a "support agency" and provides financial information to all of the various City departments and divisions. This division is responsible for the overall fiscal activities of the City's operations, which include accounts receivable, accounts payable, payroll processing, financial reporting and budget preparation. The Administrative Services and Accounting Division has been active in the process of acquiring long-term funding for City operating and capital improvement projects through the securing of promissory notes and general obligation (G.O.) bond issues.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT HOURS:				
Budget Preparation/Administration	1,747	1,749	1,715	1,477
Financial Reporting	1,908	1,909	1,873	1,612
Accounts Payable/Receivable	1,685	1,686	1,654	1,424
General Administration	1,390	1,391	1,365	1,175
General Ledger Management	955	956	938	807
Payroll Preparation	<u>3,310</u>	<u>3,312</u>	<u>3,249</u>	<u>2,797</u>
Total	<u>10,995</u>	<u>11,003</u>	<u>10,794</u>	<u>9,292</u>

ELEMENT COST:

Budget Preparation/Administration	\$81,624	\$84,658	\$76,410	\$73,801
Financial Reporting	97,278	100,895	91,065	87,956
Accounts Payable/Receivable	69,260	71,835	64,836	62,623
General Administration	55,258	57,313	51,729	49,963
General Ledger Management	43,537	45,156	40,756	39,365
Payroll Preparation	<u>119,727</u>	<u>124,179</u>	<u>112,079</u>	<u>108,253</u>
Total	<u>\$466,684</u>	<u>\$484,036</u>	<u>\$436,875</u>	<u>\$421,961</u>

PERMANENT POSITIONS:

Director of Admin Services/Assistant City Manager	1
Comptroller	1
Senior Accountant	1
Accountant	2
Administrative Analyst	1
Accounting Clerk	1
Administrative Assistant - Payroll	1
Customer Service Representative (part-time)	1
Accounts Payable Clerk (part-time)	<u>1</u>
	<u>10</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$62,075.

Personal Services has a net decrease of \$62,785 primarily due to the elimination of the Human Resources Administrative Assistant (\$47,386) and the Administrative Analyst (\$6,151); and the change in employee contributions towards Wisconsin Retirement System Retirement (\$16,443). These decreases are partially offset by a reallocation of salaries from the Special Assessment Fund (\$11,658).

No Capital Outlay is proposed

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$349,154	\$374,992	\$329,689	\$294,186
Hourly Wages	74,631	63,029	62,506	81,050
Training	1,664	3,500	3,500	3,500
Special Payments	<u>1,516</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
Subtotal	426,965	442,921	397,095	380,136
<u>CONTRACTUAL SERVICES</u>				
Telephone	1,015	950	1,000	1,000
Postage	537	500	550	550
Conference	135	1,915	450	1,915
Auditing/Consulting	31,402	29,700	29,700	30,460
Memberships/Subscriptions	<u>1,589</u>	<u>2,350</u>	<u>2,180</u>	<u>2,200</u>
Subtotal	34,678	35,415	33,880	36,125
<u>SUPPLIES & MATERIALS</u>	5,041	5,700	5,900	5,700
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$466,684</u>	<u>\$484,036</u>	<u>\$436,875</u>	<u>\$421,961</u>
Full-Time Equivalent	5.29	5.29	5.19	4.47

BUDGET: Admin Services & Accounting

Elimination of Administrative Analyst Position

Acct:	PERSONAL SERVICES		
01	Salaries	(\$39,013)	
06	Health	(\$17,058)	
07	Retirement	(\$2,300)	
08	FICA	(\$2,982)	
09	Life	(\$158)	
Acct:	CONTRACTUAL SERVICES		
26	Conference	(\$810)	
33	Memberships/Subscriptions	(\$205)	
Acct:	SUPPLIES & MATERIALS		
60	Office Supplies		
74	Misc Supply & Material		
Acct:	CAPITAL OUTLAY		
99	Other/Misc. Capital Outlay		
	TOTAL CHANGES	(\$62,526)	

REVENUE		COMMENT	

Savings of \$62,526 due to the elimination of the Administrative Analyst Position which has been vacant since July 2010 (General Fund savings \$36,905). The elimination of this position will increase the burden on the City Manager's Office workload, as well as the Public Works, Leisure Services, Parks, and several other Departments throughout the organization. This position was designed to provide technical and professional support to various departments throughout the organization.

Saving from this position are in the following budgets: Administrative Service/Accounting \$12,301, City Manager \$6,151, Recreation \$6,151, Parks \$3,076, Economic Development \$9,226, Stormwater \$3,076, Water \$3,076, Wastewater \$3,076, Sanitation \$6,151, Housing \$6,151, and Insurance \$3,076.

BUDGET: Admin Services & Accounting

Salary Redistribution offset by Subsidy Reduction

Acct: PERSONAL SERVICES

01	Salaries	\$14,705	
06	Health	\$1,796	
07	Retirement	\$867	
08	FICA	\$1,125	
09	Life	\$59	

Acct: CONTRACTUAL SERVICES

26	Conference		
33	Memberships/Subscriptions		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay	(\$18,552)	General Fund Special Assessments Subsidy
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TOTAL CHANGES **\$0**

Reduce the Special Assessments subsidy by \$18,552 and increase the General Fund Salary and Benefits by the same amount (Clerk Treasurer \$7,102, and Accounting by \$11,450). The salary redistribution will better reflect the level of staff support needed for curb & gutter assessments.

DEPARTMENT: ADMINISTRATIVE SERVICES

DIVISION: HUMAN RESOURCES

GOAL:

To meet the City's human resource needs.

OBJECTIVES:

- To provide effective personnel services to all City divisions.
- To recruit quality employees.
- To provide effective development and utilization of human resources.

PROGRAM ACTIVITY STATEMENT:

The Human Resources Division includes three major program elements: human resource development, recruitment and collective bargaining. Major activities within the human resource development program include administration of the compensation plan, health plans, fringe benefits, salary and benefit surveys, retirement, budget, employee orientation, training and counseling, Employee Assistance Program (EAP) administration, job performance evaluation, job classification and development of job descriptions and personnel-related administrative policies.

Recruitment includes employment information, recordkeeping, testing, interviewing and hiring for all full-time, part-time and seasonal positions, including periodic recruitment for police officers and firefighter/paramedics.

Activities in the collective bargaining program include contract administration with four Union groups, research of salary and benefit levels for negotiations, contract administration, advising management staff of grievance responses, grievance and interest arbitration, impact bargaining and employee discipline research and advice.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>Human Resource Dev. (Hours)</u>	2,496	2,496	3,196	3,196
Training Programs (#)	41	39	38	40
Safety Training Programs (#)	19	16	18	18
Significant Health Plan Problems Addressed (#)	10	12	12	12
<u>Recruitment & Selection (Hours)</u>	1,810	1,810	1,110	1,110
Job Applications Received (#)	2,000	1,700	882	900
Recruitments (#)	20	20	13	15
<u>Collective Bargaining (Hours)</u>	1,934	1,934	1,934	1,934
Grievances Filed Step 4 (#)	4	3	3	3
Contracts Under Negotiation (#)	4	4	4	4
ELEMENT COST:				
Human Resource Development	\$87,326	\$94,520	\$99,448	\$95,833
Recruitment	63,311	68,527	56,618	54,450
Collective Bargaining	<u>67,678</u>	<u>73,253</u>	<u>70,206</u>	<u>67,519</u>
Total	<u>\$218,315</u>	<u>\$236,300</u>	<u>\$226,272</u>	<u>\$217,802</u>

PERMANENT POSITIONS:

Human Resources Director	1
Benefits & Risk Manager	1
Secretary	<u>1</u>
	<u>3</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$18,498.

Personal Services has a net decrease of \$7,438 primarily due to the change in employee contributions towards Wisconsin Retirement System.

Contractual Services has a net decrease of \$11,060 primarily due to a decrease in Auditing/Consulting for outside legal expenses (\$6,150) and a reduction in Employee Development from the elimination of funding for the CPM program (\$5,000).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$194,798	\$199,790	\$197,047	\$192,352
Training	<u>327</u>	<u>540</u>	<u>590</u>	<u>540</u>
Subtotal	195,125	200,330	197,637	192,892
<u>CONTRACTUAL SERVICES</u>				
Telephone	623	600	600	600
Postage	511	735	400	425
Conference	64	675	500	675
Auditing/Consulting	1,754	15,600	15,600	9,825
Memberships/Subscriptions	495	485	485	510
Employee Development	<u>18,605</u>	<u>15,875</u>	<u>9,050</u>	<u>10,875</u>
Subtotal	22,052	33,970	26,635	22,910
<u>SUPPLIES & MATERIALS</u>	1,138	2,000	2,000	2,000
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$218,315</u>	<u>\$236,300</u>	<u>\$226,272</u>	<u>\$217,802</u>
Full-Time Equivalent	2.05	2.05	2.05	2.05

BUDGET: Human Resources

Eliminate HR Administrative Assistant Position

Acct: PERSONAL SERVICES

01	Salaries	-35,438	
06	Health	-17,055	
07	Retirement	-2,090	
08	FICA	-2,712	
09	Life	-143	

Acct: CONTRACTUAL SERVICES

24	Telephone		
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Acct: SUPPLIES & MATERIALS

60	Office Supplies		
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Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES **(57,438)**

REVENUES	EXPENSES	NET

The Administrative Assistant in the Human Resources Department who specialized as a Benefit and Payroll Technician has retired and this position is eliminated. Duties performed by this position have been distributed to existing Human Resources and Accounting staff.

The savings from this position are in the following budgets: Administrative Services/Accounting \$47,386, Stormwater Utility \$1,436, Water Utility \$2,154, Wastewater Utility \$3,590, Transit \$1,436, and VOM \$1,436.

BUDGET: Human Resources

Reduction Consulting & CPM Class

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting	6150	Reduction based on average spent 2006-2010
28	Electricity		
38	Computer Services		
39	Other Contractual Services	5000	Savings based on CPM class graduation <input type="checkbox"/>
40	Water/Wastewater		
43	Recruitment/Phys		
45	Advertising & Promotion		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES **11,150**

REVENUES	AMOUNT	COMMENT

DEPARTMENT: ADMINISTRATIVE SERVICES

DIVISION: INFORMATION TECHNOLOGY

GOAL:

To optimize the value of information technology in ultimately providing services to citizens and to continually innovate through an approach that balances between managing risks and controlling 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.

PROGRAM ACTIVITY STATEMENT:

The Information Technology Division provides planning, maintenance, support and development for all of the City's computer technology. This includes the Citywide network, website, links to external entities, servers and databases, personal computers, printers and copiers, telephone system and application software.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Servers Maintained	26	28	32	32
Network Computers	236	242	250	250
Physical Locations Supported	19	20	20	20
Number of Users	426	430	483	495
Storage Used (in Gigabytes)	3,850	4,100	5,300	6,700
ELEMENT COST:				
Information Technology	<u>\$597,921</u>	<u>\$709,680</u>	<u>\$693,740</u>	<u>\$748,389</u>

PERMANENT POSITIONS:

Information Technology Manager	1
Network Administrator	1
IT Specialist	1
IT Support Technician	1
Systems Analyst	<u>1</u>
	<u>5</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and increases \$38,709.

Personal Services has a net decrease of \$4,498 primarily due to the change in employee contributions towards Wisconsin Retirement System (\$9,428) and a reduction of one training class (\$1,025). This is partially offset by an increase in health insurance costs (\$4,486) due to an employee changing from a single to a family plan.

Contractual Services has a net increase of \$25,792, primarily due to an increase in Computer Services for licensing and maintenance of the new ERP software and software enhancements that cannot be completed in-house (\$44,775); and increased software maintenance costs (\$6,988). These increases are partially offset by a reduction of AS400 support services (\$13,695), elimination of maintenance on four applications (\$7,023), savings from multi-year agreements (\$4,676), and eliminating four Microsoft seminars (\$250).

Capital Outlay includes replacement of computer equipment.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$217,202	\$222,668	\$218,748	\$218,743
Hourly Wages	94	2,221	1,080	2,160
Training	<u>1,045</u>	<u>4,612</u>	<u>3,100</u>	<u>4,100</u>
Subtotal	218,341	229,501	222,928	225,003
<u>CONTRACTUAL SERVICES</u>				
Telephone	1,622	1,900	1,900	1,900
Postage	9	105	100	105
Conference	77	2,970	1,500	2,700
Auditing/Consulting	3,523	4,700	4,200	4,700
Memberships/Subscriptions	270	340	340	340
Computer Services	272,661	372,644	374,672	398,706
Recruitment	0	0	0	0
VOM Rental	<u>0</u>	<u>400</u>	<u>0</u>	<u>400</u>
Subtotal	278,162	383,059	382,712	408,851
<u>SUPPLIES & MATERIALS</u>	1,370	3,100	3,100	3,100
<u>CAPITAL OUTLAY</u>	<u>100,048</u>	<u>94,020</u>	<u>85,000</u>	<u>111,435</u>
GRAND TOTAL	<u>\$597,921</u>	<u>\$709,680</u>	<u>\$693,740</u>	<u>\$748,389</u>
Full-Time Equivalent	2.25	2.25	2.25	2.25

Acct: PERSONAL SERVICES

- 01 Salaries
- 02 Hourly Wages
- 15 Training
- 18 Special Payments

1,025	Reduce one training class	

Acct: CONTRACTUAL SERVICES

- 24 Telephone
- 25 Postage
- 26 Conference
- 27 Auditing/Consulting
- 51 Vom Rental

250	Eliminate 4 Microsoft seminars	

Acct: SUPPLIES & MATERIALS

- 60 Office Supplies
- 74 Misc Supply & Material

Acct: CAPITAL OUTLAY

- 99 Other/Misc. Capital Outlay

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TOTAL CHANGES

1,275	
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REVENUE	BUDGET	COMMIT

DEPARTMENT: MANAGEMENT SERVICES

DIVISION: COMMUNITY INFORMATION

GOAL:

To achieve customer satisfaction by ensuring citizens are informed about City services, issues, events and actions affecting them by involving citizens in City Government decision-making and by measuring customer satisfaction against City policies and services.

OBJECTIVES:

- To support ongoing services by encouraging increased and better informed utilization of City programs and facilities.
- To enhance customer satisfaction and services by encouraging citizen feedback and involvement in the democratic process.
- To gain public support and cooperation through community outreach.
- To produce high quality, timely and accessible informational reports and resources.
- To coordinate community education efforts of all departments and divisions.

PROGRAM ACTIVITY STATEMENT:

Community Information coordinates education efforts of all City departments and divisions. Citizens will be better informed about available services and programs, such as recycling and recreation, through a variety of media to maximize accessibility. Responsibilities include production of publications such as the *Park Place News*, brochures, online and print advertisements and weekly press releases. Citizen feedback and involvement will be encouraged and customer satisfaction will be measured through regular surveys and comment cards. This will provide information to help divisions improve services and programs.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ACTIVITIES:

Community Information Publications (#)

Newsletters	1	1	1	1
Brochures	2	2	2	2

Communication Projects (#)

Electronic Information System (Web Site)	1	1	1	1
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Community Outreach (#)

Displays/Exhibits (Info. Booth events)	1	0	0	0
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Other (#)

Customer Comment Cards	300	300	300	300
Press Releases	100	100	100	100

ELEMENT COST:

Community Information	\$21,939	\$23,081	\$22,120	\$22,272
Publications	20,521	20,185	19,700	26,048
Customer Satisfaction	<u>10,789</u>	<u>11,940</u>	<u>11,360</u>	<u>11,135</u>
Total	<u>\$53,249</u>	<u>\$55,206</u>	<u>\$53,180</u>	<u>\$59,455</u>

PERMANENT POSITIONS:

Management Assistant 1
1

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels, with the exception of the elimination of the comment card program, and has a net increase of \$4,249.

Personal Services has a net decrease of \$1,642 due to the change in employee contributions towards Wisconsin Retirement System.

Contractual Services has a net increase of \$5,891 primarily due to a reallocation of costs for online, print and radio advertising from the Water Utility (\$4,500) and an increase in advertising costs (\$1,673).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$40,663	\$42,282	\$40,798	\$40,640
Training	<u>52</u>	<u>270</u>	<u>270</u>	<u>270</u>
Subtotal	40,715	42,552	41,068	40,910
<u>CONTRACTUAL SERVICES</u>				
Telephone	120	150	150	150
Postage	112	250	200	250
Conference	1,415	1,767	1,700	1,782
Memberships/Subscriptions	236	342	342	351
Other - Printing	18	200	200	200
Newsletters/Media	9,713	8,445	8,440	14,712
Customer Surveys	0	400	300	0
Advertising	<u>359</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	11,973	11,554	11,332	17,445
<u>SUPPLIES & MATERIALS</u>				
	561	1,100	780	1,100
<u>CAPITAL OUTLAY</u>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$53,249</u>	<u>\$55,206</u>	<u>\$53,180</u>	<u>\$59,455</u>
Full-Time Equivalent	0.45	0.45	0.45	0.45

BUDGET: Community Information

Eliminate Comment Cards

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting		
38	Computer Services		
39	Other Contractual Services	(400)	Eliminate Comment Card program
45	Advertising & Promotion		
50	Vom Repair		
51	Vom Rental		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES (400)

REVENUES	PROPOSED	COMMENTS

This budget includes the elimination of the comment card program (~\$400). Citizens may continue to make comments in person or through the city website.

I would like to replace the comment card paper postcard program with an online customer satisfaction form. The program is very tedious and we have lost the staffing we previously had to compile the comments. Citizens would still be able to make comments in person, by letter or using a new online form. Also, we will soon have to update our postcard design to comply with new post office standards; this would be the ideal time to eliminate the program so that we do not have to pay for a new postcard design. I strongly recommend replacing the paper card with an online form.

DEPARTMENT: PUBLIC SAFETY

DIVISION: POLICE

MISSION:

The mission of the Janesville Police Department is to enhance the quality of life in the City of Janesville by working cooperatively with the community and citizens to enforce the law, preserve the peace, reduce the fear of crime and provide for a safe environment.

VALUES:

WE BELIEVE

- In the value of human life and **dignity** for all.
- In **ourselves**, both as individuals and as an organization.
- In the value of partnership with our **community**.
- In the value of employee **problem-solving**.
- In the value of **teamwork**.
- In planning for and helping shape the **future**.

GOAL:

The maintenance of social order within carefully prescribed constitutional, ethical and moral limitations.

OBJECTIVES:

- To reduce opportunities for preventable crimes.
- To identify criminal activity and apprehend offenders.
- To resolve conflict, preserve order and maintain a community feeling of security.
- To protect constitutional guarantees.
- To facilitate the safe movement of people and vehicles.
- To provide assistance and emergency service to citizens.

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.

ELEMENT COST:

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Police Management	\$525,550	\$609,361	\$642,953	\$606,298
Patrol Services	8,202,736	8,572,136	8,315,083	8,585,873
Investigative Services	2,520,501	2,675,297	2,575,322	2,624,286
Support Services	<u>906,314</u>	<u>1,057,892</u>	<u>971,571</u>	<u>977,119</u>
Total	<u>\$12,155,101</u>	<u>\$12,914,686</u>	<u>\$12,504,929</u>	<u>\$12,793,576</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>Patrol (#)</u>				
Officer Activity	67,052	66,825	65,500	66,000
Traffic Citations	9,320	8,712	11,800	12,000
Traffic Accidents	1,379	1,600	1,400	1,400
Crossing Guard Locations	17.5	17.5	18.0	18.0
<u>Investigative (#)</u>				
Violent Crime Incidents	170	160	160	160
Cleared with an Arrest (%)	55.0%	60.0%	60.0%	60.0%
Property Crime Incidents	2,423	2,400	2,500	2,500
Cleared with an Arrest (%)	26.0%	25.0%	25.0%	25.0%
Fingerprints Taken	1,700	1,700	1,700	1,700
Prisoners Processed	1,700	1,600	1,700	1,700
<u>Support (#)</u>				
Reports Processed	23,425	28,314	25,000	26,000
Records Requested	4,345	5,000	4,500	50,000
Parking Tickets Processed	3,313	3,564	2,500	3,500
License Applicants Processed	276	350	350	350
<u>FTE</u>				
<u>General Fund</u>				
Management	5.00	5.00	5.00	5.00
Patrol	77.50	76.50	77.50	76.50
Investigative	24.15	24.15	24.15	23.15
Support	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
Subtotal	117.65	116.65	117.65	115.65
<u>Special Revenue Funds</u>				
School District (5 Officers)	<u>1.85</u>	<u>1.85</u>	<u>1.85</u>	<u>1.85</u>
Subtotal	1.85	1.85	1.85	1.85
Total FTE	<u>119.50</u>	<u>118.50</u>	<u>119.50</u>	<u>117.50</u>

PERMANENT POSITIONS:

<u>Sworn Positions</u>		<u>Non-Sworn Positions</u>	
Chief of Police	1	Secretary	1
Deputy Chief of Police	2	Administrative Aide	1
Lieutenant	4	Community Service Officer	0
Sergeant	11	Records Supervisor	1
Patrol Officer	64	Records Clerk	10
Detective	7	Records Clerk (part-time)	2
Street Crimes Unit	6	Limited Temporary CSO (part-time)	<u>2</u>
Police School Liaison Officer	2		17
School Resource Officer	3		
Identification Officer	2		
Court Officer	<u>1</u>		
	103	Total Sworn and Non-Sworn	<u>120</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$121,110.

Personal Services has a net decrease of \$108,620 primarily due to the reduction of one patrol officer (\$55,869), the elimination of the community service officer (\$59,514), the change in civilian employee contributions towards Wisconsin Retirement System (\$24,494) and turnover savings (\$13,392). A portion of these decreases are offset by the full-year funding of two patrol officers from the 2011 budget (\$54,000).

Contractual Services has a net decrease of \$12,420 primarily due to the decrease in Animal Care costs (\$30,000) and the decrease in equipment maintenance (\$7,400). These decreases are partially offset by increases in Vehicle Operations and Maintenance (\$28,700),

Capital Outlay includes the replacement of eight (8) police vehicles (\$193,000).

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$10,399,403	\$11,112,476	\$10,724,809	\$11,005,082
Hourly Wages	38,266	47,410	33,817	41,235
Temporary Wages	56,003	56,700	59,958	59,940
Overtime	344,454	271,632	237,730	274,332
Training	29,298	32,370	32,370	31,998
Clothing	54,916	61,980	61,980	61,340
Special Payments	<u>97,861</u>	<u>100,639</u>	<u>105,358</u>	<u>100,660</u>
Subtotal	11,020,201	11,683,207	11,256,022	11,574,587
CONTRACTUAL SERVICES				
Telephone	33,258	46,650	46,650	46,900
Postage	6,704	8,100	8,100	7,600
Conference	3,060	1,980	1,980	1,980
Electricity	2,649	2,335	2,335	2,385
Gas (Heat)	2,175	3,725	2,400	2,400
Equipment Maintenance	63,721	57,690	57,690	50,745
Memberships/Subscriptions	2,966	3,645	3,505	3,405
Insurance	175,354	188,574	188,574	190,997
Animal Care	114,585	230,000	230,000	200,000
Prisoner Care	24,161	26,000	26,000	26,000
Laundry	26,010	31,730	31,730	30,000
Rental Equipment	15,786	15,130	15,630	15,630
Computer Services	2,923	2,520	2,520	2,520
Other	39,083	26,050	26,050	26,050
Photography	1,141	2,000	2,000	2,000
Vehicle Oper/Maintenance	<u>338,641</u>	<u>332,990</u>	<u>334,182</u>	<u>358,087</u>
Subtotal	852,217	979,119	979,346	966,699
SUPPLIES & MATERIALS	77,289	59,360	70,360	59,290
CAPITAL OUTLAY	<u>205,394</u>	<u>193,000</u>	<u>199,201</u>	<u>193,000</u>
GRAND TOTAL	<u>\$12,155,101</u>	<u>\$12,914,686</u>	<u>\$12,504,929</u>	<u>\$12,793,576</u>
Full-Time Equivalent	117.65	116.65	117.65	115.65
Revenues	\$39,309	\$34,000	\$38,000	\$38,000

2012 BUDGET REDUCTION

BUDGET: Police

Parking Fee Increase

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages		
03	Temporary Wages		
04	Overtime		
06	Health		
07	Retirement		
08	FICA		
09	Life		
14	Fringe Distribution		
15	Training		
17	Clothing Allowance		

Acct: CONTRACTUAL SERVICES

Acct: SUPPLIES & MATERIALS

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES 0

REVENUES	PROPOSED	COMMENTS
Parking Tickets	45000	Double the penalty for all parking fines.

ACTIVITIES	PROPOSED	COMMENTS

ELEMENT COST	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE, STAFFING & PROGRAM CHANGES:

ADDITIONAL COMMENTS:

2012 BUDGET REDUCTION

BUDGET: Police

Reduction of 1.0 Patrol Officer

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	(37,091)	Reduce Sworn Offcs by 1 Officer
02 Hourly Wages	-	
03 Temporary Wages	-	
04 Overtime	2,700	Additional overtime for basic services
06 Health	(6,420)	Reduction of 1 Position
07 Retirement	(7,394)	Reduce Sworn Offcs by 1 Officer
08 FICA	(2,631)	Reduce Sworn Offcs by 1 Officer
09 Life	(138)	Reduce Sworn Offcs by 1 Officer
14 Fringe Distribution		
15 Training	(372)	Reduce Sworn Offcs by 1 Officer
17 Clothing Allowance	(640)	Reduce Sworn Offcs by 1 Officer
Acct: CONTRACTUAL SERVICES		
45 Advertising & Promotion		
50 Vom Repair	(3,613)	Reduce Sworn Offcs by 1 Officer
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies	(270)	Reduce Sworn Offcs by 1 Officer
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(55,869)	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENT COST		
SIGNIFICANT EXPENDITURE, STAFFING & PROGRAM CHANGES		
Personal Services decreases \$55,869 with the reduction of 1 Officer		
ADDITIONAL COMMENTS		

2012 BUDGET REDUCTION

BUDGET: Police

Reduce 1.0 FTE Community Service Officer

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries	(37,260)	Reduce Community Service Officer
06	Health	(17,056)	Reduce Community Service Officer
07	Retirement	(2,198)	Reduce Community Service Officer
08	FICA	(2,850)	Reduce Community Service Officer
09	Life	(149)	Reduce Community Service Officer
14	Fringe Distribution		
15	Training	-	
17	Clothing Allowance	-	
Acct: CONTRACTUAL SERVICES			
24	Telephone		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		(59,514)	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENT COST		
SIGNIFICANT EXPENDITURE, STAFFING & PROGRAM CHANGES		
Investigations decreases 59,514 due to the reduction of the Community Services Officer position.		
ADDITIONAL COMMENTS		

DEPARTMENT: PUBLIC SAFETY

DIVISION: FIRE

GOAL:

To protect the lives and property of Janesville citizens and businesses by providing fire prevention services, fire suppression and advanced life support emergency medical service.

OBJECTIVES:

- To efficiently respond to fire, medical and hazardous material emergencies and major natural disasters.
- To provide programs that will prevent fire, medical and hazardous material emergencies.
- To ensure department services are provided in a responsive and cost effective manner.

PROGRAM ACTIVITY STATEMENT:

During 2012, an estimated 3,725 emergency responses for engine alarms and 5,220 paramedic calls will be answered by the Fire Department responding from five (5) stations. Four (4) stations have paramedic ambulances, each staffed by two (2) licensed paramedics who respond to both emergency medical and fire alarms. Approximately 6,350 fire and tank inspections will be made in 2012. Personnel will do an estimated 625 hours of public education instruction. Firefighter/Paramedics receive intensive training each year to maintain the skills needed to provide emergency services. Fire Department personnel perform most of the routine maintenance of their equipment and facilities. The City Services Division performs mechanical maintenance of the vehicles.

The Fire Department responds to emergency alarms (24 hours a day) out of five (5) stations, which are staffed by 87 personnel. The remaining seven (7) personnel are assigned to other roles. Department activities include public instruction, job skills training, equipment, building and vehicle maintenance. In addition to incident response, the Department provides safety inspections and a variety of customer service and other specialty services.

PERMANENT POSITIONS:

Fire Chief	1
Deputy Fire Chief	2
Fire Marshal	1
Civilian Inspector	1
Shift Commander	3
Captain	3
Lieutenant	12
Firefighter/Paramedic	48
Driver	21
Administrative Assistant	1
Secretary (part-time)	<u>1</u>
	<u>94</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>Suppression</u>				
Responses (#)				
Emergency	2,890	2,970	3,050	3,125
Non-Emergency	<u>659</u>	<u>525</u>	<u>575</u>	<u>600</u>
Total	<u>3,549</u>	<u>3,495</u>	<u>3,625</u>	<u>3,725</u>
<u>EMS</u>				
Responses (#)	5,428	5,360	5,600	5,650
Less Engine Assisted	<u>(381)</u>	<u>(430)</u>	<u>(400)</u>	<u>(430)</u>
Total	<u>5,047</u>	<u>4,930</u>	<u>5,200</u>	<u>5,220</u>
<u>Fire Prevention</u>				
Inspections (#)				
General	5,221	5,300	5,300	5,300
Construction*	250	250	275	250
Compliance	436	320	600	650
Special Request	15	30	20	20
Tanks	310	200	225	230
Occupancy	<u>228</u>	<u>250</u>	<u>250</u>	<u>250</u>
Total	<u>6,460</u>	<u>6,350</u>	<u>6,670</u>	<u>6,700</u>
*Construction includes Alarm, Sprinkler and Plan Reviews				
<u>FTE</u>				
Suppression	59.05	59.05	59.05	59.05
EMS	25.95	25.95	25.95	25.95
Prevention	4.75	4.75	4.75	4.75
Administrative	<u>4.00</u>	<u>3.50</u>	<u>3.50</u>	<u>3.00</u>
Total FTE	<u>93.75</u>	<u>93.25</u>	<u>93.25</u>	<u>92.75</u>
ELEMENT COST:				
Suppression	\$5,961,621	\$6,089,115	\$6,178,444	\$6,081,425
EMS	2,670,358	2,770,579	2,785,151	2,844,795
Prevention	451,952	483,714	476,403	472,767
Administration	<u>755,780</u>	<u>744,762</u>	<u>646,346</u>	<u>647,737</u>
Total	<u>\$9,839,711</u>	<u>\$10,088,170</u>	<u>\$10,086,344</u>	<u>\$10,046,724</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and has a net decrease of \$41,446.

Personal Services has a net decrease of \$94,246 primarily due to a 12-month delay in filling a vacant Deputy Fire Chief position (\$123,653) and savings from personnel turnover (\$70,085). A portion of this decrease is offset by increases in Clothing to purchase uniforms and turnout gear for new recruits (\$18,925); and increases in Health Insurance due to employee retirements (\$97,750).

Contractual Services has a net increase of \$32,018 primarily due to an increase of \$35,590 in vehicle maintenance (VOM) and Insurance (\$7,852). A portion of these increases are offset by savings in heating costs (\$11,000)

Supplies & Materials has a net increase of \$25,442 primarily due to the increase in billable EMS supplies (\$25,553). In 2010 Mercy Hospital began providing disposable supplies for patients transported to Mercy, in lieu of the JFD charging intercept fees to Mercy. However, with the opening of the new hospital we anticipate a 30% increase in transports to non-Mercy hospitals for which we will pay supply costs.

No Capital Outlay is proposed

TOWNSHIP FIRE PROTECTION:

Beginning with the 2002 adopted budget, the cost for providing fire protection to the neighboring townships has been reallocated to a Special Revenue Fund. The estimated amount of funds for 2012 is \$558,794.

FIRE DEPARTMENT VEHICLE REPLACEMENT FUND:

The Fire Department Vehicle Replacement Fund has been discontinued. Vehicles are submitted for replacement through the Note Issue Bond process.

Two vehicles were considered for replacement in 2012. They include a 1991 Specialized Rescue Vehicle and a 1998 105' Aerial Quint. Funding for these vehicle replacements is included in the Major Capital Projects budget.

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 payment from the State EMS Funding Assistance Program (FAP), which also goes into this account. This fund is only 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. The estimated fund balance for 2012 is \$80,164. In 2012, the department is considering the purchase of thermal sensing thermometers. The department is also planning to purchase three computer workstations and a printer for the report room to be located at the new Dean St. Mary's Hospital. The funding for these expenses will come from this account.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
EMS	\$1,413,264	\$1,300,000	\$1,430,000	\$1,430,000
Inspections	163,277	152,100	155,000	155,000
Other	<u>37,833</u>	<u>20,000</u>	<u>35,000</u>	<u>35,000</u>
Total	<u>\$1,614,374</u>	<u>\$1,472,100</u>	<u>\$1,620,000</u>	<u>\$1,620,000</u>

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$8,683,279	\$8,982,059	\$8,843,121	\$8,887,614
Hourly Wages	73,346	88,956	77,651	77,500
Temporary Wages	0	300	300	300
Overtime	360,406	226,350	364,800	219,119
Training	35,074	44,790	44,790	44,751
Clothing	28,864	38,497	38,851	57,422
Special Payments	<u>4,550</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	9,185,519	9,385,152	9,373,713	9,290,906
CONTRACTUAL SERVICES				
Telephone	10,607	15,500	15,500	15,500
Postage	2,016	1,575	2,000	2,110
Conference	2,699	3,900	3,900	3,900
Electricity	31,539	31,200	31,200	31,800
Heat (Gas)	24,167	40,600	29,000	29,600
Equipment Maintenance	20,133	22,700	22,700	22,700
Vehicle Maintenance	1,934	2,404	3,150	2,353
Building Maintenance	39,123	39,000	39,000	39,000
Memberships/Subscriptions	2,034	2,115	2,115	2,115
Insurance	188,038	192,476	192,476	200,328
Laundry	4,221	5,500	5,500	5,500
Equipment Rental	1,524	2,020	1,600	1,324
Dry Cleaning	22,254	22,600	22,600	22,600
Water/Wastewater/Stormwater	8,824	10,110	9,830	11,370
Testing/Recruitment	16,510	6,504	6,600	6,532
Photography	187	500	500	500
Vehicle Oper/Maintenance	<u>231,027</u>	<u>199,930</u>	<u>237,800</u>	<u>233,420</u>
Subtotal	606,837	598,634	625,471	630,652
SUPPLIES & MATERIALS	47,355	99,724	82,500	125,166
CAPITAL OUTLAY	<u>0</u>	<u>4,660</u>	<u>4,660</u>	<u>0</u>
GRAND TOTAL	<u>\$9,839,711</u>	<u>\$10,088,170</u>	<u>\$10,086,344</u>	<u>\$10,046,724</u>
Full-Time Equivalent	93.75	93.25	93.25	92.75

2012 BUDGET REDUCTION

BUDGET: Fire

Delay Hiring Deputy Fire Chief in 2012

EXPENDITURES PROPOSED COMMENTS

Acct: PERSONAL SERVICES

01	Salaries	-84,837	1.0 FTE Deputy Fire Chief
02	Hourly Wages		
03	Temporary Wages		
04	Overtime		
06	Health	-17,056	
07	Retirement	-20,191	
08	FICA	-1,230	
09	Life	-339	
14	Fringe Distribution		
15	Training		
17	Clothing Allowance		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
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Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES align="right">**-\$123,653**

REVENUES	PROPOSED	COMMENTS
Emergency Medical Services	-\$123,653	

This budget cost reduction proposal would reduce the 1.0 FTE from the Fire Department.

DEPARTMENT: PUBLIC WORKS

DIVISION: ADMINISTRATION

GOAL:

To provide the overall direction, coordination and support of all activities of the Public Works Department.

OBJECTIVES:

- To conduct general administrative activities including personnel management, purchasing and budget preparation and management.
- To evaluate all operations in order to improve efficiency and effectiveness and to prepare reports as necessary.
- To initiate, develop and carry out special projects, as required.

PROGRAM ACTIVITY STATEMENT:

Administration

Public Works Administration provides for the general administration and supervision of the various divisions involved in the planning, design, construction and operations of public facilities and services. Program activities include personnel management, policy formulation, purchasing, budget preparation and other administrative activities.

Service Evaluation

In order to maintain and improve the effectiveness and efficiency of all Public Works Department operations, frequent studies are undertaken to analyze operational methods, equipment and materials. Program changes are implemented based on this analysis.

Special Projects

Special projects undertaken in 2011 included:

1. Replaced the roof as part of the Tallman House restorations project.
2. Implemented Phase 1 of the Pedestrian Transportation Corridor Plan.
3. Completed the Milwaukee Street / Court Street 2-Way Conversion Study.
4. Constructed Monterey Dam Improvements.
5. Implemented Downtown Traffic Signal controller replacement project.
6. Conducted a City Hall Performance Contract to increase the energy efficiency of City Hall.

Special projects planned in 2012 include:

1. River Street Reconstruction Project.
2. Wuthering Hills roundabout construction project.
3. STH 26 Reconstruction Project.
4. Implementation of Phase 2 of the Pedestrian Transportation Corridor Plan.
5. Design of new Jackson Street Bridge reconstruction.
6. Design of Main Street Reconstruction Project to include resurfacing, streetscape, and sidewalks.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT (Hours):				
General Administration	<u>1,539</u>	<u>832</u>	<u>752</u>	<u>624</u>
Total	<u>1,539</u>	<u>832</u>	<u>752</u>	<u>624</u>

ELEMENT COST:

General Administration	<u>\$62,729</u>	<u>\$47,950</u>	<u>\$39,937</u>	<u>\$41,701</u>
Total	<u>\$62,729</u>	<u>\$47,950</u>	<u>\$39,937</u>	<u>\$41,701</u>

PERMANENT POSITIONS:

Director of Public Works/City Engineer	<u>1</u>
Management Analyst	1
	<u>2</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and decreases \$6,249.

Personal Services has a net decrease of \$4,573 primarily due to the elimination of the Administrative Analyst positions (\$3,075) and the change in employee contributions towards Wisconsin Retirement System (\$1,687).

Contractual Services has a net decrease of \$1,676 primarily due to a reduction in conference expenses (\$850) and the elimination of recruitment expenses (\$500).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$35,499	\$37,662	\$30,810	\$33,089
Hourly Wages	20,370	0	0	0
Training	<u>97</u>	<u>1,440</u>	<u>1,440</u>	<u>1,440</u>
Subtotal	56,225	39,102	32,250	34,529
<u>CONTRACTUAL SERVICES</u>				
Telephone	417	400	400	400
Postage	0	106	0	0
Conference	4,229	4,860	4,455	4,010
Recruitment	531	500	0	0
Membership/Subscriptions	<u>801</u>	<u>2,032</u>	<u>2,032</u>	<u>1,812</u>
Subtotal	5,978	7,898	6,887	6,222
<u>SUPPLIES & MATERIALS</u>	526	950	800	950
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$62,729</u>	<u>\$47,950</u>	<u>\$39,937</u>	<u>\$41,701</u>
Full-Time Equivalent	0.37	0.35	0.34	0.34

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.

PROGRAM ACTIVITY STATEMENT:

The Engineering Division consists of a 15-member professional and technical staff. Services support a wide variety of functions, some of which are included in and funded by other budgets, special assessments or bond funds. Program elements, which group these functions, are described below. Required Resources include charges for Engineering Division activities.

General Administration

Administration provides for the general supervision of the Engineering Division.

Transportation

Transportation provides for traffic engineering, street lights, traffic signs, signals, crossing guards and parking. Some of the street lighting and parking services are included in those separate budgets.

Public Service

Public Service provides for public information and the coordination of public works facilities with development. It also provides services that are required for operation of the Landfill and for the Superfund Project. These costs are included in the Sanitation and the Industrial Waste Disposal budgets.

Public Works

Public Works provides for designing and managing wastewater utility, water utility and stormwater utility maintenance programs. It also provides Engineering services for supporting infrastructure system expansion.

Street Rehabilitation

Street Rehabilitation provides for the design of roadway improvements on our 348-mile (approximately) paved street system. Rehabilitation work is necessary on 8 miles of the system annually. Construction services for this work and inspection of sidewalks are included in the Street Maintenance budget.

Special Projects

Special Projects provides for construction or rehabilitation of City-owned facilities such as buildings, major highways, Landfill or park projects, and utility facilities. Inspection services are charged to individual projects and are funded by the Capital Budget or bond funds.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES (Hours):				
Administration	2,058	2,229	2,373	1,914
Transportation	1,766	1,416	1,394	1,277
Public Service	1,967	2,020	1,974	1,700
Public Works Programs	434	902	886	849
Street Rehabilitation	1,036	1,562	1,539	2,186
Special Projects	<u>3,638</u>	<u>2,423</u>	<u>2,386</u>	<u>2,625</u>
Total	<u>10,899</u>	<u>10,552</u>	<u>10,552</u>	<u>10,552</u>
ELEMENT COST:				
Administration	\$119,424	\$118,841	\$128,798	\$99,516
Transportation	102,503	75,485	75,632	66,379
Public Service	114,151	107,709	107,096	88,392
Public Works Programs	25,230	48,097	48,105	44,153
Street Rehabilitation	60,133	83,258	83,520	113,655
Special Projects	<u>211,155</u>	<u>129,149</u>	<u>129,459</u>	<u>136,451</u>
Total	<u>\$632,596</u>	<u>\$562,539</u>	<u>\$572,610</u>	<u>\$548,546</u>
PERMANENT POSITIONS:				
Engineering Manager	1			
Assistant Engineering Manager	1			
Civil Engineer	5			
Support Staff	<u>8</u>			
	<u>15</u>			

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and has a net decrease of \$13,993. All Engineering charges covered by the General Fund are included.

Personal Services has a net decrease of \$14,888 primarily due to the change in employee contributions towards WRS (\$19,010).

Contractual Services has a net increase of \$895 due to an increase in VOM charges (\$2,520) which are partially offset by a reduction in postage (\$2,000).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$481,373	\$465,110	\$465,957	\$450,222
Hourly Wages	102,166	54,494	54,494	54,494
Training	4,800	6,300	6,300	6,300
Special Payments	<u>10,202</u>	<u>0</u>	<u>10,164</u>	<u>0</u>
Subtotal	598,541	525,904	536,915	511,016
<u>CONTRACTUAL SERVICES</u>				
Telephone	4,241	4,700	4,500	4,500
Postage	1,382	4,625	2,625	2,625
Conference	5,000	5,400	5,400	5,400
Auditing/Consulting	10,019	7,500	7,500	7,500
Equipment Maintenance	124	700	700	700
Memberships/Subscriptions	2,833	3,250	3,250	3,825
Vehicle Oper/Maintenance	<u>5,729</u>	<u>1,260</u>	<u>2,520</u>	<u>3,780</u>
Subtotal	29,328	27,435	26,495	28,330
<u>SUPPLIES & MATERIALS</u>				
	(856)	9,200	9,200	9,200
<u>CAPITAL OUTLAY</u>				
	<u>5,583</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>GRAND TOTAL</u>				
	\$632,596	\$562,539	\$572,610	\$548,546
<u>Total Full-Time Equivalent</u>				
	5.24	5.07	5.07	5.07

**PERMANENT POSITIONS FOR PUBLIC WORKS
OPERATIONS DEPARTMENT AND VOM**

Operations Director	1
Administrative Assistant	1
Foreman	2
VOM Supervisor	1
Customer Service Representative	1
Working Foreman	3
Mechanic	4
Leadman	2
Equipment Operator	9*
Laborer	2
Storekeeper	<u>1</u>
	<u>27</u>

*Will change to 7 when automated trash and recycling is implemented.

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 filling, resurfacing and reconstruction for paved streets and to maintain a smooth and dust-free running surface for gravel streets.
- 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.
- To improve railroad crossings.

PROGRAM ACTIVITY STATEMENT:

The Street Maintenance program provides for maintenance of 348 miles of paved streets and approximately eight to ten miles of gravel streets, dependent upon annual development and construction activities. In addition to the grading and graveling of non-paved street surfaces, which are typically streets that have not yet received resurfacing work, the street maintenance process includes joint and crack cleaning and filling. These activities help to delay the deterioration process. At some point in time, typically every 20 to 25 years for bituminous pavements and 45 years for concrete pavements, the street surfaces must be restored by resurfacing and reconstruction. In addition, maintenance must also be performed on the portion of the curb and gutter and pedestrian footpaths not assessed to abutting property owners. This program also provides for the maintenance of 13 bridges, including railing maintenance and repair.

The objectives of this program include:

- A. All utility ditches will be permanently repaired within one year of work completion.
- B. Annual crack sealing of concrete streets will be continued.
- C. Annual crack sealing of arterial bituminous streets will be continued.
- D. Seven to eight years after initial construction or resurfacing, street inspections from the PAVER program will be used to determine if crack sealing is necessary.
- E. Streets will be inspected prior to resurfacing for "bad" spots that might cause premature failure in the surface coat. These areas will be saw-cut and permanently repaired prior to resurfacing.
- F. 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.
- G. Potholes will be permanently repaired where such patching is appropriate, based upon projected year of resurfacing, workload and available manpower.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>Concrete/Bituminous Street Maintenance</u>				
Patch Filling (Tons)	250	500	450	500
Crack Sealing (Lane Miles)	0.00	7.30	7.00	7.00
<u>Curb/Gutter/Sidewalk</u>				
Repairs (#)	1.0	4.0	1.0	1.0
<u>Resurfacing/Reconstruction (Miles)</u>				
Breaking/Rubbelizing	0.2	0.9	0.9	0.2
Milling/Resurfacing	4.8	3.6	3.0	3.7
Reconstruction	1.4	0.9	2.2	2.0
<u>Railroad Crossings</u>				
Replacements (#)	0.0	3.0	1.0	0.0
<u>Shoulder Maintenance</u>				
Miles	11.0	10.0	10.0	10.0
<u>Gravel Streets</u>				
Miles	23.0	20.0	20.0	20.0
ELEMENT COST:				
Concrete Streets	\$67,264	\$83,459	\$110,116	\$81,717
Bituminous Streets	98,295	230,243	211,883	210,812
Curb/Gutter/Sidewalk	283	4,939	2,600	1,671
Resurfacing/Reconstruction	787,726	363,661	323,000	361,709
Bridge Maintenance	9,820	10,136	7,900	20,898
Railroad Crossings	9	35,000	20,050	0
Shoulder Maintenance	14,346	13,167	12,000	13,133
Gravel Streets	12,397	9,984	8,706	9,888
Median Mowing	<u>52,965</u>	<u>45,855</u>	<u>45,340</u>	<u>46,255</u>
Total	<u>\$1,043,105</u>	<u>\$796,444</u>	<u>\$741,595</u>	<u>\$746,083</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and decreases \$50,361.

Personal Services has a net decrease of \$4,941 primarily as a result of the change in employee contributions towards Wisconsin Retirement System.

Contractual Services has a net decrease of \$44,600 primarily as a result of a decrease in Construction Payments due to the elimination of railroad crossing improvements (\$35,000) and a decrease in Vehicle Operation and Maintenance costs based upon historical trends (\$9,600).

The Major Capital Projects budget includes \$950,000 for street resurfacing and reconstruction.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$24,127	\$24,460	\$24,005	\$23,439
Hourly Wages	<u>174,698</u>	<u>289,448</u>	<u>273,500</u>	<u>285,528</u>
Subtotal	198,825	313,908	297,505	308,967
CONTRACTUAL SERVICES				
Construction Payments	744,881	306,216	276,040	271,216
Vehicle Oper/Maintenance	<u>65,758</u>	<u>104,500</u>	<u>102,150</u>	<u>94,900</u>
Subtotal	810,639	410,716	378,190	366,116
SUPPLIES & MATERIALS	33,641	71,820	65,900	71,000
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$1,043,105</u>	<u>\$796,444</u>	<u>\$741,595</u>	<u>\$746,083</u>
Full-Time Equivalent	2.30	3.88	3.68	3.88

2012 BUDGET REDUCTION

BUDGET: Street Maintenance

Vehicle Registration Fee (Wheel Tax)

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	\$ -	

REVENUES	PROPOSED	COMMENTS
Vehicle Registration Fee (Wheel Tax)	\$ 550,000	For street maintenance operating fund

Propose a vehicle registration fee (Wheel Tax) of \$10 per registered automobile or Truck (under 8,000 lbs) as permitted by Statute to be used for transportation related purposes.

Estimate 55,555 vehicles will be subject to the registration fee from total revenue of \$555,550. The Department of Transportation charges an administrative fee of \$.10 per registered vehicle. The net revenue to Janesville is estimated to be \$550,000. Four (4) jurisdictions in Wisconsin currently charge a wheel tax: Beloit (\$10), Milwaukee (\$20), Mayville (\$10), and St. Croix County (\$10).

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: STREET CLEANING

GOAL:

To maintain public streets and highways in a clean and attractive condition, reducing the influx of pollution into receiving streams and rivers.

OBJECTIVES:

- To pick up litter along public right-of-ways as necessary.
- To clear all auto and pedestrian travelways of debris during and after all storms.
- To barricade problem areas resulting from storm damage.

PROGRAM ACTIVITY STATEMENT:

The Street Cleaning program encompasses roadside pickup, which provides for collection of litter and debris within the public right-of-way on an as-needed basis. An ongoing activity is the clearing and removal of storm debris from streets and pedestrian footpaths and the installation of barricades to ensure public safety and erosion control operations.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>Roadside Pickup</u>				
Number of Responses	125	125	125	125
<u>Storm Damage Clean Up</u>				
Storms (#)	6	6	6	6
ELEMENT COST:				
Emergency Cleanup	\$1,969	\$4,647	\$1,642	\$4,627
Roadside Pickup	6,064	5,133	9,077	5,292
Storm Damage	<u>32,621</u>	<u>19,658</u>	<u>31,398</u>	<u>22,035</u>
Total	<u>\$40,654</u>	<u>\$29,438</u>	<u>\$42,117</u>	<u>\$31,954</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and increases \$2,516.

Contractual Services increases \$2,700 due to increased vehicle operation and maintenance expenses.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Hourly Wages	<u>\$25,343</u>	<u>\$20,888</u>	<u>\$26,777</u>	<u>\$20,704</u>
Subtotal	25,343	20,888	26,777	20,704
<u>CONTRACTUAL SERVICES</u>				
Other Contractual Services	0	0	0	0
Vehicle Oper/Maintenance	<u>12,429</u>	<u>8,000</u>	<u>14,759</u>	<u>10,700</u>
Subtotal	12,429	8,000	14,759	10,700
<u>SUPPLIES & MATERIALS</u>				
	2,882	550	581	550
<u>CAPITAL OUTLAY</u>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$40,654</u>	<u>\$29,438</u>	<u>\$42,117</u>	<u>\$31,954</u>
Full-Time Equivalent	0.35	0.28	0.36	0.28

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.

OBJECTIVES:

- To plow all City streets within ten hours after cessation of all snow storms.
- 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 storm events.
- To remove snow from the downtown area within 48 hours of the cessation of all snow storms or whenever conditions warrant.
- To clear all sidewalks adjacent to publicly-owned land of snow and ice within 72 hours of the cessation of all snow storms.

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.

Generally, arterials and collectors are treated with chemicals as soon as snow begins to accumulate. It is important to prevent the bonding of packed snow to the street surface so that subsequent plowing and chemical applications will be more effective. Anti-icing of bridges, hazardous hills and a portion of the arterial street network includes treatment with liquid chemicals prior to storm events.

Snow plowing activities can commence at any hour of the day so that streets may be cleared and made passable for the following workday. Nineteen (19) single-axle dump trucks with plows typically carry out routine snow plowing activities, along with three (3) graders, seven (7) tandem trucks and an end loader. All of the City's streets are plowed back as close to the curb as possible.

Snow plowing activities normally begin when snowfall accumulation reaches between two to three inches, whereas chemical spreading operations are used primarily to clear streets when snowfall accumulations are less than three inches in depth. Salt spreaders customarily apply pre-treated salt during chemical spreading operations. Downtown snow removal begins when snowfall accumulations reach the point where pedestrian and vehicular traffic becomes restricted in the downtown areas.

Sidewalk shoveling involves the process of snow removal from 12 miles of City sidewalks and bridges after each and every recordable snowfall. Sidewalk shoveling is accomplished via the use of two (2) motorized sidewalk snowblowers and one two-person sidewalk shoveling crew. Equipment maintenance ensures that all equipment necessary to effectively remove or control snow is operable when needed.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Snow Plowing Operations (#)				
# of Operations (partial events counted 1/2)	9.0	7.0	5.0	7.0
Chemical Spreading Operations (#)				
# of Operations (partial events counted 1/2)	7.5	26.0	17.5	26.0
Downtown Snow Removal Operations (#)	2	3	4	3
Salt (Tons Used)	4,959	3,500	4,000	4,000
Inches of Snow	35.80	36.00	41.30	36.00

ELEMENT COST:

Snow Plowing	\$419,182	\$443,910	\$476,228	\$482,442
Chemical Spreading	504,040	499,336	526,250	546,132
Snow Removal	49,632	55,860	87,199	59,992
Sidewalk Shoveling	<u>82,454</u>	<u>72,362</u>	<u>101,631</u>	<u>72,450</u>
Total	<u>\$1,055,308</u>	<u>\$1,071,468</u>	<u>\$1,191,308</u>	<u>\$1,161,016</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and increases \$89,548.

Personal Services has a net decrease of \$2,952 primarily a result of the change in the change in employee contributions towards Wisconsin Retirement System (\$2,900).

Contractual Services has a net increase of \$60,600 due to increases in vehicle operation and maintenance expenses.

Supplies and Materials has a net increase of \$31,900 primarily due to a 1.3% increase in the price per ton of salt for the 2011/2012 season (\$2,520) and the purchase of an additional 500 tons of salt (\$27,880).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$34,194	\$34,670	\$33,292	\$33,301
Hourly Wages	<u>307,881</u>	<u>375,798</u>	<u>406,760</u>	<u>374,215</u>
Subtotal	342,075	410,468	440,052	407,516
<u>CONTRACTUAL SERVICES</u>				
Consulting	3,700	1,500	1,500	1,500
Rental of Equipment	0	0	0	0
Other Contractual Services	0	0	0	0
Vehicle Oper/Maintenance	<u>411,653</u>	<u>432,800</u>	<u>482,373</u>	<u>493,000</u>
Subtotal	415,745	434,300	484,273	494,900
<u>SUPPLIES & MATERIALS</u>	297,488	226,700	266,983	258,600
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$1,055,308</u>	<u>\$1,071,468</u>	<u>\$1,191,308</u>	<u>\$1,161,016</u>
Full-Time Equivalent	4.35	5.05	5.44	5.05

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, healthful and aesthetically pleasing state.

OBJECTIVE:

- To control the growth of noxious weeds and the unsightly growth of grass by mowing areas throughout the City at least three times annually.

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. 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. The crews maintain 22 acres of roadside terraces and public open spaces, typically mowing four times annually, depending upon weather conditions. Chemicals are occasionally used in locations where normal mowing activity is difficult.

2010	2011	2011	2012
Actual	Budget	Estimated	Proposed

ACTIVITIES:

Weed Cutting (Acres)	88	88	88	88
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SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for an increase in present service levels and increases \$11,202.

Personal Services has a net increase of \$6,722 primarily due to increases in hourly wages for chemical treatment of weeds growing in public streets (\$6,794).

Contractual Services has a net increase of \$3,780 primarily due to increases in vehicle operation and maintenance costs associated with an increase in rental rates (\$2,500) and chemical treatment of weeds growing in public streets (\$1,280).

Supplies and materials has a net increase of \$700 to purchase weed killer for the chemical treatment of weeds growing in public streets.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$1,723	\$1,746	\$1,719	\$1,674
Hourly Wages	<u>16,361</u>	<u>18,228</u>	<u>17,546</u>	<u>25,022</u>
Subtotal	18,084	19,974	19,265	26,696
<u>CONTRACTUAL SERVICES</u>				
Other Contractual Service	3,310	2,250	2,250	2,250
Vehicle Oper/Maintenance	<u>17,599</u>	<u>14,300</u>	<u>14,300</u>	<u>18,080</u>
Subtotal	20,909	16,550	16,550	20,330
<u>SUPPLIES & MATERIALS</u>	5,907	775	1,484	1,475
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$44,900</u>	<u>\$37,299</u>	<u>\$37,299</u>	<u>\$48,501</u>
Full-Time Equivalent	0.21	0.23	0.22	0.23

BUDGET: Weed Control **Street Weed Spraying**

EXPENDITURE	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages	6,794	Includes fringe distribution.
03 Temporary Wages		
04 Overtime		
06 Health		
07 Retirement		
08 FICA		
09 Life		

Acct: CONTRACTUAL SERVICES

51 Vom Rental	1,280	
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Acct: SUPPLIES & MATERIALS

63 Chemicals/Cleaning	700	
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Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES	8,774	
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REVENUES	PROPOSED	COMMENTS
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Streets Sprayed (Lane Miles)	100	
Weed Spraying	8,774	

This enhancement allows for the chemical treatment of weeds growing in public streets. The service level would cover 100 lane miles. Hourly wages increases \$6,794 for 160 hours of labor. VOM increases \$1,280 for 160 hours of vehicle rental. Chemicals increases by \$700 to cover the purchase of weed killer.

DEPARTMENT: PUBLIC WORKS
DIVISION: TECHNICAL SERVICES
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 so as to prevent deterioration, and thereby protecting a very sizable City investment.
- To operate the various City buildings with emphasis directed toward energy conservation.

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 83,200 square feet of building space is provided with an average cost per square foot of \$6.39. The Technical Services Division performs most of the routine maintenance and repairs, although certain specialty services such as elevator maintenance for the Municipal Building and Police Services Center, along with janitorial services for the Municipal Building, Police Services Center, and the City Services Center are performed by private contractors.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES (Sq. Ft.):				
Municipal Building	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
Other Buildings	2,100	2,100	2,100	2,100
 ELEMENT COST:				
Municipal Building	\$303,141	\$316,681	\$291,604	\$279,900
City Services Center	52,173	49,990	52,168	50,441
Police Services	138,124	135,235	129,234	134,964
Other Buildings	<u>335</u>	<u>2,368</u>	<u>2,173</u>	<u>2,140</u>
Total	<u>\$493,773</u>	<u>\$504,274</u>	<u>\$475,179</u>	<u>\$467,445</u>

SIGNIFICANT PROGRAM, EXPENDITURE AND STAFFING CHANGES:

This budget provides for a continuation of present service levels and has a net decrease of \$36,829.

Personal Services has a net decrease of \$4,908 primarily due to a reduction in hourly wages (\$3,667) and the change in employee contributions towards WRS (\$1,259).

Contractual Services has a net decrease of \$42,271 primarily due to decreases in Gas (Heat) (\$26,827) and electricity (\$14,713) resulting from Energy Efficiency projects that have taken place at City Hall and the City Services Center.

Supplies and Materials has a net increase of \$10,350 based upon historical trends.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$26,761	\$30,248	\$28,217	\$29,007
Hourly Wages	98,431	93,945	90,793	90,278
Training	<u>325</u>	<u>1,360</u>	<u>1,360</u>	<u>1,360</u>
Subtotal	125,517	125,553	120,370	120,645
<u>CONTRACTUAL SERVICES</u>				
Telephone	1,860	2,100	2,100	1,800
Postage	746	726	736	750
Electricity	115,026	118,669	108,161	103,956
Gas (Heat)	45,152	72,356	44,220	45,529
Equipment Maintenance	197	0	200	0
Building Maintenance	6,895	11,700	11,400	10,000
Insurance	10,181	10,390	10,390	9,375
Annual Maintenance Contracts	132,141	122,070	127,000	122,100
Water/Wastewater/Stormwater	7,256	7,260	7,590	8,490
Vehicle Oper/Maintenance	<u>12,208</u>	<u>9,800</u>	<u>11,800</u>	<u>10,800</u>
Subtotal	331,662	355,071	323,597	312,800
<u>SUPPLIES & MATERIALS</u>	36,594	23,650	31,212	34,000
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$493,773</u>	<u>\$504,274</u>	<u>\$475,179</u>	<u>\$467,445</u>
Full-Time Equivalent	1.57	1.45	1.45	1.46

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.

PROGRAM ACTIVITY STATEMENT:

The Parking Facilities program provides for the operation and maintenance of 18 parking lots in the downtown area, providing parking facilities for 1,653 vehicles. This includes the downtown parking plaza, which contains 280 parking spaces, and the North Parker Drive parking structure, which contains 235 parking spaces.

Also included is the maintenance of five (5) other parking lots: Hedberg Public Library; 400 Block of River Street; Ice Skating Center; Rotary Gardens and adjacent to the Janesville Performing Arts Center. These lots include 505 parking spaces. In total, the City maintains 23 parking facilities with a total of 2,158 parking spaces. The major activities undertaken by this program include sweeping, snow removal, line striping, surface repair, street lighting and facility planning.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ACTIVITIES:

Parking Facilities

Spaces (#) 2,158 2,158 2,158 2,158

Maintenance (Hours) 1,000 1,000 1,000 1,000

Facilities Planning

Tickets (#) 3,313 3,600 3,216 3,600

ELEMENT COST:

Maintenance \$85,729 \$104,390 \$102,612 \$103,437

Facilities Planning 13,708 15,630 15,627 15,414

Total \$99,437 \$120,020 \$118,239 \$118,851

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$1,169.

Personal Services has a net decrease of \$6,543 primarily due to a decrease in Hourly Wages to reflect actual costs to maintain the North Parker Drive parking structure (\$6,289).

Contractual Services has a net increase of \$3,374 primarily due to increases in Vehicle Operation and Maintenance costs (\$3,189).

Supplies and Materials has a net increase of \$2,000 for repairs and equipment replacement resulting from vandalism at the North Parker Drive parking structure.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$12,540	\$12,876	\$12,944	\$12,622
Hourly Wages	<u>30,777</u>	<u>46,252</u>	<u>36,829</u>	<u>39,963</u>
Subtotal	43,317	59,128	49,773	52,585
CONTRACTUAL SERVICES				
Telephone	15	350	150	150
Postage	1,241	1,300	1,200	1,266
Electricity	10,894	18,494	18,578	18,949
Insurance	0	2,152	2,152	1,951
Other Contractual Services	1,650	6,500	6,500	6,500
Water/Wastewater/Stormwater	4,826	5,865	5,760	6,030
Vehicle Oper/Maintenance	<u>34,154</u>	<u>24,851</u>	<u>27,333</u>	<u>28,040</u>
Subtotal	52,780	59,512	61,673	62,886
SUPPLIES & MATERIALS				
	3,340	1,380	6,793	3,380
CAPITAL OUTLAY				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL				
	<u>\$99,437</u>	<u>\$120,020</u>	<u>\$118,239</u>	<u>\$118,851</u>
Full-Time Equivalent				
	0.53	0.73	0.60	0.68
Revenue				
	\$68,161	\$80,000	\$68,000	\$68,000

DEPARTMENT: PUBLIC WORKS
DIVISION: OPERATIONS
PROGRAM: TRAFFIC MANAGEMENT

GOAL:

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

OBJECTIVES:

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

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 lasting up to five (5) years. Traffic signs are installed and maintained in compliance with federal standards for minimum retro-reflectivity. Traffic signals are installed and maintained at 71 intersections where traffic volumes exceed minimum standards. Street lights are installed and maintained at intervals of 300 feet on arterial streets and 400 feet on residential streets, including all intersections and dead ends. City employees maintain all city-owned lights and new subdivision street lights, while Alliant Energy maintains all Utility-owned lights, for a total of 4,396 street lights.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ACTIVITIES:

Traffic Signs

Installed/Repaired (#)	1,739	1,800	1,800	2,000
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Traffic Signals

Intersections (#)	71	69	71	74
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Street Painting

Striping (Feet)	150,000	405,000	385,000	405,000
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Street Lighting

Alliant Utilities Lights (#)	2,103	2,105	2,105	2,100
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City Lights (#)	2,277	2,278	2,267	2,296
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	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ELEMENT COST:

Traffic Signs	\$123,914	\$137,520	\$131,471	\$131,243
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Traffic Signals	182,096	163,298	183,356	149,167
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Street Painting	67,220	88,412	74,842	90,035
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Street Lighting	<u>583,899</u>	<u>563,079</u>	<u>564,571</u>	<u>574,222</u>
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Total	<u>\$957,129</u>	<u>\$952,309</u>	<u>\$954,240</u>	<u>\$944,667</u>
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SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels.

Personal Services had a net increase of \$22,737 primarily due to increases in hourly wages for street light maintenance (\$12,000) and traffic signal maintenance (\$15,000) to more accurately reflect historical expenditures. A portion of the increase was offset by the change in employee contributions towards Wisconsin Retirement System.

Contractual Services has a net decrease of \$27,979 primarily due to savings in electricity as a result of replacing the remaining 1,686 incandescent traffic signal lamps with LEDs (\$21,458) and telephone expenses as a result of replacing leased phone lines with a wireless interconnect system for traffic signals in the downtown (\$12,500). These savings are partially offset by an increase in vehicle operation and maintenance expenses (\$6,000).

Supplies and Materials has a net increase of \$6,600 primarily due to increases for street light maintenance (\$5,000) and traffic signal maintenance (\$1,500) to better reflect historical needs and update certain underground electric systems which are no longer repairable and/or fail to meet current NEC electrical codes.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$27,853	\$28,691	\$28,210	\$27,641
Hourly Wages	241,486	219,677	228,855	243,464
Training	<u>0</u>	<u>450</u>	<u>595</u>	<u>450</u>
Subtotal	269,339	248,818	257,660	271,555
CONTRACTUAL SERVICES				
Telephone	12,248	13,250	13,250	750
Electricity	519,930	535,518	519,000	514,060
Equipment Maintenance	30	2,000	2,000	2,000
Insurance	327	343	343	322
Street Painting	0	9,000	9,000	9,000
Vehicle Oper/Maintenance	<u>81,685</u>	<u>69,200</u>	<u>72,603</u>	<u>75,200</u>
Subtotal	614,220	629,311	616,196	601,332
SUPPLIES & MATERIALS	73,570	65,180	71,384	71,780
CAPITAL OUTLAY	<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>
GRAND TOTAL	<u>\$957,129</u>	<u>\$952,309</u>	<u>\$954,240</u>	<u>\$944,667</u>
Full-Time Equivalent	3.46	3.10	3.22	3.45

DEPARTMENT: LEISURE SERVICES

DIVISION: LEISURE SERVICES ADMINISTRATION

GOAL:

To provide for the overall direction, coordination and support of all activities of the Leisure Services Department.

OBJECTIVES:

- To develop and implement a program of services and activities that effectively meet the recreational, cultural and leisure needs of the community.
- To establish an effective community relations program that will both communicate the availability of current services and promote the role and importance of leisure and recreational activities within the community.
- To conduct general administrative activities, including personnel management, purchasing and budget preparation/management.
- To evaluate all operations in order to improve efficiency and effectiveness and to prepare reports, as necessary.
- To initiate, develop and carry out special projects, as required.

PROGRAM ACTIVITY STATEMENT:

Leisure Services Department consists of seven (7) programs: Administration, Recreation (including Ice Skating Center and Aquatics), Senior Citizen Center, Golf Courses, Parks, Oakhill Cemetery and Lincoln-Tallman House. The Leisure Services Administration is responsible for coordinating, monitoring and managing these components to form a system of services that is responsive to the leisure interests and needs of the community. A portion of the clerical support for the Department is provided for in the Administration budget. The Leisure Services central office is open 7:30 AM to 4:30 PM, Monday through Friday, except holidays.

In 2012, the Department expects to accomplish the following projects:

- The Parks Division will complete an information technology strategy for Oakhill Cemetery; and
- The Recreation Division will complete an annual progress report.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Athletic Field Reservations	3,740	3,000	3,300	3,000
Equipment Rentals	101	100	115	120
Special Events Permits	150	110	140	145
Lincoln-Tallman House Attendance	12,194	8,400	10,000	12,000
Cost per Lincoln-Tallman Attendee	\$3.98	\$5.88	\$4.93	\$4.12
ELEMENT COST:				
General Administration	\$48,996	\$42,970	\$45,325	\$35,982
Lincoln-Tallman House	<u>48,583</u>	<u>49,400</u>	<u>49,312</u>	<u>49,400</u>
Total	<u>\$97,579</u>	<u>\$92,370</u>	<u>\$94,637</u>	<u>\$85,382</u>

PERMANENT POSITIONS:

Administrative Aide	<u>1</u>
	<u>1</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$6,988.

Personal Services has a net decrease of \$6,746 primarily due to the elimination of an Administrative Analyst position (\$3,075), elimination of hourly wages that were used for office coverage (\$2,153), the change in employee contributions towards WRS (\$1,209), and the elimination of one workshop and park tour (\$300).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$33,845	\$33,695	\$27,608	\$29,402
Hourly Wages	1,111	2,153	2,153	0
Training	50	450	400	150
Special Payments	<u>7,419</u>	<u>0</u>	<u>9,000</u>	<u>0</u>
Subtotal	42,425	36,298	39,161	29,552
CONTRACTUAL SERVICES				
Telephone	1,385	1,200	1,200	1,300
Postage	900	1,454	1,400	1,534
Conference	0	360	300	0
Memberships/Subscriptions	718	458	364	396
VOM Rental	<u>49</u>	<u>0</u>	<u>212</u>	<u>0</u>
Subtotal	3,052	3,472	3,476	3,230
SUPPLIES & MATERIALS	7,102	7,600	7,000	7,600
CAPITAL OUTLAY	0	0	0	0
Rotary Gardens Subsidy	0	0	0	0
Lincoln-Tallman House Subsidy	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
GRAND TOTAL	<u>\$97,579</u>	<u>\$92,370</u>	<u>\$94,637</u>	<u>\$85,382</u>
Full-Time Equivalent	0.50	0.45	0.40	0.40

2012 BUDGET REDUCTION

BUDGET: Leisure Services Admin

Eliminate workshop and park tour

Acct: PERSONAL SERVICES

EXPENDITURE	PROPOSED	COMMENTS
01 Salaries		
02 Hourly Wages		
15 Training	-300	Eliminate workshop and park tour
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
43 Recruitment/Phys		
45 Advertising & Promotion		
50 Vom Repair		
51 Vom Rental		

Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES **-300**

REVENUES	PROPOSED	COMMENTS

This budget decreases \$300 due to the elimination one workshop and park tour.

Staff does not recommend eliminating these items. The training funding would allow any new employee of the Department to have the opportunity to attend professional development.

2017 BUDGET REDUCTION

BUDGET: Leisure Services Admin **Eliminate Conference**

		EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES				
01	Salaries			
02	Hourly Wages			
18	Special Payments			
Acct: CONTRACTUAL SERVICES				
24	Telephone			
25	Postage			
26	Conference	-360		Eliminate conference
27	Auditing/Consulting			
28	Electricity			
29	Gas			
30	Equipment Mtce			
31	Vehicle Mtce			
32	Building Mtce			
38	Computer Services			
39	Other Contractual Services			
Acct: SUPPLIES & MATERIALS				
60	Office Supplies			
74	Misc Supply & Material			
Acct: CAPITAL OUTLAY				
99	Other/Misc. Capital Outlay			
	TOTAL CHANGES		-360	

REVENUES	PROPOSED	COMMENTS

This budget decreases \$360 due to the elimination of the conference.

Staff does not recommend eliminating this item. The conference funding would allow any new employee of the Department to have the opportunity to attend professional development.

2012 BUDGET REDUCTION

BUDGET: Leisure Services Admin Eliminate office coverage hours

EXPENSES **PROPOSED** **COMMENTS**

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages	-2000	Eliminate office coverage hours
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting		
28	Electricity		
29	Gas		
30	Equipment Mtce		
31	Vehicle Mtce		
32	Building Mtce		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES -2,000

REVENUES		PROPOSED	COMMENTS

This budget decreases \$2,660 due to the elimination of the office coverage hours.

Staff does not recommend eliminating these items. The office coverage hours provide staff to help customers at the window when the aide or CSR are absent; these hours are particularly necessary during the summer months when the Department is most busy. The hourly wage funding also offers the flexibility to hire a part time intern.

DEPARTMENT: LEISURE SERVICES

DIVISION: RECREATION

GOAL:

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

OBJECTIVES:

- To provide leisure opportunities for adults, youth and families to participate in activities such as organized sports, aquatics, ice skating, special events and cultural programs.
- To provide summer camps 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 develop and facilitate programs and activities that will stimulate cultural appreciation, environmental awareness, encourage family participation and community enjoyment.
- To operate activities for youth, adult, aquatics and ice skating at a 50% operating ratio.

PROGRAM ACTIVITY STATEMENT:

Recreation provides a variety of seasonal and year-round activities for youth and adults with an emphasis on personal enrichment, instruction, education, athletics, aquatics and ice skating. Activities include sports, sports clinics, middle school recreation nights, open swim, swim lessons, hockey, figure skating, speed skating and teen programming. Currently, the Recreation Division employs three (3) full-time professional staff and one (1) permanent part-time position. Staffing also includes 250 part-time/seasonal employees. Activities and services take place in the schools, Dawson Park, Palmer Park, Monterey Park, Courthouse Park, Rockport Pool, Lions Beach and the Ice Skating Center. Maintenance of these facilities is provided by the Parks Division and is charged to the Recreation programs.

PERMANENT POSITIONS:

Recreation Director	1
Recreation Coordinator	1
Ice Center Manager	1
Customer Service Representative	1
Program Assistant (part-time)	<u>1</u>
	<u>5</u>

ELEMENT COST:

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Youth	\$243,865	\$254,824	\$212,057	\$227,727
Adult	253,100	260,664	228,421	247,146
Aquatics	287,439	264,604	265,857	285,877
Ice Skating Center	<u>331,495</u>	<u>294,752</u>	<u>298,842</u>	<u>242,001</u>
Total	<u>\$1,115,899</u>	<u>\$1,074,844</u>	<u>\$1,005,177</u>	<u>\$1,002,751</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERFORMANCE MEASURES:				
<u>Youth</u>				
Participants (#)	28,217	24,969	30,340	33,774
Subsidy per Participant	\$3.16	\$3.76	\$1.68	\$1.86
Operating Ratio	63.4%	63.2%	75.9%	72.5%
<u>Adult</u>				
Participants (#)	45,827	46,840	48,557	48,510
Subsidy per Participant	\$2.44	\$2.20	\$1.79	\$1.90
Operating Ratio	55.9%	60.4%	62.0%	62.8%
<u>Aquatics</u>				
Participants (#)	66,922	56,545	54,580	65,264
Subsidy per Participant	\$3.47	\$3.74	\$3.81	\$3.30
Operating Ratio	19.2%	20.0%	21.7%	24.6%
<u>Ice Skating Center</u>				
Participants (#)	90,239	60,000	81,655	72,000
Subsidy per Participant	\$0.98	\$1.08	\$0.90	\$1.01
Operating Ratio	73.4%	78.0%	75.5%	69.8%

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a reduction in current service levels and decreases \$72,093.

Personal Services has a net decrease of \$43,624 primarily due closing the Ice Skating Center for three (3) months (\$25,300) a delay in filling a Recreation Director position until April 1, 2012 (\$16,139), a reduction in wages for Softball and Kids Count Camp (\$6,500). A portion of these decreases are offset by increases to fund the pool hours restored by the City Council in 2011 (\$13,817). This budget also provides for indoor pool adult lap swim (\$7,500) which is offset by revenue for this program.

Contractual Services has a net decrease of \$24,591, primarily due to decreases in Youth Sports contractual services (\$2,000) and the three month shutdown of the Ice Skating Center (\$23,800).

Supplies and Materials have a net decrease of \$3,950, with much of it due to the three month shutdown of the Ice Skating Center (\$2,900).

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$260,802	\$304,330	\$217,698	\$262,261
Hourly Wages	401,336	350,040	359,105	348,485
Training	<u>3,068</u>	<u>2,800</u>	<u>2,600</u>	<u>2,800</u>
Subtotal	665,206	657,170	579,403	613,546
<u>CONTRACTUAL SERVICES</u>				
Telephone	6,914	5,500	3,800	3,800
Postage	1,362	1,900	1,800	1,900
Conference	1,234	2,340	1,000	2,340
Auditing/Consulting	6,476	0	0	0
Electricity	90,195	74,443	73,143	60,808
Gas (Heat)	28,932	39,665	31,000	27,138
Equipment Maintenance	13,551	13,500	36,000	10,000
Building Maintenance	8,093	6,200	8,700	14,200
Memberships/Subscriptions	350	1,125	900	900
Insurance	4,812	4,376	4,376	3,969
Equipment Rental	1,189	3,500	3,500	3,500
Other	88,899	76,400	73,100	72,300
Water/Wastewater/Stormwater	25,882	24,650	25,380	26,450
Concessions	1,883	800	800	800
Advertising/Promotions	17,530	19,000	18,000	19,000
Licenses	2,549	4,125	3,075	3,300
Vehicle Oper/Maintenance	<u>45,765</u>	<u>35,100</u>	<u>35,700</u>	<u>37,700</u>
Subtotal	345,616	312,624	320,274	288,105
<u>SUPPLIES & MATERIALS</u>	105,077	105,050	105,500	101,100
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$1,115,899</u>	<u>\$1,074,844</u>	<u>\$1,005,177</u>	<u>\$1,002,751</u>
Full-Time Equivalent	17.94	18.57	17.70	17.88

REVENUE COMMENT:

Revenues are realized through participant fees based on daily admissions, season pass sales, concessions and facility rentals.

Revenue at the Ice Skating Center is projected to decrease by \$61,000 primarily due to the three month shutdown (\$43,000).

Rockport Pool revenue has a projected increase of \$3,750 in 2012 due to an increase in admission fees by \$0.25. Aquatics revenue also increases \$7,500 for adult lap swim at indoor pools.

Allowing alcohol at City facilities and Parks, which would require the purchase of a permit, is projected to provide an additional \$3,800 worth of revenue.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUE:				
Youth	\$154,714	\$161,000	\$161,000	\$165,000
Adult	141,360	157,500	141,700	155,200
Aquatics	55,225	53,000	57,800	70,250
Ice Skating Center	<u>243,259</u>	<u>230,000</u>	<u>225,500</u>	<u>169,000</u>
Total	<u>\$594,558</u>	<u>\$601,500</u>	<u>\$586,000</u>	<u>\$559,450</u>

BUDGET: Recreation

Increase in Rockport Admission

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
02	Hourly Wages		
18	Special Payments		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting		
45	Advertising & Promotion		
50	Vom Repair		
51	Vom Rental		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
74	Misc Supply & Material		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		0	

REVENUES	PROPOSED	COMMENTS
	\$3,750	Increase admission fees by \$.25
<p>Currently Rockport Pool daily admission is \$2 for youth and seniors and \$2.50 for adults. A \$.25 increase for 2012 is proposed. Based on the 2011 participant numbers, this increase would generate approximately \$3,750 in revenue.</p>		

2012 BUDGET REDUCTION

BUDGET: Recreation

Delay Rec Director Position Until 4/1/2012

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	-15,140	
02 Hourly Wages		
03 Temporary Wages		
04 Overtime		
06 Health	-4264	
07 Retirement	-894	
08 FICA	-1160	
09 Life	-61	
14 Fringe Distribution		
15 Training		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	-21,519	

REVENUES	PROPOSED	COMMENTS

Delay filling Recreation Director position until 4/1/2012 will result in an expense reduction of \$21,519

The savings is reflected in the Recreation Budget \$16,139 and the Senior Center Budget \$5,379.

2012 BUDGET REDUCTION

BUDGET: Recreation

Softball hourly wages

EXPENDITURES PROPOSED COMMENTS

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages	4,200	Hourly wages
09	Life		
14	Fringe Distribution	300	Fringe Distribution
15	Training		

Acct: CONTRACTUAL SERVICES

24	Telephone		
51	Vom Rental		

Acct: SUPPLIES & MATERIALS

72	Sign Material & Paint		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES 4,500

REVENUES PROPOSED COMMENTS

Softball participation has remained steady for several years and hasn't reached the full budgeted amount in the hourly wages line item.

ADDITIONAL COMMENTS

BUDGET: Recreation

KCC Camp Hourly Wage Reduction

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages	1847	Hourly wages
14	Fringe Distribution	153	
15	Training		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
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Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES	2,000
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REVENUES	PROPOSED	COMMENTS

SIGNIFICANT REVISIONS TO THIS BUDGET CHANGE

Less staff at camp (KCC full day) has been required in recent years.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Recreation

Ice Center 3 Month Operation Cut

Acct: PERSONAL SERVICES

02	Hourly Wages	-25300	
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Acct: CONTRACTUAL SERVICES

28	Electricity	-12900	
29	Gas	-4500	
30	Equipment Mtce	-3500	
32	Building Mtce	-1500	
39	Other Contractual Services	-100	
40	Water/Wastewater	-1300	

Acct: SUPPLIES & MATERIALS

74	Misc Supply & Material	-1800	
75	Concessions	-1100	

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES align="right">-52,000

-9,000 Net savings between revenue & expenses

REVENUES	PROPOSED	COMMENTS
	-43000	loss of revenue due to 3 month shutdown
		for projected renovations
Ice Skating Center	9,000	

The ice arena is a year round operation. Revenue is generated monthly based on programmed ice time. In 2012, the ice center must shut down for a period of approximately 3 months for renovations. The monthly time frame for the projected renovations is May, June, and July. Major user groups are aware of this shut down.

The ice arena does not have set hours, as it is only "open during times when the ice is rented by a user group or programmed for public use. Should the ice arena remain closed for various months after the 2012 renovation shut down, there will be various user groups that cannot run their normal activities. These programs generate revenue that offset much of the direct costs of maintaining the arena. There are fixed costs with the Ice Arena Manager salary that would remain in the ice arena budget or be re allocated elsewhere in the Recreation budget.

Monthly Activity

- April: Jets Final games and playoffs, Figure Skating, Public Skate
- May: Figure Skating Competition, Public Skate, Youth Hockey
- June: Hockey Camp, Janesville Jets Try Outs, Youth Hockey, Figure Skating, Public Skate
- July: Hockey Camp, Youth Hockey, Figure Skating, Public Skate
- August: Janesville Jets Start, Youth Hockey, Figure Skating, Public Skate

2012 BUDGET ENHANCEMENT

BUDGET: Recreation

Alcohol Allowed at City Facilities/Park Permits

EXPENDITURE	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	0	

REVENUES	PROPOSED	COMMENTS
	5,000	

This enhancement would allow alcohol in parks and recreation facilities, if users purchased a permit from the Recreation Division.

\$1,300–Dawson Field concessions \$1,750 Park Pavilion/Special Event Permits \$750 Main St. Entertainment \$1,200 Senior Center building rentals

DEPARTMENT: LEISURE SERVICES

DIVISION: SENIOR CITIZEN CENTER

GOAL:

To implement a program of services and activities that effectively meets the recreational, cultural and leisure needs of older adult citizens (50+) in our community.

OBJECTIVES:

- To re-involve the community's older adults in activities, programs and services.
- To develop the skills and talents of older adult.
- To provide opportunities to establish or maintain social contacts and friendships for older adults.
- To operate the Senior Citizens Center at a 15% operating ratio.

PROGRAM ACTIVITY STATEMENT:

The Senior Citizen Center is a multi-purpose facility where older adults, as individuals or groups, come together for services and activities that enhance their dignity, support their independence and encourage them to be involved in community activities. Programs consist of a variety of services and activities that are recreational and educational in nature. Several services are available that provide support in areas specific to the needs of older adults. The Center also serves as a community resource for information on aging and for developing new approaches to aging problems. The Senior Center employs two (2) full-time professional staff and uses seasonal staff as needed. The Center is open 8:00 AM to 4:30 PM, Monday through Friday, and is open several evenings and weekends for classes, building rentals and special events. The Center operates for a total of 275 days and approximately 2,900 hours a year. The Senior Center has a mandatory annual membership fee with approximately 700 members.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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PERFORMANCE MEASURES:

Workload Measures (#)

Participants	55,815	62,000	62,000	62,000
Hours Open	2,768	2,900	2,900	2,900
Programs Offered	150	150	150	150

Efficiency Measures

Operating Ratio	27.7%	33.6%	33.6%	33.6%
Subsidy Per Participant	\$3.33	\$2.98	\$2.98	\$2.98

PERMANENT POSITIONS:

Recreation Coordinator	1
Recreation Programmer	<u>1</u>
	<u>2</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$24,810.

Personal Services has a net decrease of \$23,694 primarily due to the change in employee contributions towards WRS (\$6,486), a 3-month delay in hiring a Recreation Director (\$5,113), turnover savings (\$4,743), and the elimination of the Program Assistant (\$4,400).

Contractual Services has a net decrease of \$2,116 primarily due to a decrease in heating costs (\$2,669).

Supplies and Materials has a net increase of \$1,000 for a trade booth display that will be used at annual expos and fairs to help increase public awareness of the Senior Center.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$153,293	\$159,153	\$124,910	\$140,278
Hourly Wages	10,902	16,151	11,001	11,332
Training	<u>275</u>	<u>540</u>	<u>600</u>	<u>540</u>
Subtotal	164,470	175,844	136,511	152,150
CONTRACTUAL SERVICES				
Telephone	1,129	1,500	1,200	1,200
Postage	330	300	300	400
Conference	0	360	360	450
Electricity	19,756	18,574	18,574	18,946
Gas (Heat)	2,592	6,562	3,800	3,893
Equipment Maintenance	1,347	7,225	7,225	7,441
Building Maintenance	15,916	16,250	16,110	15,950
Memberships/Subscriptions	65	120	120	120
Insurance	1,710	1,712	1,712	1,529
Equipment Rental	0	0	0	0
Computer Services	1,392	1,530	1,530	1,530
Recreational Trips	33,929	35,000	35,000	35,000
Water/Wastewater/Stormwater	1,352	1,432	1,430	1,590
Licenses	200	500	800	800
Concessions	2,318	3,000	3,000	3,000
Advertising/Promotions	550	600	600	600
Vehicle Oper/Maintenance	<u>927</u>	<u>500</u>	<u>500</u>	<u>600</u>
Subtotal	83,513	95,165	92,261	93,049
SUPPLIES & MATERIALS	9,612	8,700	8,700	9,700
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$257,595</u>	<u>\$279,709</u>	<u>\$237,472</u>	<u>\$254,899</u>
Full-Time Equivalent	2.50	2.25	1.88	1.88

REVENUE COMMENT:

Revenue is generated from fees collected from program activities (\$44,000) and building rentals (\$9,200). Mandatory Membership fees generate (\$18,000).

Allowing alcohol at the Senior Center, which would require the purchase of a permit, is projected to provide an additional \$1,200 worth of revenue.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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REVENUE:

Facility Rental	\$4,681	\$6,000	\$6,000	\$9,200
Day Trips	36,691	44,000	35,000	38,000
Programming	17,354	20,000	6,000	6,000
Membership Fee	7,349	17,500	18,000	18,000
Other Revenue	<u>5,391</u>	<u>6,000</u>	<u>7,000</u>	<u>7,000</u>
GRAND TOTAL	<u>\$71,466</u>	<u>\$93,500</u>	<u>\$72,000</u>	<u>\$78,200</u>

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages	4400	Elimination of Program Assistant
14	Fringe Distribution		
15	Training		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
26	Conference		
32	Building Mtce		
33	Memberships/Subscriptions		
34	Insurance		
37	Rental of Equipment		
38	Computer Services		
39	Other Contractual Services		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES **4,400**

REVENUES	PROPOSED	COMMENTS

Program Assistant is utilized for general maintenance activities, special event assistance, and office coverage.

2012 BUDGET ENHANCEMENT

BUDGET: Senior Center **Trade Show Booth Display**

EXPENDITURES PROPOSED COMMENTS

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages		

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
38	Computer Services		
39	Other Contractual Services		
40	Water/Wastewater		
43	Recruitment/Phys		
45	Advertising & Promotion		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material	\$1,000	

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES 1,000

REVENUES	PROPOSED	COMMENTS

The Senior Center attends annual expos and fairs that would benefit from a permanent display. This one time expense would purchase a portable table display, engraved table cover, and accessories. Senior Center staff and volunteers could increase their attendance at various events, creating more opportunities for publicity.

DEPARTMENT: LEISURE SERVICES

DIVISION: PARKS

GOAL:

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

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.
- To maintain athletic fields and courts according to the needs of user groups with acceptable maintenance techniques.

PROGRAM ACTIVITY STATEMENT:

The Parks Division is responsible for the maintenance of 64 developed parks within a park system of 2,590 acres. Funding is provided for two (2) supervisory personnel, 17 park maintenance and 15 seasonal employees to work 60% of the year (April through October) in Parks.

Maintenance of the park system is categorized into five (5) service areas. Grounds Maintenance activities include mowing grass, tree and shrub care, irrigation, weed control, landscape care, litter collection and leaf removal. Grass is mowed on a cycle of every ten (10) calendar days. Building Maintenance activities include daily cleaning of restroom facilities and park pavilions, as well as maintenance to the building structures. Natural Areas includes activities that preserve and protect our natural resources, which includes noxious weed and invasive tree removal, prairie management, and erosion control. Trail activities include sweeping, clearing, mowing, trail signing and maintenance of trail infrastructure. Athletic Field activities include turf management, maintenance of tennis, volleyball and basketball courts and outdoor ice skating.

PERMANENT POSITIONS:

Parks Director	1
Parks Assistant Director	1
Parks Foreman	3
Mechanic	1
Equipment Operator	1
Leadman I & II	10
Grounds Maintenance	<u>2</u>
	<u>19</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>Park System</u>				
Total Acreage	2,590	2,590	2,595	2,595
Developed Parks (#)	64	64	64	64
<u>Grounds Maintenance</u>				
Mowed (Acres)	666	666	666	666
Playgrounds (#)	42	42	42	43
<u>Building Maintenance</u>				
Picnic Pavilions (#)	17	17	17	17
Pavilion Reservations (#)	525	500	564	535
<u>Natural Areas</u>				
Preserved Acreage (#)	800	800	800	805
<u>Trails</u>				
Paved (Miles)	28	28	28	28
<u>Athletic Fields</u>				
Baseball Games (#)	43	75		
Soccer Games (#)	102	90	135	135
ELEMENT COST:				
Grounds Maintenance	\$1,079,592	\$1,029,999	\$1,008,315	\$1,011,825
Building Maintenance	191,205	162,303	169,366	154,106
Natural Areas	56,201	95,376	92,151	92,414
Trails	62,711	75,032	73,438	77,486
Athletic Fields	<u>57,600</u>	<u>43,172</u>	<u>47,370</u>	<u>48,231</u>
Total	<u>\$1,447,309</u>	<u>\$1,405,882</u>	<u>\$1,390,640</u>	<u>\$1,384,062</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a reduction of current service levels with a proposed change to an 8 day mowing cycle and decreases \$21,820.

Personal Services has a net decrease of \$51,858. The decreases are primarily due to increasing the mowing cycle to 8 working days (\$28,398), reducing overtime (\$10,000), the change in employee contributions towards WRS (\$9,873), eliminating some of the water fountains in the parks (\$2,000), and eliminating the vacant Administrative Analyst position (\$1,538).

Contractual Services has a net increase of \$30,038 primarily due to increases for Water/Wastewater (\$8,220), VOM (\$13,000) and providing (\$10,000) to purchase trees for public right of ways.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$230,683	\$237,803	\$237,192	\$226,793
Hourly Wages	755,595	765,157	739,199	724,309
Training	<u>1,325</u>	<u>1,850</u>	<u>1,850</u>	<u>1,850</u>
Subtotal	987,603	1,004,810	978,241	952,952
<u>CONTRACTUAL SERVICES</u>				
Telephone	1,684	2,100	2,100	1,750
Postage	118	105	105	110
Conference	0	500	500	500
Electricity	35,659	31,680	32,675	32,103
Gas (Heat)	1,483	2,142	2,142	2,185
Equipment Maintenance	4,500	1,500	2,150	1,500
Memberships/Subscriptions	650	805	805	805
Insurance	5,936	6,528	6,460	6,045
Equipment Rental	18,209	10,347	10,347	11,027
Weed Control	8,657	4,745	4,745	4,745
Water/Wastewater/Stormwater	33,381	32,950	37,620	39,670
Park Development	3,478	4,000	4,000	4,000
Vehicle Oper/Maintenance	267,801	246,900	246,900	259,900
Street Trees	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Subtotal	381,556	344,302	350,549	374,340
<u>SUPPLIES & MATERIALS</u>	78,150	56,770	61,850	56,770
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$1,447,309</u>	<u>\$1,405,882</u>	<u>\$1,390,640</u>	<u>\$1,384,062</u>
Full-Time Equivalent	15.51	15.52	15.45	13.72

2012 BUDGET REDUCTION

BUDGET: Parks Reduce Mowing - 8 Day Cycle

PROPOSED **COMMENTS**

Acct: PERSONAL SERVICES			
01	Salaries		
02	Hourly Wages	28,398	Hourly wages and fringe
18	Special Payments		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting		
28	Electricity		
29	Gas		
30	Equipment Mtce		
31	Vehicle Mtce		
50	Vom Repair		
51	Vom Rental		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
74	Misc Supply & Material		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		28,398	

REVENUES	PROPOSED	COMMENTS

The current 7 working day mowing cycle would increase to 8 working days. Parks seasonal staff would be reduced from this reduction. Currently, Parks seasonal staff consists of 15 employees, this reduction would eliminate 6 seasonal positions. Additional service levels such as cleaning bathrooms and trash pick up would potentially need to be changed, in addition to the mowing reduction, to make up for the loss of seasonal employees.

Reduce Accounts: 105-89702 (\$10,791), 105-89703 (\$8,520), 105-89704 (\$9,087)

2012 BUDGET REDUCTION

BUDGET: Parks

Eliminate water fountains at parks

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages	2,000	Hourly and Fringe for Water Dept. Employees
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
26 Conference		
39 Other Contractual Services		
40 Water/Wastewater	1,500	Water charged to Park fountains
43 Recruitment/Phys		
45 Advertising & Promotion		
50 Vom Repair		
51 Vom Rental		

Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES align="center">3,500

REVENUES	PROPOSED	COMMENTS

This reduction would eliminate some water fountains in Parks. There would be a savings of water usage, in addition to time charged by the Water Division for starting and then winterizing the fountains in the spring and fall.

Fountains in regional parks would be kept functioning, but older fountains in neighborhood parks such as Hampshire, Hawthorne, Huron, Mandale, Marquette, Valley, Vista, Waveland, Zonta would remain off. Also, any fountains that currently run on a constant basis due to malfunctions would remain off. An example would be Kiwanis Park. Acct 105-89704

2017 BUDGET REDUCTION

BUDGET: Parks

Eliminate Overtime 105-89802 & 89803

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages	10,000	Approximate overtime charges
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
50 Vom Repair		
51 Vom Rental		

Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES	10,000	
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REVENUES	PROPOSED	COMMENTS
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This reduction would eliminate some overtime for staff.

Currently, Parks staff works on an overtime basis on Saturdays and Sundays when a pavilion in their assigned park is reserved. Citizens pay a fee for pavilion reservations, which is collected by the Recreation Division. Parks staff picks up trash and cleans restrooms before the reservation begins. This overtime is typically limited to 2 hours per day per park. This reduction would cause staff to come in only 1 day per weekend. For example, staff would have the pavilion cleaned on Friday for a Saturday reservation. If the pavilion and/or bathrooms get dirty between Friday and Saturday the reservation holder would have to live with the condition of the area. If there is also a Sunday reservation at that same pavilion, staff would work Sunday morning to clean, if no reservation, then clean up would take place on Monday during normal hours.

BUDGET: Parks

Street Trees - Account # 105-89707

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
02	Hourly Wages		
18	Special Payments		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
25	Postage		
26	Conference		
45	Advertising & Promotion		
50	Vom Repair		
51	Vom Rental		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
74	Misc Supply & Material	10,000	Trees for streets, parks, and medians
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		10,000	

REVENUES	PROPOSED	COMMENTS
Street trees	10,000	

In past years, Parks had as much as \$20,000 to plant trees throughout the city. In 2010, the small amount (\$2,000) that remained was eliminated from the budget. This enhancement would allow Parks to plant new and replace trees in public right of ways and along park terraces. As part of the yearly renewal for the city's Tree City USA award a significant portion of the Parks Division budget needs to be spent on trees in order to maintain the award.

2012 BUDGET ENHANCEMENT

BUDGET: Parks

Recycling dumpster at Youth Sports Complex

EXPENDITURE	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages		
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
28 Electricity		
29 Gas		
34 Insurance		
37 Rental of Equipment	680	Recycling dumpster rental
38 Computer Services		
39 Other Contractual Services		
40 Water/Wastewater		
43 Recruitment/Phys		

Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES 680

REVENUES	PROPOSED	COMMENTS
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This enhancement would provide for a recycling dumpster to be located at the Youth Sports Complex.

APPROVAL	DATE	COMMENTS
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DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

DIVISION: COMMUNITY DEVELOPMENT

GOAL:

To plan for the orderly development and redevelopment of the City and 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 provide needed data, analysis, technical and policy guidance so that policy-makers can make informed short-range and long-range community planning decisions.
- To provide support, access and analysis of geospatial data using Geographic Information Systems.
- 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.

PROGRAM ACTIVITY STATEMENT:

The Community Development Department provides building, planning and development services.

Building & Development Services

The Building & Development Services 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 serve the Zoning Board of Appeals and Historic Commission.

Planning Services

The Planning Services element provides professional services to other divisions, the City Administration, several committees, including the Plan Commission, Historic Commission and City Council, 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 Services 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.

Downtown Development

The Community Development Department is also heavily engaged in Downtown Development activities, including working with the Downtown Development Alliance and coordinating Downtown improvements and redevelopment initiatives.

Major Activities Undertaken in 2011:

1. Implementation of GIS & GOVERN
2. Downtown Planning Activities
3. Safe Routes to School Plan Implementation
4. Completed Long Range Transportation Plan Update.
5. Implement Tallman House Business Plan & Improvement Prioritization Reports.
6. Grant preparation for additional Tallman House repairs.
7. Implementation of Dean/St. Mary's Hospital Project.
8. Grant preparation for Zoning/Subdivision Ordinance rewrites.
9. Preparation of Downtown Historic Overlay District.
10. Completion of the study for Milwaukee/Court 2-way street conversion analysis.
11. Assistance with the Ice Arena site analysis.

Major Activities to be Undertaken in 2012:

1. Continued Implementation of Economic Development Strategy
2. Implement Comprehensive Plan
3. Implement Downtown Strategy
4. Implement Neighborhood Development Strategy Subdivision and Zoning Ordinance Updates
5. Assisting with the Central Fire Station planning process.
6. Continue advancement of GIS Program
7. Implement Long Range Transportation Plan and Provide Technical Support for Major Studies and Improvements to I 39/90, STH 11 and USH 14.

PERMANENT POSITIONS:

Director	1
Building & Development Services Manager	1
Plumbing Inspector	1
Electrical Inspector	1
Building Inspector I	1
Building Inspector II	1
Planning Services Manager	1
Associate Planner	2
Planning Assistant/GIS Analyst	1
Development Specialist	1
GIS Coordinator	1
Secretary	<u>2</u>
	<u>14</u>

ELEMENT COST:

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Building & Development Services	\$752,651	\$724,803	\$669,516	\$654,008
Planning Services	<u>275,780</u>	<u>339,555</u>	<u>280,212</u>	<u>305,452</u>
Total	<u>\$1,028,431</u>	<u>\$1,064,358</u>	<u>\$949,728</u>	<u>\$959,460</u>

	2010 Actual	2011 Budget	2011 Estimate	2012 Proposed
PERFORMANCE MEASURES:				
<u>Building Services (#)</u>				
<u>Construction</u>				
Complaints	97	65	44	70
Other Variances	10	15	3	10
<u>New Residential</u>				
Permits	311	160	79	95
Inspections	1,033	873	301	490
<u>Existing Residential</u>				
Permits	1,614	1,625	790	950
Inspections	2,494	2,438	1,413	1,895
<u>New Commercial</u>				
Permits	59	55	27	45
Inspections	675	770	490	630
<u>Existing Commercial</u>				
Permits (including all plan review)	951	755	553	755
Inspections	2,519	2,265	1,503	2,265
<u>Development Services (#)</u>				
<u>Signs</u>				
Complaints	1	14	1	10
Permits	210	290	158	225
Variances	2	3	2	4
Inspections	10	42	3	58
<u>Site Plans</u>				
Permits	56	45	32	42
Inspections	60	40	22	42
<u>Total</u>				
Complaints	98	79	45	80
Permits	3,201	2,930	1,639	2,112
Variances	12	18	5	14
Inspections	6,791	6,428	3,732	5,380
<u>Planning Services (Hours)</u>				
Administration	1,500	1,400	1,400	1,400
Planning Services	1,700	2,600	2,700	2,600
Current Planning	2,900	2,300	2,400	2,300
Comprehensive Planning	<u>3,500</u>	<u>1,800</u>	<u>1,600</u>	<u>1,800</u>
Total Hours	<u>9,600</u>	<u>8,100</u>	<u>8,100</u>	<u>8,100</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and has a net decrease of \$104,898.

Personal Services has a net decrease of \$103,583 primarily due to a 12-month delay in filling the Community Development Director position (\$43,476), the change in employee contributions towards WRS (\$43,496), and a 2-month delay in filling the Plumbing Inspector position (\$17,014). A portion of a building inspector position (0.20 FTE) continues to be allocated to Neighborhood Services for Section 8 Rental Housing inspections (\$15,957).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$967,451	\$998,963	\$892,112	\$893,793
Hourly Wages	729	1,077	861	1,077
Training	6,598	7,623	7,600	7,110
Special Payments	<u>3,185</u>	<u>2,100</u>	<u>2,100</u>	<u>4,200</u>
Subtotal	977,963	1,009,763	902,673	906,180
<u>CONTRACTUAL SERVICES</u>				
Telephone	2,753	3,800	2,500	2,500
Postage	3,195	3,600	2,700	3,100
Conference	1,280	2,025	2,000	2,000
Consulting	900	500	400	500
Memberships/Subscriptions	2,142	2,670	2,655	2,980
Other Contractual Services	17,400	20,000	15,000	20,000
Recruitment	1,570	0	0	0
Vehicle Oper/Maintenance	<u>15,672</u>	<u>15,800</u>	<u>15,700</u>	<u>16,000</u>
Subtotal	44,912	48,395	40,955	47,080
<u>SUPPLIES & MATERIALS</u>	5,556	6,200	6,100	6,200
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$1,028,431</u>	<u>\$1,064,358</u>	<u>\$949,728</u>	<u>\$959,460</u>
Full-Time Equivalent	10.45	11.40	10.60	10.89
Revenues	\$449,595	\$250,000	\$252,000	\$255,000

BUDGET: Community Development

Provide Com. Electrical Inspection to Milton

Acct: **PERSONAL SERVICES**

01	Salaries	2,430	
06	Health	589	
07	Retirement	143	
08	FICA	186	
09	Life	10	

Acct: **CONTRACTUAL SERVICES**

51	Vom Rental	151	
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Acct: **SUPPLIES & MATERIALS**

60	Office Supplies		
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TOTAL CHANGES 3,509

REVENUES	PROPOSED	COMMENTS
	\$ 3,600	Provision of Commercial Electrical inspections to the City of Milton. Cost is \$60/each for an estimated 60 inspections.

Staff is proposing to extend commercial electrical inspection services to the City of Milton who currently does not conduct any commercial electrical inspections. The proposed service would be based on a per permit charge and would anticipate one hour of staff time per inspection including travel. We would anticipate that the time will equal out for those days where multiple inspections would be completed in one day. No additional staffing or program changes are anticipated as existing staff will be utilized to conduct this service.
Since permits have not historically been issued by the City of Milton for Commercial Electrical work, staff will estimate that 30 commercial electrical permits would be issued. Each commercial electrical permit would require a minimum of two (2) inspections (one rough electrical and one final electrical). There would be a minimum of 60 inspections anticipated

Milton would need to create an electrical inspection permit and a per inspection charge for any inspection over the minimum two.

Acct: PERSONAL SERVICES

01	Salaries	(12,386)	
02	Hourly Wages		
03	Temporary Wages		
04	Overtime		
06	Health	(2,900)	
07	Retirement	(731)	
08	FICA	(948)	
09	Life	(49)	
14	Fringe Distribution		
15	Training		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

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Acct: SUPPLIES & MATERIALS

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Acct: CAPITAL OUTLAY

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TOTAL CHANGES **(17,014)**

REVENUES	PROPOSED	COMMENTS

This budget cost reduction proposal would reduce the funding for the Plumbing Inspector by two months. This is expected to result in a total cost savings of \$17,014 with \$12,386 in salary and \$4,628 in benefits based on estimated 2012 wage/benefit rates for this position.

BUDGET: Community Development

ELIMINATE HIRING OF COMMUNITY DEVELOPMENT DIRECTOR

Acct: PERSONAL SERVICES

01	Salaries	(\$98,080)	
02	Hourly Wages		
03	Temporary Wages		
04	Overtime		
06	Health	(\$17,056)	
07	Retirement	(\$5,786)	
08	FICA	(\$7,504)	
09	Life	(\$393)	
14	Fringe Distribution		
15	Training		
18	Special Payments		

Acct: CONTRACTUAL SERVICES

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Acct: SUPPLIES & MATERIALS

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Acct: CAPITAL OUTLAY

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TOTAL CHANGES align="right">(\$128,819)

REVENUES	PROPOSED	COMMENTS
Administration		Administration: 700 hrs
Planning Services		Planning Services: 352 hrs
Current Planning		Current Planning: 352 hrs
Building Services		Building Services: 675 hrs
Planning Services Reduction	(\$86,952)	
Building Services Reduction	(\$41,867)	

This budget cost reduction proposal would eliminate the hiring of a new Community Development Director. This is expected to result in a total cost savings of \$128,819 with \$98,080 in salary and \$30,739 in benefits based on estimated 2012 wage/benefit rates for this position.

The Community Development Director performs a wide variety of planning, building and economic development related activities to support the department's work program. The proposed elimination in the hiring of a new director will require those responsibilities of this position to be absorbed by other staff in Community Development, or potentially in other departments. Absorption of duties by other staff within the Department will increase workload and will reduce time available to devote to completion of routinely prepared planning reports and special studies, analysis and review activities and responding to Council and customer service/inquiries. Time delays in some work program items may result. Some of the Director's former responsibilities and/or involvement with other agencies/activities may be minimized or postponed. The proposed elimination of the Director's position and subsequent reduction to staffing levels within the department is not viewed as sustainable long term.

DEPARTMENT: NEIGHBORHOOD SERVICES

DIVISION: NEIGHBORHOOD SERVICES

PROGRAM: PROPERTY MAINTENANCE

GOAL:

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

OBJECTIVES:

- 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.

PROGRAM ACTIVITY STATEMENT:

Priority is health and safety issues first. 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 department is responsible for enforcing the zoning code as well as other city codes pertaining to the condition and use of private property.

	2010	2011	2011	2012
	Actual	Budget	Estimated	Proposed

ACTIVITIES:

City Code (#)

Housing-Related

Violations	329	450	666	500
Inspections	1,200	825	1,194	1,400

Nuisance

Violations	1,161	1,700	1,238	1,300
Inspections	1,918	2,200	1,796	3,500

Zoning

Violations	158	225	142	200
Inspections	406	325	320	350

Proactive

Inspections	<u>2,537</u>	<u>3,200</u>	<u>3,050</u>	<u>2,000</u>
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Total

Violations	1,648	2,375	2,046	2,000
Inspections	6,061	6,550	6,360	7,250

PERMANENT POSITIONS:

Property Maintenance Specialist

2
2

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and decreases of \$9,357.

Personal Services has a net decrease of \$9,357 primarily due the change in employee contributions towards Wisconsin Retirement System.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$211,068	\$226,781	\$218,305	\$217,669
Hourly Wages	8,355	7,956	8,200	7,711
Training	<u>2,458</u>	<u>1,450</u>	<u>1,400</u>	<u>1,450</u>
Subtotal	221,881	236,187	227,905	226,830
<u>CONTRACTUAL SERVICES</u>				
Telephone	514	450	450	450
Postage	1,626	2,110	1,800	2,110
Auditing/Consulting	19,600	20,400	20,400	20,400
Memberships/Subscriptions	252	90	90	90
Other - Legal	110	250	250	250
Vehicle Oper/Maintenance	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
Subtotal	29,302	30,500	30,190	30,500
<u>SUPPLIES & MATERIALS</u>	570	1,000	1,000	1,000
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$251,753</u>	<u>\$267,687</u>	<u>\$259,095</u>	<u>\$258,330</u>
Full-Time Equivalent	2.59	2.59	2.59	2.59

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

DIVISION: 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;
- entrepreneurial support to help new firms start up and flourish; and,
- Revitalization and redevelopment of the central business district.

OBJECTIVES:

- To implement an active economic development strategy designed to attract new industry, facilitate existing industry expansions, and diversify the economy.
- To heighten the awareness, understanding and support of economic development activities within the community.
- To develop an entrepreneurial support network to encourage the formation of new business enterprises and to help them survive.
- To work in partnership with the private sector to stimulate redevelopment in the downtown area.

PROGRAM ACTIVITY STATEMENT:

The Economic Development Agency takes a lead role in fostering a positive business climate in Janesville. The Agency 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 agency also works to help entrepreneurs start new companies that will employ local residents. The agency operates in partnership with the private sector on downtown redevelopment projects.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Planning & Administration - hours	410	400	375	375
Business Retention & Expansion - hours	1,000	1,100	1,000	850
Business Contacts #	130	120	115	100
<u>Marketing</u>				
Rock County 5.0/Janesville Initiatives - hours	890	912	920	830
Business Contacts, meetings, prospects	52	42	75	85
Economic Development Website - hours	30	100	250	87
Website Hits (#)	0	7,200	1,500	7,200
Madison Marketing Strategy - hours	0	160	95	110
Business Attraction overall # initial contacts	39	10	75	10
<u>Other Activities</u>				
General Motors Site - hours	30	60	40	40
Brownfield Redevelopment Program - hours	10	30	40	30
Sites Remediated (#)	0	2	2	3
Downtown Development - hours	85	50	90	50
Development Projects Facilitated (#)	4	5	3	5
EDA Business Incubator - hours	450	100	125	150
Square Feet leased	0	4800	0	4800
Total Hours	2,905	2,912	2,935	2,522

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
Plan & Admin	\$30,492	\$27,588	\$23,498	\$35,198
Business Retention & Expansion	74,367	75,867	62,662	79,783
Economic Development Promotion	66,187	62,900	57,649	77,904
Economic Development Website	2,231	6,897	15,666	8,166
Madison Marketing Strategy	-	11,035	5,953	10,325
General Motors Site	2,231	4,138	2,506	3,754
Brownfield Redevelopment Program	744	2,069	2,506	2,816
Downtown Development	6,321	3,448	5,640	4,693
EDA Business Incubator	33,464	6,898	7,833	14,078
TIF Administration	<u>(73,851)</u>	<u>(45,000)</u>	<u>(37,287)</u>	<u>(92,650)</u>
Total	<u>\$142,186</u>	<u>\$155,840</u>	<u>\$146,626</u>	<u>\$144,067</u>

PERMANENT POSITIONS:

Economic Development Director	<u>1</u>
	<u>1</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for an increase in present service levels and has a net increase of \$35,877.

Personal Services has a net decrease of \$10,608 primarily due to the elimination of the Administrative Analyst position (\$3,075) and the change in employee contributions towards WRS (\$6,591).

Contractual Services has a net increase of \$46,485 primarily due to an increase in Other Contractual Services to initiate a targeted "lead generation" program (\$60,000) and Memberships (\$3,900) for Development Counsellors International (\$900) and Xceligent real estate database (\$3,000). These increases are partially offset by a reduction in Design Center Funding (\$20,000).

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$159,502	\$155,540	\$145,519	\$145,507
Training	2,979	1,575	1,575	1,000
Special Payments	<u>4,550</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	167,031	161,315	151,294	150,707
<u>CONTRACTUAL SERVICES</u>				
Telephone	155	200	150	150
Postage	78	325	200	210
Conference	627	835	607	1,350
Consulting/Downtown	42,640	22,000	3,000	5,000
Memberships/Subscriptions	4,643	4,965	4,965	4,650
Other - Travel	80	11,000	23,400	74,450
Recruitment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	48,223	39,325	32,322	85,810
<u>SUPPLIES & MATERIALS</u>	783	200	297	200
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>GRAND TOTAL</u>	<u>\$216,037</u>	<u>\$200,840</u>	<u>\$183,913</u>	<u>\$236,717</u>
Less: TIF Funds	<u>73,851</u>	<u>45,000</u>	<u>37,287</u>	<u>92,650</u>
Total General Fund	<u>\$142,186</u>	<u>\$155,840</u>	<u>\$146,626</u>	<u>\$144,067</u>
Full-Time Equivalent	1.40	1.40	1.25	1.25

2012 BUDGET ENHANCEMENT

BUDGET: Economic Development

TIF- Applied Marketing

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
38	Computer Services		
			Applied Marketing Proposal - Tif funds plus possible outside funds, (Rock County 5.0 and/or Janesville Foundation) \$30,000 consulting services - \$30,000 local support dollars - business development (site selectors, Madison and international leads)
39	Other Contractual Services	60,000	
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
74	Misc Supply & Material		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		60,000	

REVENUES	PROPOSED	COMMENTS
ADDITIONAL COMMENTS		

2012 BUDGET ENHANCEMENT

BUDGET: Economic Development

TIF - Memberships

EXPENDITURES		PROPOSED	COMMENTS
Acct:	<u>PERSONAL SERVICES</u>		
01	Salaries		
Acct:	<u>CONTRACTUAL SERVICES</u>		
26	Conference		
			(1) Development Counsellors International - One year contract developing site selector relationships Tif funds \$900.00 (2) Xceligent annual fee (\$3,000/yr.) real estate data base including retail, commercial and industrial properties - Total
33	Memberships/Subscriptions	3900	\$3,900
Acct:	<u>SUPPLIES & MATERIALS</u>		
60	Office Supplies		
74	Misc Supply & Material		
Acct:	<u>CAPITAL OUTLAY</u>		
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		3,900	

REVENUES	PROPOSED	COMMENTS
ADDITIONAL COMMENTS		

DEPARTMENT: NEIGHBORHOOD SERVICES

DIVISION: TRANSIT

GOAL:

To promote and provide a reliable, cost effective public transit system oriented to the needs of senior citizens, handicapped persons, 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 system operation in order to improve both its efficiency and effectiveness.
- To provide a preventive maintenance program that keeps 16 of 19 buses available for service at all times.

PROGRAM ACTIVITY STATEMENT:

The Transit program includes six (6) elements: General Administration, Maintenance, Regular Service, Tripper Service, Paratransit Service and Night Service.

General Administration

The General Administration element 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

The Maintenance element is centered on a strong preventative maintenance program designed to maximize equipment utilization and availability, while preserving the City's investment in Transit vehicles and fixed facilities. This includes the maintenance of a fleet of buses ranging in age from 5 to 16 years, service and support vehicles, the Operations and Maintenance facility, Downtown Transit Transfer Center, passenger shelters, benches and bus stop signs throughout the community.

Regular Service

The Regular Service element includes seven regular year-round routes (including the route between Janesville and Beloit) and the personnel required to operate them for 307 service days per year. For 2012, Regular Service is budgeted to maintain current service levels.

Tripper Service

The Tripper Service element 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

The Paratransit Service element is provided to meet the requirements of the Americans with Disabilities Act, in order to provide service to individuals who cannot access or use the fixed route bus service by reason of their disability. This service is contracted with Rock County. The ridership and hours statistics displayed for this service reflect customers transported during all hours this service is provided, rather than just those hours outside of Rock County's normal operating hours.

Night Service

The Night Service includes three bus routes and the personnel required to operate them for four hours on 255 weekday evenings each year.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>General Administration (Hours)</u>	7,950	8,312	8,166	8,510
<u>Maintenance (Hours)</u>				
Scheduled	3,003	3,700	3,400	3,700
Unscheduled	1,064	1,200	1,100	1,200
Emergency	190	150	210	150
Indirect Labor	8,257	9,700	10,040	9,700
<u>Regular Service</u>				
Mileage	402,368	403,875	402,075	402,345
Hours	28,240	28,500	28,201	28,500
Ridership (#)	284,361	281,000	298,000	304,000
<u>Trippler Service</u>				
Mileage	23,181	22,985	20,346	22,295
Hours	2,320	2,302	2,224	2,188
Ridership (#)	34,811	43,000	33,700	33,000
<u>Night Service</u>				
Mileage	45,110	45,110	45,023	45,110
Hours	3,251	3,251	3,245	3,251
Ridership (#)	16,987	17,400	16,400	16,500
<u>Paratransit Service</u>				
Hours	2,538	2,250	2,259	2,300
Ridership (#)	7,251	7,600	6,454	6,500
<u>Total Services:</u>				
Ridership (#)	343,410	349,000	354,554	360,000
ELEMENT COST:				
General Administration	\$601,188	\$628,506	\$611,307	\$604,966
Maintenance	897,941	914,121	990,071	988,454
Regular Service	1,032,469	1,066,823	1,064,627	1,051,344
Trippler Service	50,266	57,619	69,609	58,076
Paratransit Service	71,507	77,360	66,550	66,550
Night Service	<u>135,762</u>	<u>139,526</u>	<u>135,484</u>	<u>139,779</u>
Subtotal - Operating	2,789,133	2,883,955	2,937,648	2,909,169
Capital	<u>0</u>	<u>1,979,200</u>	<u>375,000</u>	<u>2,787,500</u>
Total	<u>\$2,789,133</u>	<u>\$4,863,155</u>	<u>\$3,312,648</u>	<u>\$5,696,669</u>

PERMANENT POSITIONS:

Transit Director	1
Assistant Transit Director	1
Maintenance Supervisor	1
Transit Operations Supervisor (part-time)	1
Clerk-Dispatcher (part-time)	1
Secretary	1
Mechanic	2
Automotive Serviceperson	2
Bus Driver	15
Bus Driver (part-time)	6
Garage Person (part-time)	3
Custodian (part-time)	1
	<u>35</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and the operating portion increases \$25,214. General Fund support to the Transit System is \$855,169, an increase of \$126,214. The majority of the increase in General Fund support results from a projected 7% reduction in State and Federal Operating assistance.

Personal Services has a net decrease of \$27,359 due to replacing a full-time driver with part-time employees (\$30,527), turnover savings (\$10,461), the change the change in employee contributions towards Wisconsin Retirement System (\$20,166) and the elimination of the Human Resources Administrative Assistant (\$1,795). These decreases are partially offset by increases due to Economic Adjustments (\$28,657) and the reallocation of the Neighborhood Services Director (\$9,168).

Contractual Services has a net decrease of \$21,999 primarily due to decreases in Other Contractual Services due to declining Paratransit ridership (\$10,810), Heat (\$4,420), Insurance (\$2,260), and Advertising (\$5,000).

Supplies and Materials has a net increase of \$74,572 primarily due to the increased cost of Diesel Fuel.

Capital Outlay increases \$808,300 and includes:

	<u>Total Cost</u>	<u>Local Share</u>
Fourth Year Local Share Funding of Land Acquisition, A&E Design and Construction of New Transit Services Center	\$1,875,000	\$375,000
Capital Repair Parts – Rebuilt Engines, Transmissions	40,000	8,000
Replace Shop Equipment – High Cost Tools and Equipment	10,000	2,000
Replace Radio System Components – Year 2 of 2 - FCC Narrow Band Requirement	59,000	11,800
Replace 3 Computers	3,500	700
First Year Funding – 2014 Bus Replacements	800,000	160,000
TOTAL	<u>\$2,787,500</u>	<u>\$557,500</u>

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$2,037,622	\$2,128,018	\$2,126,386	\$2,100,659
Training	3,082	3,645	3,645	3,645
Clothing/Tool Allowance	<u>12,042</u>	<u>10,538</u>	<u>10,538</u>	<u>10,538</u>
Subtotal	2,052,746	2,142,201	2,140,569	2,114,842
<u>CONTRACTUAL SERVICES</u>				
Telephone	2,137	2,700	1,800	1,800
Postage	178	360	340	360
Conference	654	500	1,000	500
Auditing/Consulting	6,239	5,400	5,400	5,600
Electricity	15,282	16,660	16,400	16,725
Gas (Heat)	10,098	17,680	13,000	13,260
Equipment Maintenance	8,150	6,800	6,700	6,800
Vehicle Maintenance	6,247	4,000	5,500	4,000
Building Maintenance	39,666	33,205	33,500	33,205
Memberships/Subscriptions	2,260	2,300	2,326	2,050
Insurance	148,760	150,056	150,056	147,796
Equipment Rental	0	150	150	150
Computer Services	8,014	8,842	8,842	9,798
Other Contractual Services	92,237	84,760	86,950	73,950
Water/Wastewater/Stormwater	8,291	8,220	8,150	8,640
Recruitment/Physicals	129	300	400	300
Advertising/Promotions	26,110	25,000	25,000	20,000
Vehicle Oper/Maintenance	<u>7,910</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Subtotal	382,362	374,933	373,514	352,934
<u>SUPPLIES & MATERIALS</u>	<u>354,025</u>	<u>366,821</u>	<u>423,565</u>	<u>441,393</u>
TOTAL OPER. EXPENSE	2,789,133	2,883,955	2,937,648	2,909,169
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>1,979,200</u>	<u>375,000</u>	<u>2,787,500</u>
GRAND TOTAL	<u>\$2,789,133</u>	<u>\$4,863,155</u>	<u>\$3,312,648</u>	<u>\$5,696,669</u>
Full-Time Equivalent	29.77	31.36	31.08	31.39

REVENUE COMMENT:

Transit System revenue is divided into three (3) 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. The Operating Assistance is a combination of Federal, State and Local Operating Assistance Funds. Capital Assistance includes Federal Capital Grants and Local Assistance Funds.

OPERATING REVENUE:

After two fare increases in the past 4 years, no fare increase is proposed for 2012. Without raising fares, ridership increased in 2011 by about 3% compared to 2010 results, and would be expected to repeat that performance in 2012, generating some additional revenue. The 2012 farebox revenue estimate is based on a projected ridership of approximately 360,000 with corresponding revenue of \$397,000. Besides farebox revenue, the Transit System is projected to earn \$28,000 from on-bus advertising revenue, and \$15,000 in miscellaneous revenue.

A total of \$72,000 in the form of the local funding contributed by the sponsors of the Beloit-Janesville Express service is projected based on a continuation of the current service level and ridership trends.

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

OPERATING ASSISTANCE:

For the first time in years, we expect a substantial negative change in this area as the result of state and federal budget activity. During 2012, the Wisconsin Department of Transportation (WISDOT) Operating Assistance is expected to be approximately 22% of expenses, down from the previous 26%. State Operating Assistance is expected to total \$640,000.

Federal Transit Operating Assistance is expected to amount to approximately 31% of operating expenses, if something near current funding levels are maintained. However as of budget preparation time, Congress had yet to act on transit funding proposals for the new federal fiscal year. Total Federal Operating Assistance is expected to be \$902,000. Combined state and federal assistance is expected to total 53% of operating expenses, down from the previous level of 58%.

Total Local Operating Assistance equals \$855,169. This is an increase of \$126,214, or 17%, compared to 2011.

CAPITAL ASSISTANCE:

Federal Assistance is expected to cover \$2,230,000 or 80% of the 2011 Capital Outlay requests. The remaining \$557,500 will be funded by Local Capital Assistance. The City is setting aside funds for the local share of the Transit Services Center project over several years, with a federal grant anticipated later in the process to cover the 80% federal share of that project's cost. The \$375,000 will match \$1,500,000 in anticipated federal funding for a total value of \$1,875,000 toward the project. In addition to the funding of the Transit Services Center, a 20% City share of \$182,500 is matched with 80% Federal Assistance of \$730,000 to fund other Capital Outlay requests of \$912,500 for routine replacement of various items of equipment. One of these items is \$50,000 for the second year of a two year project to bring the Transit System's two-way radio system into compliance with new Federal Communications Commission "narrow band" requirements which are effective on January 1, 2013.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
<u>Operating Revenue</u>				
Fares	\$368,968	\$367,000	\$380,000	\$397,000
Advertising	27,825	28,000	28,000	28,000
Beloit-Janesville Express Subsidy	62,548	72,000	72,000	72,000
Miscellaneous	<u>23,069</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Subtotal	482,410	482,000	495,000	512,000
<u>Operating Assistance</u>				
Local Assistance	681,618	728,955	755,811	855,169
State Assistance	706,124	750,000	781,000	640,000
Federal Operating	<u>918,981</u>	<u>923,000</u>	<u>905,837</u>	<u>902,000</u>
Subtotal	2,306,723	2,401,955	2,442,648	2,397,169
<u>Capital Assistance</u>				
Local Capital	(2,004)	395,800	75,000	557,500
Federal Capital	<u>2,004</u>	<u>1,583,400</u>	<u>300,000</u>	<u>2,230,000</u>
Subtotal	0	1,979,200	375,000	2,787,500
Total	<u>\$2,789,133</u>	<u>\$4,863,155</u>	<u>\$3,312,648</u>	<u>\$5,696,669</u>

2012 BUDGET REDUCTION

BUDGET: Transit

Reduce Advertising

EXPENDITURES

PROPOSED

COMMENTS

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting		
28	Electricity		
29	Gas		
30	Equipment Mtce		
31	Vehicle Mtce		
32	Building Mtce		
33	Memberships/Subscriptions		
34	Insurance		
37	Rental of Equipment		
38	Computer Services		
39	Other Contractual Services		
40	Water/Wastewater		
43	Recruitment/Phys		
45	Advertising & Promotion	(5,000)	
50	Vom Repair		
51	Vom Rental		

TOTAL CHANGES

(5,000)

REVENUES

PROPOSED

COMMENTS

General Administration	(5,000)	

Advertising/Promotion reduced by \$5,000 from 2011 solely as a cost-saving measure. Results in elimination of 25% of advertising through various media sources: print, radio, television/cable. Net savings to the General Fund after loss of federal and state assistance = \$2,300.

2012 BUDGET REDUCTION

BUDGET: Transit

Replace FT Driver with PT & OT Hours

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries	(44,616)	
02 Hourly Wages	23,113	
03 Temporary Wages		
04 Overtime	13,690	
06 Health	(16,663)	
07 Retirement	(2,515)	
08 FICA	(1,645)	
09 Life	(86)	
14 Fringe Distribution		
15 Training		
18 Special Payments		
TOTAL CHANGES	(28,722)	

Regular Service	(28,722)	

This reduction assumes that the Full-time Driver position vacated by the retirement of one of two former Transit employees during 2011 would remain vacant during 2012. Instead, those hours formerly worked by this position that can be worked by Part-time bus drivers under the terms of the contract with the Teamsters (e.g.: Tripper Service, Protection and Lunch Relief assignments) would be worked by part-timers at a reduced rate of pay. Even though those parts of the work formerly done by this position that must be contractually offered first to Full-time employees at overtime would result in an increase in overtime payments to other full-time drivers; the net effect is a small savings to overall operating expenses. Net savings to the General Fund after loss of federal and state assistance is \$13,522.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Transit

Ops Supv to FT 7/1/12, Asst Dir retire 9/1/12

EXPENDITURES PROPOSED COMMENTS

Acct: PERSONAL SERVICES

01	Salaries	-25,039	
02	Hourly Wages	8,375	
03	Temporary Wages		
04	Overtime		
06	Health	8,528	
07	Retirement	-983	
08	FICA	-1,275	
09	Life	-67	
14	Fringe Distribution		
15	Training		
18	Special Payments		

TOTAL CHANGES **-10,461**

General Administration		-10,461	

The current Assistant Transit Director, who has served since August 1, 1988, has announced his intention to retire, effective on September 1, 2012, just after his 62nd birthday. This cost reduction proposal assumes that the position will remain vacant for the last 4 months (Sept-December) of 2012, and no provision made to fund salary or fringe benefits for that period. A decision on whether to fill the position after January 1, 2013 would be made as part of 2013 budget deliberations.

With the departure of the Assistant Transit Director, the Transit Operations Supervisor would be increased from the current part-time status at 26 hours/week to full-time status to assume a portion of the workload thus created. The Transit Director and Transit Maintenance Supervisor would take-on additional responsibilities as well. To allow for the orderly transition of responsibilities, this change is proposed to be effective on July 1, 2012. The incumbent would remain at his current salary rate through the probationary period which would coincide with the end of the calendar year. Other benefits including Health Insurance, would accrue beginning as of the appropriate times on or after July 1. Gross savings from this change for 2012 are \$10,461. Net savings to the General Fund after loss of state and federal assistance are \$ 4,461.

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, greenbelts and detention/retention basins.
- To sweep the streets in the downtown area six (6) times annually and residential areas five (5) times annually.
- To effectively manage stormwater to assure compliance with Federal and State regulations.

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 26 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 a combined water, wastewater and stormwater billing.

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 (5) 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 will be reviewed for post construction compliance with the City's Stormwater Management Ordinance.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ACTIVITIES:

Leaf Collection

Miles	228	228	228	228
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Street Sweeping

Curb (Miles)	6,500	7,200	7,200	7,200
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Residential Cycles (#)	4	5	5	5
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Downtown Cycles (#)	5	6	6	6
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Storm Sewer Maintenance

Storm Sewer Cleaning (Feet)	5,000	6,500	5,800	6,500
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Catch Basin Cleaning (#)	500	650	500	650
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	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
<u>Base Component</u>				
EPA Permit Compliance	\$47,729	\$130,829	\$85,699	\$85,643
Administration	<u>266,051</u>	<u>319,364</u>	<u>295,124</u>	<u>289,128</u>
Subtotal	313,780	450,193	380,823	374,771
<u>Operations</u>				
Street Cleaning	420,516	493,321	477,882	469,145
Storm Sewer Maintenance	105,407	170,946	138,484	142,750
Catch Basin Maintenance	241,879	175,503	219,850	226,091
Greenbelt/Drainageway Maintenance	181,645	283,972	285,282	286,113
Flood Control/Response	<u>8,389</u>	<u>25,420</u>	<u>12,500</u>	<u>21,725</u>
Subtotal	957,836	1,149,162	1,133,998	1,145,824
Debt Service	<u>460,373</u>	<u>563,692</u>	<u>559,362</u>	<u>536,516</u>
Total	<u>\$1,731,989</u>	<u>\$2,163,047</u>	<u>\$2,074,183</u>	<u>\$2,057,111</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and decreases \$105,936.

Personal Services has a net decrease of \$4,856 primarily due to the change in employee contributions towards Wisconsin Retirement System (\$14,597), and the elimination of the vacant Administrative Analyst (\$1,538) and Human Resources Administrative Assistant positions (\$1,436). A portion of these decreases are offset by increases due to Economic Adjustments (\$6,285), and increases in hourly wages to better reflect historical maintenance needs.

Contractual Services has a net decrease of \$54,304 primarily due to a decrease in Auditing and Consulting Services (\$19,900) and Other Contractual Services (\$40,100). These decreases are partially offset by increases in Membership Dues for the Rock River Stormwater group for public education purposes related to permit compliance (\$5,000).

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>	<u>ASSESSMENTS</u>
Channels/Ponds to Support New Development	\$210,000	\$210,000	\$0
ERP Phase V (Fixed Assets, Workorders)	100,000	100,000	0
GIS Enhancements	25,000	25,000	0
Storm Sewer Enhancements to Existing System	650,000	650,000	0
Storm Sewer Repairs	285,000	285,000	0
Storm Sewer Manhole/Inlet Repairs	<u>200,000</u>	<u>200,000</u>	<u>0</u>
Total	<u>\$1,470,000</u>	<u>\$1,470,000</u>	<u>\$0</u>

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$313,699	\$360,061	\$348,454	\$344,365
Hourly Wages	434,656	564,943	544,579	575,783
Training	<u>0</u>	<u>450</u>	<u>450</u>	<u>450</u>
Subtotal	748,355	925,454	893,483	920,598
<u>CONTRACTUAL SERVICES</u>				
Auditing/Consulting	9,898	67,600	47,600	47,700
Membership Dues	5,000	0	5,000	5,000
Insurance	12,408	11,946	12,408	9,342
Computer Services	6,546	8,330	8,330	8,130
Other Contractual Services	25,969	63,600	22,600	23,500
Construction Payment	20,137	0	7,000	7,000
Licenses	8,000	12,000	8,000	8,000
Vehicle Oper/Maintenance	<u>355,364</u>	<u>423,200</u>	<u>426,500</u>	<u>423,700</u>
Subtotal	443,322	586,676	537,438	532,372
<u>SUPPLIES & MATERIALS</u>	79,939	67,225	63,900	67,625
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>
Total Operations and Maintenance	1,271,616	1,599,355	1,514,821	1,520,595
<u>DEBT SERVICE</u>				
Principal	410,000	480,000	480,000	465,000
Interest Expense	<u>50,373</u>	<u>83,692</u>	<u>79,362</u>	<u>71,516</u>
Subtotal	460,373	563,692	559,362	536,516
GRAND TOTAL	<u>\$1,731,989</u>	<u>\$2,163,047</u>	<u>\$2,074,183</u>	<u>\$2,057,111</u>
Full-Time Equivalent	9.31	11.27	10.86	11.19

REVENUE COMMENT:

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate for 2011 was \$42.36 per 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 proposed annual stormwater rate for 2012 is \$40.20 per ERU. The impact of this on the typical residential customer will be a decrease \$0.54 per quarter, a 5.10% decrease.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
User Fees				
Residential	\$777,384	\$792,000	\$816,000	\$776,000
Non-Residential	1,393,917	1,504,000	1,486,000	1,411,000
Non-Use Credit	(125,068)	(133,000)	(133,000)	(130,000)
CDBG- Emergency Assistance Program	96,768	0	0	0
FEMA- Capital Assistance	1,457	0	0	0
Late Payment Charge	12,277	10,000	10,000	10,000
Transfer In- Health Insurance Rebate	5,700		5,700	
Interest Income	<u>1,559</u>	<u>0</u>	<u>1,500</u>	<u>0</u>
Total	<u>\$2,163,994</u>	<u>\$2,173,000</u>	<u>\$2,186,200</u>	<u>\$2,067,000</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: WASTEWATER UTILITY

GOAL:

To provide for the safe, healthful and sanitary collection and disposal of sewage generated within the corporate limits 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 within the City.
- 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 maximum contaminant levels in wastewater discharges.
- To maintain regular testing of all plant processes to assure smooth operations and the attainment of effluent limitations established by State regulations.

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 2012, the Utility will serve 24,356 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 water, wastewater and stormwater billing. The sewer collection system has been constructed over a long period of time and includes approximately 317 miles of sewer mains. Sewer lines are cleaned regularly with special emphasis given to known problem areas. Emergency maintenance is provided in the event of sewer backups 24 hours a day, seven days a week.

The wastewater treatment facility was originally built in 1970 and had its first major expansion in 1986. The second major upgrade and expansion is presently underway which will increase its design capacity to approximately 20 million gallons per day. The City operates the plant according to State regulations, which establish the level of treatment required prior to discharge into the Rock River. 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 so as 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 50,000 gallons of biosolids (sludge) are produced daily. The biosolids are mechanically dewatered and disposed of in the City's municipal landfill.

PERMANENT POSITIONS:

Treatment Plant Superintendent	1
Secretary	1
Chief Waste Treatment Plant Operator	1
Chemist/Biologist	2
Environmental Technician	1
Waste Treatment Plant Operator	9
Wastewater Maintenance Worker	1
Sewer Maintenance Worker	<u>2</u>
	<u>18</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Administration (Hours)	10,478	11,565	11,461	11,461
<u>Customer Accounts (#)</u>	24,216	24,290	24,294	24,356
Collection System (Miles)	316	317	317	318
<u>Treatment Plant Operation</u>				
Gallons (Billion)	5.64	5.50	5.40	5.75
Suspd Solids (Pounds/Million)	6,809	7,000	7,500	7,500
BOD (Pounds/Million)	7,096	6,500	6,625	7,000
<u>Laboratory Operations (#)</u>				
Samples	7,653	7,800	7,479	7,528
Tests	22,463	24,000	22,741	22,896
Sludge Disposal				
Gallons (Million)	18.49	17.00	15.94	17.00
ELEMENT COST:				
General Administration	\$787,362	\$873,287	\$836,235	\$843,556
Customer Accounts	253,796	270,850	268,307	264,537
Plant Oper/Maintenance	1,526,178	1,769,915	1,723,630	1,674,705
Laboratory Operations	273,082	281,681	277,059	275,105
Sludge Disposal	515,462	482,955	461,381	463,943
Collection Maintenance	630,724	691,610	692,036	815,686
Meter Maintenance	<u>284,820</u>	<u>287,101</u>	<u>287,101</u>	<u>296,266</u>
Total Operation & Maintenance	4,271,424	4,657,399	4,545,749	4,633,798
Depreciation	1,993,819	3,335,000	2,941,000	3,812,000
Interest Expense	327,721	977,400	960,800	907,100
Other Expenses	<u>68,303</u>	<u>60,000</u>	<u>65,000</u>	<u>65,000</u>
Total Expenses	6,661,267	9,029,799	8,512,549	9,417,898
Principal Payment	2,835,507	3,880,000	2,573,000	3,674,000
Capital	<u>2,298,376</u>	<u>32,922,300</u>	<u>31,723,879</u>	<u>1,887,000</u>
Grand Total	<u>\$11,795,150</u>	<u>\$45,832,099</u>	<u>\$42,809,428</u>	<u>\$14,978,898</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and the operating budget decreases \$23,601. No rate increase is proposed.

Personal Services has a net decrease of \$98,809 primarily as a result of the change in employee contributions towards Wisconsin Retirement System (\$75,527), salaries due to turnover (\$22,811), reductions in overtime (\$2,253), the elimination of the Administrative Analyst (\$1,538) and the Human Resources Administrative Assistant (\$1,436), and training (\$2,870). These decreases are partially offset by increases for economic adjustments (\$3,909) and changes in retiree health insurance (\$5,910).

Contractual Services has a net increase of \$124,208 primarily due to Other Contractual Services for WDNR wastewater discharge fees and EPA annual CMOM development and requirements (\$85,000), electricity/heat (\$19,400), fire protection fees due to the increased plant value (\$23,020), and meter expense (\$9,165). These increases are partially offset by reductions in telephone (\$3,050) equipment maintenance (\$10,000).

Supplies and Materials decrease by \$49,000 primarily as a result of the plant upgrades.

Capital Outlay includes improvements to the sanitary sewer system and the Wastewater Utility's portion of software/technology projects. These projects will be funded by General Obligation Notes and/or Special Assessments (\$1,700,000). Replacement of laboratory equipment, vehicles, minor infrastructure and other smaller capital items will be funded through User Fees (\$27,000) and the Equipment Replacement Fund (\$160,000).

G.O. NOTE/REVENUE BONDS

Main Extensions	\$ 200,000
Interceptor Sewers	100,000
Collection System Reinforcement	350,000
Sanitary Sewer Lining	750,000
Inflow/Infiltration Reduction Program	125,000
ERP Phase V	100,000
GIS Enhancements	25,000
Technology Projects	50,000
Subtotal	\$ 1,700,000

USER FEES/GRANT FUNDS

Security Fencing	\$ 6,000
Laboratory Equipment	11,000
Utility Cart	10,000
Subtotal	\$ 27,000

REPLACEMENT FUND

Semi Tractor	160,000
Subtotal	\$ 160,000
Total	\$ 1,887,000

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$1,843,403	\$1,935,691	\$1,812,871	\$1,836,856
Hourly Wages	335,476	367,600	369,656	372,604
Temporary Wages	16,757	15,000	15,000	15,000
Overtime	42,950	46,373	43,740	44,265
Training	3,930	8,910	7,760	6,040
Special Payments	<u>3,500</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	2,246,016	2,377,774	2,253,227	2,278,965
<u>CONTRACTUAL SERVICES</u>				
Telephone	3,640	6,900	3,950	3,850
Postage	22,988	28,800	27,300	30,400
Conference	2,756	5,580	5,580	5,580
Auditing/Consulting	9,643	34,500	34,500	34,600
Electricity	400,609	375,500	403,500	403,500
Gas (Heat)	59,992	80,000	70,000	71,400
Equipment Maintenance	57,736	77,450	67,450	67,450
Building Maintenance	400	10,000	10,000	10,000
Memberships/Subscriptions	6,546	6,000	6,000	6,000
Insurance	72,047	71,400	72,047	72,104
Computer Services	43,272	58,294	58,174	56,563
Other Contractual Services	122,314	127,000	127,000	202,000
Regulatory Fees	63,049	59,500	65,000	69,500
Wastewater Testing	15,035	26,500	26,500	26,500
Sewer TV/Repair	202,391	240,000	240,000	280,000
Water/Wastewater/Stormwater	43,360	44,000	56,920	67,020
Payment to Contractors	46,337	128,000	130,000	128,000
Landfill Fees	145,301	115,000	115,000	75,000
Building Rental	19,377	21,500	21,500	21,500
Vehicle Oper/Maintenance	48,415	51,700	51,600	51,700
Meter Expense	<u>284,820</u>	<u>287,101</u>	<u>287,101</u>	<u>296,266</u>
Subtotal	1,670,028	1,854,725	1,879,122	1,978,933
<u>SUPPLIES & MATERIALS</u>	<u>355,380</u>	<u>424,900</u>	<u>413,400</u>	<u>375,900</u>
Total Oper/Maintenance	<u>\$4,271,424</u>	<u>\$4,657,399</u>	<u>\$4,545,749</u>	<u>\$4,633,798</u>

REQUIRED RESOURCES (Continued)

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Total Oper/Maintenance	\$4,271,424	\$4,657,399	\$4,545,749	\$4,633,798
Interest on Debt	327,721	977,400	960,800	907,100
Principal Payment	2,835,507	3,880,000	2,573,000	3,674,000
Cost of Laterals/Merchandise	12,021	0	0	0
Service Charge	47,723	45,000	50,000	50,000
Capital (User Fees & Direct Pay)	<u>503,711</u>	<u>705,300</u>	<u>103,400</u>	<u>27,000</u>
Subtotal	7,998,107	10,265,099	8,232,949	9,291,898
Amortization of Debt	8,559	15,000	15,000	15,000
Depreciation	1,993,819	3,335,000	2,941,000	3,812,000
Capital (Debt Funded)	1,563,342	29,310,000	29,420,479	1,700,000
Capital (Replacement)	<u>231,323</u>	<u>2,907,000</u>	<u>2,200,000</u>	<u>160,000</u>
GRAND TOTAL	<u>\$11,795,150</u>	<u>\$45,832,099</u>	<u>\$42,809,428</u>	<u>\$14,978,898</u>
Full-Time Equivalent	25.27	26.22	25.18	26.17

REVENUE COMMENT:

As revenues are projected to be adequate for 2012, there is no rate increase proposed.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
Residential	\$5,959,017	\$6,352,000	\$6,138,000	\$6,177,000
Commercial	1,461,297	1,633,000	1,557,000	1,581,000
Industrial	1,043,119	554,000	672,000	388,000
Public Authority	271,627	294,000	281,000	281,000
Surcharge	467,782	385,000	452,000	452,000
Pretreat/Reserve	34,715	34,000	34,000	34,000
Forfeited	78,680	50,000	50,000	50,000
Electricity Generation	0	0	180,000	330,000
Misc. Revenue	<u>233,154</u>	<u>75,000</u>	<u>120,000</u>	<u>300,000</u>
Subtotal	9,549,391	9,377,000	9,484,000	9,593,000
Interest Income	55,672	101,000	56,000	57,000
Capital Contributions	<u>725,186</u>	<u>225,000</u>	<u>135,000</u>	<u>300,000</u>
Total	<u>\$10,330,249</u>	<u>\$9,703,000</u>	<u>\$9,675,000</u>	<u>\$9,950,000</u>
Operating Cash 12/31	\$1,542,000	\$1,542,000	\$1,485,500	\$1,485,500
Debt Service Cash 12/31	\$129,769	\$425,074	\$1,172,325	\$919,427

2012 BUDGET ENHANCEMENT

BUDGET: Wastewater Utility		CMOM Program Development	
EXPENDITURES	PROPOSED	COMMENTS	
Acct: PERSONAL SERVICES			
01 Salaries			
Acct: CONTRACTUAL SERVICES			
39 Other Contractual Services	50000	CMOM Program Development	
Acct: SUPPLIES & MATERIALS			
60 Office Supplies			
Acct: CAPITAL OUTLAY			
99 Other/Misc. Capital Outlay			
TOTAL CHANGES	50,000		

REVENUES	PROPOSED	COMMENTS
	50000	

SIGNIFICANT FINDINGS:

The Wastewater Utility will be required by the EPA to implement an all-encompassing sanitary sewer maintenance program (CMOM Program - Capacity, Management, Operation & Maintenance Program). Funds are requested to develop this program.

ADDITIONAL COMMENTS:

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.
- 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, service laterals, meters and hydrants.

PROGRAM ACTIVITY STATEMENT:

The Water Utility was purchased by the City in 1915 and has been expanded continually since. It currently includes eight (8) functioning wells capable of producing a maximum of 32 million gallons of water a day, two reservoirs and a water tower with a combined capacity of 14.5 million gallons, 367 miles of distribution mains, 24,401 meters and 2,561 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 water, wastewater and stormwater billing. The amount of consumption is determined on the basis of readings obtained through field reading of water meters.

Water production averages 11 million gallons a day, reaching a peak of around 25 million gallons during dry periods in the summer season when many customers water their lawns. The City has sufficient capacity to meet the normal non-peak periods with four of the eight (8) production wells. Prior to distribution, all water supply is treated with chlorine and fluoric 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 is conducted routinely, and in case of emergency, coverage is provided 24 hours a day, seven days a week.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>Administration (Hours)</u>	10,384	9,745	9,641	9,641
<u>Customer Accounts (#)</u>	24,368	24,356	24,417	24,466
<u>Pumping</u>				
Gallons (Billion)	3.54	3.80	3.90	3.90
<u>Water Treatment (#)</u>				
Samples	2,446	2,530	2,489	2,500
Tests	4,922	4,950	4,817	4,900
<u>Distribution (#)</u>				
Main Repairs	87	100	108	100
Service Repairs	147	140	113	100
Valves Operated	1,118	1,450	1,450	1,450
Meters Tested	1,591	1,500	1,500	1,500
Hydrants Flushed	2,561	2,570	2,570	2,570

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
Pumping	\$804,625	\$919,260	\$861,649	\$1,042,007
Water Treatment	100,959	117,381	119,400	114,345
Distribution	827,954	914,456	922,700	942,937
Customer Accounts	203,194	223,780	220,221	218,143
Administration	<u>986,736</u>	<u>1,094,010</u>	<u>1,079,162</u>	<u>1,059,385</u>
Total Operation & Maintenance	2,923,468	3,268,887	3,203,132	3,376,817
Depreciation	1,538,424	1,826,200	1,727,600	1,933,900
Taxes	1,211,522	1,218,810	1,296,660	1,383,750
Interest Expense	398,651	482,000	431,000	438,000
Other Expenses	<u>41,502</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
Total Expenses	6,113,567	6,855,897	6,718,392	7,192,467
Principal Repayment	2,677,968	2,682,000	2,682,000	2,376,000
Capital	<u>3,552,532</u>	<u>4,065,700</u>	<u>3,458,872</u>	<u>2,235,250</u>
Grand Total	<u>\$12,344,067</u>	<u>\$13,603,597</u>	<u>\$12,859,264</u>	<u>\$11,803,717</u>

PERMANENT POSITIONS:

Utility Director	1
Water Superintendent	1
Secretary	1
Utility Billing Clerk	2
Water Foreman	1
Working Foreman	2
Pump Operator	1
Waterworks Operator	8
Customer Serviceperson	5
Customer Service Representative	1
Customer Service Representative (part-time)	<u>1</u>
	<u>24</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and the operating budget increases \$107,930. In order to maintain an adequate rate of return and maintain the cash position of the fund a 20.93% rate increase is recommended effective January 1, 2012.

Personal Services has a net decrease of \$36,619 primarily as a result of the change in employee contributions towards Wisconsin Retirement System (\$35,637), hourly wages due to turnover and historical trends (\$17,131), reductions in overtime (\$15,288), reductions in training (\$2,570) and the elimination of the Administrative Analyst (\$1,538) and the Human Resources Administrative Assistant (\$2,154) positions. These decreases are partially offset by increases for economic adjustments (\$16,575), changes in retiree health insurance (\$15,000) and temporary labor (\$7,500).

Contractual Services has a net increase of \$115,049 primarily due to increases in Auditing/Consulting to review and update the studies related to the Northeast water tower (\$50,000) and for SCADA requirements related to the variable frequency drives (\$5,000); and Other Contractual Services for development of a wellhead protection plan (\$75,000) and well and well pump inspections recommended by WDNR (\$30,000). These increases are partially offset by decreases in electricity (\$30,100), heat (\$13,300) and vehicle operation and maintenance (\$6,200).

Supplies and Materials has a net increase of \$29,500 due to increased costs to repair streets damaged by main breaks (\$35,000). This increase is partially offset by savings in chemicals (\$5,500).

Capital Outlay includes improvements to the water pumping, storage and distribution system as well as the Water Utility's portion of software/technology projects. These projects will be funded through General Obligation Notes and/or Special Assessments (\$1,721,250). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, building restoration, preparation of wellhead protection plans, and other smaller Utility capital items will be funded through User Fees (\$514,000).

G.O. NOTE

Main Extensions	\$175,000
Undersized Main Replacement	615,600
Lead Service Replacement	248,900
Valve & Manhole Rehab/Replacement	156,750
Transmission Mains	350,000
ERP Phase V	100,000
GIS Enhancements	25,000
Technology Projects	50,000
Subtotal	<u>\$1,721,250</u>

USER FEES/CONTIBUTIONS

Network Computers	\$7,000
Meter Replacement	300,000
Vehicle Replacement	147,000
Hydrant Replacement	30,000
Excavation Safety	5,000
Garage Trench Drain Repair	20,000
Water Line Locator	5,000
Subtotal	<u>\$514,000</u>
Total	<u><u>\$2,235,250</u></u>

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$1,003,469	\$1,032,273	\$1,018,251	\$1,009,222
Hourly Wages	736,719	848,959	824,040	837,961
Training	2,222	8,100	6,950	5,530
Special Payments	<u>4,550</u>	<u>4,200</u>	<u>2,100</u>	<u>4,200</u>
Subtotal	1,746,960	1,893,532	1,851,341	1,856,913
CONTRACTUAL SERVICES				
Telephone	9,020	11,200	9,800	9,700
Postage	32,229	28,800	27,400	28,900
Conference	2,912	5,580	5,580	5,580
Auditing/Consulting	6,630	49,500	49,500	104,600
Electricity	488,825	560,800	500,300	530,700
Gas (Heat)	16,074	31,700	18,000	18,400
Equipment Maintenance	3,070	8,450	8,450	8,450
Building Maintenance	22,540	15,000	18,000	18,000
Memberships/Subscriptions	5,023	5,600	5,525	5,600
Insurance	51,802	51,771	51,802	48,531
Computer Services	40,405	55,794	55,794	54,063
Other Contractual Services	49,740	96,300	111,600	196,640
Water/Wastewater/Stormwater	2,879	2,890	3,070	3,070
Water/Meter Testing	45,885	55,870	55,870	55,870
Office Rent	19,377	21,500	21,500	21,500
Vehicle Oper/Maintenance	<u>98,059</u>	<u>108,300</u>	<u>108,300</u>	<u>114,500</u>
Subtotal	894,470	1,109,055	1,050,491	1,224,104
SUPPLIES & MATERIALS				
	<u>282,038</u>	<u>266,300</u>	<u>301,300</u>	<u>295,800</u>
Total Oper/Maintenance	2,923,468	3,268,887	3,203,132	3,376,817
Interest Expense	398,651	482,000	431,000	438,000
Principal Repayment	2,677,968	2,682,000	2,682,000	2,376,000
Cost Merchandise & Jobbing	33,295	40,000	40,000	40,000
Taxes	1,211,522	1,218,810	1,296,660	1,383,750
Capital (User Fees & Developer Pay)	<u>788,157</u>	<u>400,700</u>	<u>702,400</u>	<u>514,000</u>
Subtotal	8,033,061	8,092,397	8,355,192	8,128,567
Depreciation	1,538,424	1,826,200	1,727,600	1,933,900
Amortization Debt	8,207	20,000	20,000	20,000
Capital (G.O. Note/Revenue Bond)	<u>2,764,375</u>	<u>3,665,000</u>	<u>2,756,472</u>	<u>1,721,250</u>
GRAND TOTAL	<u>\$12,344,067</u>	<u>\$13,603,597</u>	<u>\$12,859,264</u>	<u>\$11,803,717</u>
Full-Time Equivalent	19.84	19.67	19.01	19.59

REVENUE COMMENT:

This budget indicates the need for a rate increase estimated at 20.93% to be implemented 1/1/2012. The impact of this increase on the typical residential customer will be \$8.79 per quarter. This rate increase is necessary to maintain the financial condition of the Water Utility.

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 1.75% in 2010 and is estimated to be 2.30% in 2011. The 20.93% rate increase on 1/1/2012 is projected to yield a rate of return of 5.35%.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
Residential	\$2,717,570	\$3,437,000	\$3,292,000	\$4,052,000
Commercial	930,076	1,060,000	1,041,000	1,295,000
Industrial	1,006,497	1,325,000	1,013,000	1,246,000
Public Authority	227,733	237,000	238,000	293,000
Private Fire Protection	46,385	45,000	46,000	56,000
Public Fire Protection	755,215	753,000	777,000	952,000
Forfeited	50,593	45,000	45,000	45,000
Equipment Rental	33,797	50,000	50,000	50,000
Merchandise & Jobbing	134,032	60,000	60,000	60,000
Miscellaneous Revenue	<u>123,097</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Subtotal	6,024,995	7,052,000	6,602,000	8,089,000
Interest Income	35,100	64,000	29,000	25,000
Capital Contributions	<u>150,405</u>	<u>285,000</u>	<u>275,000</u>	<u>295,000</u>
Total	<u>\$6,210,500</u>	<u>\$7,401,000</u>	<u>\$6,906,000</u>	<u>\$8,409,000</u>
Rate of Return	1.75%	3.41%	2.30%	5.35%
Operating Cash 12/31	\$223,046	\$38,880	(\$1,246,146)	(\$985,713)
Debt Service Cash 12/31	\$0	\$0	\$0	\$0

BUDGET REDUCTION

BUDGET: Water Utility **20.93% Rate Increase Effective 1/1/2012**

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	0	

REVENUES	PROPOSED	COMMENTS
	1,367,000	20.93% Rate Increase Effective 1/1/2012

ADDITIONAL INFORMATION

This budget indicates the need for a rate increase estimated at 20.93% to be implemented 1/1/2012. The impact of this increase on the typical residential customer will be \$8.79 per quarter. This rate increase is necessary to maintain the financial condition of the Water Utility.

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 1.75% in 2010 and is estimated to be 2.29% in 2011. The 2012 rate of return is projected to be 1.28%, without the rate increase. The 19.3% rate increase on 1/1/2012 is projected to yield a rate of return of 5.35%.

The need for a rate increase is driven by the increase in Utility capital and a decline in operating revenue.

Since the 2009 rate study, depreciation has increased by \$485,868 or 45%, payment in lieu of taxes has increased by \$294,700 or 27%, while operating expenses have only increased \$25,718 or 1%.

Since the 2009 rate study, operating revenues have declined \$225,033 or 3%. Overall consumption has declined by 12% (by category - residential decrease of 3%, commercial decrease of 4%, industrial decrease of 29% and public authority decrease of 10%).

2012 BUDGET REDUCTION

BUDGET: Water Utility

Defer Vehicle Purchase – Pick Up

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay	49,500	User Fee Capital – Defer Vehicle Purchases
TOTAL CHANGES	49,500	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT REVENUE IMPACTS OF BUDGET REDUCTIONS

Defer replacement of pick-up truck (\$49,500) to a future year. Replacement of these vehicles would be necessary in the future for continued operations of the Water Utility.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Water Utility

Reduce mains by 5%

EXPENDITURE	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay	-53,750	
TOTAL CHANGES	-53,750	

SIGNIFICANT PENDING WATER MAIN REPAIRS

Requested funds are included in the Capital Budget for water main distribution system improvements in conjunction with street rehabilitation projects. These improvements include undersize main replacements (\$648,000), lead service replacements of the City side of the water service (\$262,000), and valve & manhole rehab/repair (\$165,000). The requested funding is based on past years expenditures. This reduction would reduce funding by \$53,750 for these projects.

2012 BUDGET ENHANCEMENT

BUDGET: Water Utility

Study of Water Tower Existing Reports

EXPENDITURES	PERSONAL	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
39	Other Contractual Services	50000	
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		50,000	

REVENUES	PROPOSED	COMMENTS

The City has experienced significant residential growth to the northeast. Independent engineering consulting firms evaluating this concern have developed reports which indicate that this growth has created a need to construct one or two towers on the City's east side to support the existing distribution system. A tower was recommended to minimize the possibility of an extreme pressure drop or pressure fluctuations in the northeast portion of the City during high demand situations or in the event of a major water main break. Although the residential growth has been considerable in the northeast, it hasn't expanded as much as predicted when the engineering studies for a water tower were completed. Funds are requested for a review of the existing engineering reports regarding the current need for a water tower on the northeast side of town.

2012 BUDGET ENHANCEMENT

BUDGET: Water Utility

Wellhead Protection Plan

	EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
39	Other Contractual Services	75000	
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		75,000	

REVENUES	PROPOSED	COMMENTS

All wells constructed after 1992 are required by WDNR code to have a wellhead protection plan. This plan defines vulnerabilities of the source water and outlines steps to mitigate the potential of groundwater contamination. The City is served by eight wells, whereby the two newest wells have wellhead protection plans. The DNR strongly encourages wellhead protection plans for all wells. Funds are requested for the development of wellhead protection plans for the remaining six wells.

DEPARTMENT: LEISURE SERVICES

DIVISION: 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.

PROGRAM ACTIVITY STATEMENT:

The cemetery grounds cover approximately 90 acres, containing about 24,000 graves, half of total capacity, and roughly 13 miles of paved roadway. The cemetery grounds contain five buildings: a chapel, an office building, and three buildings used for equipment storage and maintenance operations. This budget includes funds for administrative, building and grounds maintenance.

PERMANENT POSITIONS:

Laborer I	1
Cemetery Caretaker	1
Customer Service Representative (part-time)	<u>1</u>
	<u>3</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ACTIVITIES:

Number of Burials (includes cremations)	102	80	110	110
Number of Lot Sales	60	75	80	80

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and increases \$22,054.

Personal Services has net increase of \$17,157 to reflect the actual costs of fringe benefits for staff assigned to the cemetery.

Contractual Services has a net increase of \$6,197 primarily due to an increase in VOM rental rates.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$0	\$0	\$0	\$0
Hourly Wages & Fringe	135,857	146,932	154,237	164,239
Training		450	450	300
Temporary Wages	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	135,857	147,382	154,687	164,539
<u>CONTRACTUAL SERVICES</u>				
Telephone	506	800	400	400
Postage	4	425	400	200
Conference	643	675	0	300
Electricity	929	1,110	1,100	1,122
Gas (Heat)	1,200	1,720	1,720	1,750
Vehicle Oper/Maintenance	0	0	0	0
Building Maintenance	345	5,000	3,000	4,000
Memberships & Subscriptions	0	500	306	500
Insurance	202	3,096	3,096	3,458
Rental of Equipment	5,071	512	0	525
Other Contractual Services	3,000	1,500	1,000	1,000
Water and Wastewater	5,999	6,420	6,690	6,100
Advertising & Promotional	0	1,000	500	500
VOM Rental	<u>37,390</u>	<u>34,600</u>	<u>39,400</u>	<u>43,800</u>
Subtotal	55,289	57,358	57,612	63,655
<u>SUPPLIES & MATERIALS</u>				
Office Supplies	164	500	500	500
Park Supplies & Lumber	2,074	3,500	1,950	2,200
Chemicals & Cleaning Supplies	365	2,000	1,500	1,500
Gasoline	0	0	0	0
Misc. Supplies/Materials	<u>5,340</u>	<u>3,500</u>	<u>4,750</u>	<u>4,000</u>
Subtotal	7,943	9,500	8,700	8,200
<u>CAPITAL OUTLAY</u>				
	<u>83,697</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>GRAND TOTAL</u>				
	<u>\$282,786</u>	<u>\$214,240</u>	<u>\$220,999</u>	<u>\$236,394</u>
Full -Time Equivalent	3.28	3.29	3.28	3.29

REVENUE COMMENT:

The estimated revenue from Cemetery activities is \$151,000 for 2012. The General Fund Subsidy has increased \$25,000 to an annual operating subsidy of \$75,000.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUE:				
Burials	\$21,800	\$62,000	\$76,630	\$76,000
Grave Sales	106,975	60,000	60,000	70,000
Interest Income	6,352	6,000	5,000	5,000
Transfer -General Fund Subsidy	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>75,000</u>
Total	<u>\$185,127</u>	<u>\$178,000</u>	<u>\$191,630</u>	<u>\$226,000</u>

It is estimated the Cemetery will have a remaining fund balance of \$201,586 as of December 31, 2011, and a balance of \$191,192 at December 31, 2012.

	2010 Actual	2011 Estimated	2012 Proposed
FUND BALANCE:			
Beginning Balance at January 1	\$ 328,614	\$230,955	\$201,586
Revenue	185,127	191,630	226,000
Expense	<u>282,786</u>	<u>220,999</u>	<u>236,394</u>
Total Fund Balance at December 31	<u>\$ 230,955</u>	<u>\$201,586</u>	<u>\$191,192</u>

EXPENDITURES PROPOSED COMMENTS

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages	\$4,950	Hourly Wages for 1 summer seasonal employee
03	Temporary Wages		
04	Overtime		
06	Health		
07	Retirement		
08	FICA		
09	Life		
14	Fringe Distribution	350	Fringe for 1 seasonal employee
15	Training		
18	Special Payments		
TOTAL CHANGES		5,300	

This reduction would eliminate one summer seasonal employee from the cemetery. With the help of the Workenders Program, cemetery staff has been able to not hire one summer employee. Three seasonals would remain at the cemetery.

BUDGET: Oakhill Cemetery

Lot Sales

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
28 Electricity		
29 Gas		
50 Vom Repair		
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	0	

REVENUES	PROPOSED	COMMENTS
Lot sale	10,000	For one month in the spring and one month in the fall lots will be on sale. Ex. Buy one lot, the second lot is half price.

Additional money is not needed for this enhancement as advertising money is available in the cemetery operating budget.

DEPARTMENT: LEISURE SERVICES

DIVISION: LEISURE SERVICES

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.

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. Starting January 1,2011, 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.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
Riverside Golf Course	\$15,606	\$882,256	\$921,316	\$950,435
Blackhawk Golf Course	7,863	324,744	332,885	341,983
Capital Outlay	<u>\$69,236</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Subtotal	\$92,705	\$1,207,000	\$1,254,201	\$1,292,418
Debt Retirement	<u>\$53,903</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	<u>\$146,608</u>	<u>\$1,207,000</u>	<u>\$1,254,201</u>	<u>\$1,292,418</u>

	2010 Actual	2011 Budget	2011 Estimate	2012 Proposed
PERFORMANCE MEASURES:				
<u>Workload Measures (#)</u>				
Rounds Played				
Riverside	36,693	33,974	35,074	36,287
Blackhawk	<u>19,577</u>	<u>20,552</u>	<u>20,766</u>	<u>21,291</u>
Total Rounds Played	56,270	54,526	55,840	57,578
Season Passes Sold	362	384	357	350
<u>Efficiency Measures</u>				
Cost Per Round				
Riverside	\$24.61	\$25.97	\$26.27	\$26.19
Blackhawk	\$23.24	\$15.80	\$16.03	\$16.06
Revenue Per 9 Hole Round				
Riverside	\$10.37	\$12.28	\$10.79	\$11.56
Blackhawk	\$3.28	\$3.84	\$3.60	\$3.85

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and increases \$85,418.

Contractual Services has a net increase of \$85,881 primarily due to costs for contractual operations (\$87,140). Contractual Operations are the costs incurred by KemperSports to manage the daily operations and grounds maintenance at the two (2) courses. When the 2011 budget was prepared, the contract with KemperSports had not yet been signed these represented our best estimate of the costs.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$8,272	\$8,654	\$8,517	\$8,341
Hourly Wages	1,940	2,217	2,471	2,067
Training	<u>0</u>	<u>247</u>	<u>124</u>	<u>247</u>
Subtotal	10,212	11,118	11,112	10,655
<u>CONTRACTUAL SERVICES</u>				
Auditing/Consulting	0	5,000	5,000	5,000
Building Maintenance	600	500	500	600
Memberships/Subscriptions	0	110	110	110
Insurance	982	639	640	1,079
Contractual Management	0	78,000	75,000	75,000
Contractual Operations	10,749	1,105,833	1,151,504	1,192,973
Park Development	0	5,000	5,000	5,000
Vehicle Oper/Maintenance	<u>446</u>	<u>300</u>	<u>1,000</u>	<u>1,501</u>
Subtotal	12,777	1,195,382	1,238,754	1,281,263
<u>SUPPLIES & MATERIALS</u>	480	500	4,335	500
<u>CAPITAL OUTLAY</u>	<u>69,236</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Operations and Maintenance	92,705	1,207,000	1,254,201	1,292,418
<u>DEBT RETIREMENT</u>	53,903	0	0	0
GRAND TOTAL	<u>\$146,608</u>	<u>\$1,207,000</u>	<u>\$1,254,201</u>	<u>\$1,292,418</u>
Full-Time Equivalent	0.10	0.10	0.10	0.10
Revenues	\$171,185	\$1,207,000	\$1,094,720	\$1,296,133

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
RECEIPTS:				
Season Passes	\$176,114	\$203,000	\$175,426	\$195,912
Green Fees	375,626	571,000	392,523	447,130
Cart Rentals	216,441	105,000	234,929	244,079
Beer/Food/Beverages	179,285	193,000	193,811	204,267
Pro Shop	153,861	135,000	92,875	99,383
Miscellaneous	<u>9,905</u>	<u>0</u>	<u>5,156</u>	<u>5,362</u>
Sub-Total from Operations	1,111,232	1,207,000	1,094,720	1,196,133
General Fund Subsidy	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>
Grand Total	<u>\$1,111,232</u>	<u>\$1,207,000</u>	<u>\$1,094,720</u>	<u>\$1,296,133</u>
Total Riverside	<u>\$845,759</u>	<u>\$918,000</u>	<u>\$817,005</u>	<u>\$898,898</u>
Total Blackhawk	<u>\$265,473</u>	<u>\$289,000</u>	<u>\$277,715</u>	<u>\$297,235</u>

FUND BALANCE:

The Golf Course Special Revenue Fund has an estimated fund balance of (\$120,812) as of January 1, 2012 and proposes a fund balance of (\$117,097) at year ending December 31, 2011.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
FUND BALANCE:				
Beginning Balance at January 1	\$14,092	\$38,669	\$38,669	(\$120,812)
Revenue	171,185	1,207,000	1,094,720	1,296,133
Expense	<u>146,608</u>	<u>1,207,000</u>	<u>1,254,201</u>	<u>1,292,418</u>
Total Fund Balance at December 31	<u>\$38,669</u>	<u>\$38,669</u>	<u>(\$120,812)</u>	<u>(\$117,097)</u>

DEPARTMENT: HEDBERG PUBLIC LIBRARY

GOAL:

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

OBJECTIVES:

- 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 instill a love of reading and learning in all residents, especially children.
- To assist elementary and secondary students with information, materials and services that support their formal education assignments and interests.
- To provide materials for reading, listening and viewing, which educate, entertain and improve life skills.
- To provide prompt and accurate information to individuals, groups, businesses and government.

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; Working with local schools to provide resources, programming assistance, and computer training; Offering a wide variety of children's and adult programs that provide information and promote reading at all levels; Providing community outreach services, 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 as well; Offering a range of computer training classes with a variety of skill levels for the public, training that will help the patron find a job, research an issue, write a word document, enroll or work on school activities, or even set up an email account.

The Hedberg Public Library is open Monday through Sunday, 68 hours per week. 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 Foundation, Inc. receives donations throughout the year, oversees several endowment funds, and also provides monetary assistance to the Library. The Hedberg Public Library is the resource Library for the Arrowhead Library System and is frequently visited by people who live outside Janesville. Revenue received from Rock County is formula-driven based on circulation from township residents and in 2010, 14.5% of the circulation of materials was to township residents.

REGULAR POSITIONS:

Director	1	Librarians	5
Department Heads	4	Librarians (part-time)	4
Business Manager	1	Support Staff	9
Operations Coordinator	1	Support Staff (part-time)	40
Public Information Coordinator (part-time)	1	Custodians	2
Computer Systems Manager	1	Total Positions	<u>69</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Total Circulation	1,144,919	1,200,000	1,179,266	1,200,000
Circulation (Per Hour)	306	300	334	340
Registered Patrons (New)	3,353	3,300	3,384	3,300
Registered Patrons (Total)	66,544	67,000	67,000	67,000
Programs, Group Visits, Classes, Etc.	894	1,000	900	900
Participants in All Group Contacts	32,866	32,000	31,000	32,000
Volunteers (Hours)	7,550	7,500	7,755	7,800
ELEMENT COST:				
Administration	\$515,540	\$513,879	\$520,646	\$507,079
Circulation Services	616,492	625,911	613,963	557,097
Operations	386,228	415,372	405,266	443,912
Information Services	669,599	667,089	671,188	636,385
Computer Systems	180,093	219,613	217,474	224,077
Technical Services	781,044	813,539	780,886	802,436
Youth Services	<u>585,603</u>	<u>604,299</u>	<u>595,760</u>	<u>590,365</u>
Operations Subtotal	3,734,599	3,859,702	3,805,183	3,761,351
Debt Service	<u>233,152</u>	<u>241,086</u>	<u>241,086</u>	<u>215,502</u>
Total	<u>\$3,967,751</u>	<u>\$4,100,788</u>	<u>\$4,046,269</u>	<u>\$3,976,853</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and has a net decrease of \$123,935 from the previous year.

Personal Services has a net decrease of \$111,051 from the previous year. Salaries & Benefits decrease as a result of additional employee contributions towards the Wisconsin Retirement System and one staff retirement (\$89,839). Hourly wages decreased \$19,492 and Temporary Wages also showed a modest decrease of \$1,720.

Contractual Services has a net increase of \$18,480. This is primarily due to an increase in Building Maintenance funds of \$29,113. The Library did find savings through our cataloging vendor and reduced the Computer Services budget by \$9,113 as a result of this change.

Capital Outlay, which includes books, periodicals, audio-visual, and electronic materials, had a slight decrease of \$5380 from the previous year.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$1,678,356	\$1,713,066	\$1,671,369	\$1,623,227
Hourly Wages	980,814	965,659	966,418	946,167
Temporary Wages	103,298	102,583	107,278	100,863
Training	<u>3,349</u>	<u>3,450</u>	<u>4,075</u>	<u>3,450</u>
Subtotal	2,765,817	2,784,758	2,749,140	2,673,707
<u>CONTRACTUAL SERVICES</u>				
Telephone	12,525	17,497	14,285	16,000
Postage	10,845	14,770	14,000	15,582
Conference	4,166	7,150	7,550	8,650
Auditing/Consulting	5,097	5,400	5,240	5,400
Electricity	103,901	102,081	90,500	104,123
Gas (Heat)	18,821	18,200	17,000	18,564
Equipment Maintenance	11,261	40,685	40,185	41,695
Building Maintenance	47,444	73,258	75,000	102,371
Memberships/Subscriptions	807	2,345	2,396	2,505
Insurance	31,392	33,867	33,867	32,396
Rental of Equipment	22,540	24,450	21,450	21,450
Computer Services	126,703	134,440	132,110	125,327
Other - Binding/Processing	10,822	13,500	11,000	12,500
Water/Wastewater/Stormwater	5,897	6,210	6,210	6,770
Other Contractual	17,269	20,200	16,950	20,200
Programming	11,644	13,300	14,000	12,300
Advertising/Promotions	<u>4,999</u>	<u>5,000</u>	<u>5,450</u>	<u>5,000</u>
Subtotal	446,133	532,353	507,193	550,833
<u>SUPPLIES & MATERIALS</u>	59,459	71,130	77,592	70,730
<u>CAPITAL OUTLAY</u>	<u>463,190</u>	<u>471,461</u>	<u>471,258</u>	<u>466,081</u>
<u>DEBT SERVICE</u>	<u>233,152</u>	<u>241,086</u>	<u>241,086</u>	<u>215,502</u>
GRAND TOTAL	<u>\$3,967,751</u>	<u>\$4,100,788</u>	<u>\$4,046,269</u>	<u>\$3,976,853</u>
Full-Time Equivalent	47.50	47.28	47.00	46.78

REVENUE COMMENT:

No increase in the Operating Tax Levy is proposed for 2012. Debt Service will decrease \$25,584 to \$215,502. Revenue from Rock County and neighboring counties is estimated to decrease \$14,949. The contract with Arrowhead Library System for 2012 is budgeted to be \$108,261, a decrease of \$14,826. The Library does not anticipate the use of Library Fund Balance for the 2012 Budget.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
Tax Levy:				
Operations	\$2,908,660	\$2,966,833	\$2,966,833	\$2,986,419
Debt Service	<u>233,152</u>	<u>241,086</u>	<u>241,086</u>	<u>215,502</u>
Subtotal	3,141,812	3,207,919	3,207,919	3,201,921
Applied Funds	50,000	58,670	58,670	0
Rock County & Non-Resident	621,800	500,912	489,953	485,963
Arrowhead Library System	2,693	123,087	123,087	108,261
Fines & Fees	106,077	150,000	130,000	130,708
Miscellaneous	<u>84,022</u>	<u>60,200</u>	<u>110,000</u>	<u>50,000</u>
Total	<u>\$4,006,404</u>	<u>\$4,100,788</u>	<u>\$4,119,629</u>	<u>\$3,976,853</u>

	2010 Actual	2011 Estimated	2012 Proposed
FUND BALANCE:			
Undesignated Beginning Balance at January 1	\$386,491	\$366,474	\$381,164
Add: Revenue (Without Applied Fund Balance)	3,956,404	4,060,959	3,976,853
Less: Expenses	3,967,751	4,046,269	3,976,853
Change in Designated Fund Balance	<u>(8,670)</u>	<u>0</u>	<u>58,670</u>
Undesignated Fund Balance at December 31	366,474	381,164	439,834
Designated For Next Years Budget	<u>58,670</u>	<u>58,670</u>	<u>0</u>
Designated Fund Balance at December 31	58,670	58,670	0
Total Fund Balance at December 31	<u>\$425,144</u>	<u>\$439,834</u>	<u>\$439,834</u>

DEPARTMENT: LIBRARY

DIVISION: PUBLIC ACCESS CABLE TELEVISION (JATV)

GOAL:

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

OBJECTIVES:

- To promote use of public access television through printed materials, the media (including JATV) and speaking engagements.
- To provide training for producers/volunteers on camcorder and editing equipment.
- To provide for the loan of camcorder 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.

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 utilizes volunteers to create, tape, and produce a wide variety of programs. The staff of JATV provides free training to citizens wishing to contribute to program development. JATV also provides and maintains a community calendar that offers free promotion of public events.

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 also responsible for purchasing equipment, overseeing the use of equipment and daily operations. Since February 2005, the station is responsible for broadcasting City Council meetings.

JATV is primarily funded through Charter Communication's franchise fee for operations, collected in accordance with the Franchise Agreement between the City of Janesville and Charter Communications. Additional funding is provided through grants, donations, tape/copy sales, and Friends of JATV.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
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ACTIVITIES:

Programming (Hours)

Programs	8,554	8,540	8,550	7,482
Community Calendar	210	220	210	1,278
Total Programs (#)	1,894	1,900	1,962	1,900
Locally Produced	1,164	1,200	1,152	1,200
Imported	730	700	810	700
New Programs (#)	712	700	1,034	740
Locally Produced	422	420	416	420
Imported	290	280	618	320
Volunteers Trained (#)	14	15	12	15
Active Volunteers (#)	46	50	45	45
Studio Hours per Week	90	90	48	40

PERMANENT POSITIONS:

Director JATV Media Services	1
Technical Assistant (part-time)	1
Technical Assistant (part-time)	<u>1</u>
	<u>3</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$1,030.

Personal Services has a net decrease of \$818 primarily due to the change in employee contributions towards Wisconsin Retirement System (\$3,342). This is partially offset by economic adjustments (\$1,916) and increases in hourly wages (\$877).

Supplies and Materials has a net increase of \$988 to reflect historical expenditures.

Capital Outlay of \$22,200 is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$70,814	\$88,130	\$63,971	\$85,795
Hourly Wages	32,232	35,695	32,646	37,212
Training	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	103,046	123,825	96,617	123,007
<u>CONTRACTUAL SERVICES</u>				
Telephone	550	550	550	550
Postage	10	100	100	100
Conference	1,040	1,100	1,000	1,100
Auditing/Consulting	0	200	200	200
Equipment Maintenance	60	600	200	800
Memberships/Subscriptions	325	500	300	500
Insurance	972	1,355	1,000	1,355
Advertising/Promotions	<u>0</u>	<u>400</u>	<u>250</u>	<u>600</u>
Subtotal	2,957	4,805	3,600	5,205
<u>SUPPLIES & MATERIALS</u>				
	4,329	3,500	3,500	4,488
Total Operations and Maintenance	110,332	132,130	103,717	132,700
<u>CAPITAL OUTLAY</u>				
	<u>39,305</u>	<u>23,800</u>	<u>23,800</u>	<u>22,200</u>
GRAND TOTAL				
	<u>\$149,637</u>	<u>\$155,930</u>	<u>\$127,517</u>	<u>\$154,900</u>
Full-Time Equivalent	2.23	2.25	2.17	2.23

REVENUE COMMENT:

Operating funds from Charter/AT&T increased slightly over the previous year due to additional U-Verse customers. With the elimination of the PEG fee, JATV no longer receives revenue from Charter/AT&T for Capital Funds (a one-time payment was received in early 2011). Additional funding will come from donations, tape sales, programming fees, and from the Friends of JATV.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
Charter - Operating Funds	\$146,890	\$140,000	\$152,000	\$150,400
Charter - Capital Funds	68,268	0	4,811	0
Tape Sales/Fees	1,066	1,500	1,500	2,000
Grants & Gifts	1,025	1,500	1,500	1,500
Friends of JATV	0	1,500	1,500	1,000
Program Contracts	0	0	0	0
Total	<u>\$217,249</u>	<u>\$144,500</u>	<u>\$161,311</u>	<u>\$154,900</u>

The estimated Undesignated Fund Balance for year ending 2011 is \$127,706. The proposed Undesignated Fund Balance for year ending 2012 is \$149,906.

	2010 Actual	2011 Estimated	2012 Proposed
FUND BALANCE:			
Beginning Undesignated Balance at January 1	\$45,454	\$74,923	\$127,706
Add: Revenue	217,249	161,311	154,900
Less: Expenses	149,637	127,517	154,900
Change in Designated Fund Balance	<u>(38,143)</u>	<u>18,989</u>	<u>22,200</u>
Undesignated Fund Balance at December 31	74,923	127,706	149,906
Designated For Next Years Budget	9,180	9,180	0
Designated for Capital Expenditures	<u>243,626</u>	<u>224,637</u>	<u>202,437</u>
Designated Fund Balance	<u>252,806</u>	<u>233,817</u>	<u>202,437</u>
Total Fund Balance at December 31	<u>\$327,729</u>	<u>\$361,523</u>	<u>\$352,343</u>

DEPARTMENT: NEIGHBORHOOD SERVICES

DIVISION: HOUSING

PROGRAM: RENT ASSISTANCE

GOAL:

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

OBJECTIVES:

- To provide monthly rental housing assistance to approximately 525 families.
- To carry out a variety of programs to promote fair housing.

PROGRAM ACTIVITY STATEMENT:

The Section 8 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 low-income households.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Section 8 Units	517	525	498	525
HQS Inspections	570	700	650	650
ELEMENT COST:				
<u>Administration</u>	\$268,975	\$303,555	\$291,419	\$287,622
<u>Program Services</u>				
Rent Assistance	2,761,558	2,810,000	2,570,000	2,835,000
Fair Housing	0	3,000	2,000	3,000
Subtotal	2,761,558	2,813,000	2,572,000	2,838,000
Total	<u>\$3,030,533</u>	<u>\$3,116,555</u>	<u>\$2,863,419</u>	<u>\$3,125,622</u>

PERMANENT POSITIONS:

Section 8 Housing Specialist	<u>2</u>
	<u>2</u>

SIGNIFICANT EXPENDITURES, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and has a net increase of \$9,067.

Personal Services has a net decrease of \$14,160 primarily due to the reallocation of 0.1 FTE Housing Financial and Rehabilitation Specialist to State and Federal Grants Administration.

No Capital Outlay is proposed.

These costs are entirely reimbursed by the United States Department of Housing and Urban Development.

REQUIRED RESOURCES: PROGRAM SERVICES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>RENT ASSISTANCE</u>	\$2,761,558	\$2,810,000	\$2,570,000	\$2,835,000
<u>FAIR HOUSING</u>	<u>0</u>	<u>3,000</u>	<u>2,000</u>	<u>3,000</u>
PROGRAM TOTAL	<u>\$2,761,558</u>	<u>\$2,813,000</u>	<u>\$2,572,000</u>	<u>\$2,838,000</u>

REQUIRED RESOURCES: ADMINISTRATION

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$202,789	\$227,691	\$215,833	\$213,494
Hourly Wages	21,560	19,275	21,160	19,312
Training	<u>2,015</u>	<u>2,000</u>	<u>3,314</u>	<u>2,000</u>
Subtotal	226,364	248,966	240,307	234,806
<u>CONTRACTUAL SERVICES</u>				
Telephone	903	900	900	800
Postage	6,291	6,860	6,000	6,330
Conference	577	1,000	200	1,000
Auditing/Consulting	5,460	5,000	5,000	5,200
Memberships/Subscriptions	973	980	988	632
Insurance	1,823	1,912	1,912	1,912
Computer Services	6,138	6,675	6,675	6,930
Other	3,032	9,600	6,600	10,500
Portability Administration	2,078	3,500	2,500	3,000
Advertising/Promotions	0	600	0	600
Building Rental	11,014	11,812	11,812	11,812
Vehicle Oper/Maintenance	<u>880</u>	<u>600</u>	<u>600</u>	<u>600</u>
Subtotal	39,169	49,439	43,187	49,316
<u>SUPPLIES & MATERIALS</u>	3,442	3,500	3,500	3,500
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>1,650</u>	<u>4,425</u>	<u>0</u>
ADMINISTRATION TOTAL	<u>\$268,975</u>	<u>\$303,555</u>	<u>\$291,419</u>	<u>\$287,622</u>
Full-Time Equivalent	2.79	2.80	2.80	2.70

REVENUE COMMENT:

Section 8 administrative fees were reduced by HUD in 2011, and that reduction is anticipated to continue into 2012.

Administrative fees of \$270,000 offset administrative expenses of \$287,622, with the balance of \$17,622 coming from Administrative fee equity. Housing Assistance Payments (\$2,570,000) and the planned use of operating reserve (\$268,000) are used to provide direct rent assistance to clients.

Revenues are entirely provided by the United States Department of Housing and Urban Development.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUE:				
Administrative Fees	\$518,694	\$305,000	\$270,000	\$270,000
Housing Assistance Payments	<u>2,761,558</u>	<u>2,677,000</u>	<u>2,907,834</u>	<u>2,570,000</u>
Subtotal	3,280,252	2,982,000	3,177,834	2,840,000
Operating Res. Withdrawal (Deposit)	<u>(249,719)</u>	<u>134,555</u>	<u>(314,415)</u>	<u>285,622</u>
Total	<u>\$3,030,533</u>	<u>\$3,116,555</u>	<u>\$2,863,419</u>	<u>\$3,125,622</u>

	2010 Actual	2011 Estimated	2012 Proposed
FUND EQUITY:			
Administrative Fee Equity*		\$187,956	\$166,537
Housing Assistance Payments Equity		<u>251,460</u>	<u>587,294</u>
Total Fund Equity at December 31		<u>\$439,416</u>	<u>\$753,831</u>

*The Administrative Equity Includes Investment in Capital Assets of \$46,992 at 12/31/10.

DEPARTMENT: NEIGHBORHOOD SERVICES

DIVISION: HOUSING

PROGRAM: STATE AND FEDERAL GRANTS

GOAL:

To promote the revitalization of Janesville’s central city neighborhoods and encourage vibrant, healthy residential areas with safe and affordable housing city-wide.

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

Emphasis will be on the continued revitalization of Janesville’s residential neighborhoods through the implementation of housing programs that support the private rehabilitation of owner occupied and rental property units, encourage increased home ownership opportunities, and improve the quality of housing through proactive and responsive property maintenance. In 2012, emphasis will also be placed on implementing the Neighborhood Stabilization Programs and the Lead Hazard Reduction Demonstration Grant.

PERMANENT POSITIONS:

Neighborhood Services Director	1
Neighborhood Development Specialist	1
Housing Rehabilitation Specialist II	1
Housing Financial & Rehab Specialist	1
Property Maintenance Specialist I (PT)	1
Customer Service Clerk (PT)	<u>1</u>
	<u>6</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Owner Rehabilitation Projects	8	6	10	10
Rental Rehabilitation Units	10	7	52	12
Home Buyer Workshop Participants	100	100	100	100
Home Ownership Down Payment Asst.	45	50	32	28
Home Ownership Rehabilitation	25	20	16	13
Neighborhood Stabilization Projects	0	3	5	5
Buy/Rehab/Sell	1	0	0	0

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
<u>Administration *</u>				
General Administration	\$112,978	\$118,504	\$156,638	\$189,709
Neighborhood Development	<u>57,158</u>	<u>45,155</u>	<u>29,152</u>	<u>19,336</u>
Subtotal	170,136	163,659	185,790	209,045
<u>Program Services</u>				
Neighborhood	49,856	36,623	34,561	30,172
Downtown	28,471	12,000	14,600	0
Housing	1,549,499	1,988,713	2,044,494	1,833,164
Historic Preservation	2,906	4,000	1,200	0
CDBG Recovery & Reinvestment	517,598	0	223,391	0
Other Public Service**	<u>34,080</u>	<u>43,804</u>	<u>43,804</u>	<u>41,000</u>
Subtotal	2,182,410	2,085,140	2,362,050	1,904,336
<u>Unallocated</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$2,352,546</u>	<u>\$2,248,799</u>	<u>\$2,547,840</u>	<u>\$2,113,381</u>

* General administration includes Administration for the Neighborhood Stabilization Program, Neighborhood Stabilization 3 Program, Lead Hazard Reduction Grants, the CDBG-Recovery Program and the Energy Efficiency and Conservation Block Grant, as well as the CDBG and HOME programs. Administration for Neighborhood Development includes other neighborhood revitalization and stabilization activities. 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.

** Activities that benefit low-income and moderate-income individuals, but do not directly support housing or homeownership activities .

SIGNIFICANT EXPENDITURES, STAFFING AND PROGRAM CHANGES:

Administration

The budget for Administration provides for a continuation of present service levels and has a net increase of \$45,386.

Personal Services has a net increase of \$51,656 primarily due a redistribution of salaries from Program Services - CDBG Housing Service Delivery (\$66,550) to administration of the Neighborhood Stabilization Program (\$10,165), the Neighborhood Stabilization 3 Program (\$34,829), and the Lead Hazard Reduction Demonstration Grant Program (\$21,230). A portion of these increases are offset by the change in employee contributions towards WRS (\$14,176) and the elimination of the Administrative Analyst position (\$3,075).

Contractual Services has a net decrease of \$5,270 primarily due to a decrease in audit costs.

No Capital Outlay is proposed.

Program Services

The budget for Program Services provides for a decrease in service levels and has a net decrease of \$180,804.

Neighborhood Activities have a net decrease of \$6,451 primarily due to the elimination of funding for the seasonal property maintenance position (\$7,060) and the elimination of funding for programs sponsored by the Neighborhood Action Team (\$2,875). A portion of this decrease is offset by a reallocation of funding from Administration to more actively enforce the chronic nuisance premises ordinance.

Downtown Activities have a net decrease of \$12,000 due to the elimination of the Downtown Development Alliance Matching Grant façade program (\$12,000). No State or Federal grant funding is allocated to Downtown Activities.

Housing Activities have a net decrease of \$143,318 primarily due to decreased funding for Owner Rehabilitation (\$78,750), Rental Rehabilitation (104,250), Home Ownership (\$220,500), and Housing service Delivery (\$69,319). These decreases are the result of reductions in federal Community Development Block Grant (CDBG) funding coming to the City of Janesville and reductions in program income from the repayment of loans. A portion of these decreases are offset by increased funding for Neighborhood Stabilization (\$332,000)

Historic Preservation, which provides support to the Historic Commission, has been reallocated to the Administrative budget and decreases \$3,000.

Funding for the following Public Service activities is included in the budget: \$34,000 for ECHO's emergency rent assistance program, \$34,000 for HealthNet to provide primary medical care for those without insurance and \$7,000 for the Literacy Connection to provide one-on-one adult literacy education. The cap for public service activities is estimated to be \$75,000 for 2012. Public service activities are subject to a program cap of 15% of the current year's allocation and the previous year's program income.

REQUIRED RESOURCES: ADMINISTRATION

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$135,874	\$123,050	\$152,347	\$174,737
Hourly Wages	3,059	2,711	2,563	2,680
Training	<u>1,543</u>	<u>1,000</u>	<u>930</u>	<u>1,000</u>
Subtotal	140,476	126,761	155,840	178,417
<u>CONTRACTUAL SERVICES</u>				
Telephone	403	400	400	400
Postage	2,136	2,638	2,000	2,110
Conference	0	2,000	0	1,300
Auditing/Consulting	7,591	10,400	8,800	6,900
Memberships/Subscriptions	20	710	0	357
Insurance	648	1,473	1,473	2,290
Computer Services	2,375	665	665	659
Other	576	1,500	500	500
Advertising/Promotions	2,416	2,300	2,300	2,300
Building Rental	11,014	11,812	11,812	11,812
Vehicle Oper/Maintenance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	27,179	33,898	27,950	28,628
<u>SUPPLIES & MATERIALS</u>	1,878	3,000	2,000	2,000
<u>CAPITAL OUTLAY</u>	603	0	0	0
ADMINISTRATION TOTAL	<u>\$170,136</u>	<u>\$163,659</u>	<u>\$185,790</u>	<u>\$209,045</u>
Full-Time Equivalent	4.15	4.16	4.16	3.15

REQUIRED RESOURCES: PROGRAM SERVICES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>Neighborhood</u>				
Code Enforcement	\$30,146	\$33,998	\$32,061	\$30,172
Neighborhood Block Grants ⁽¹⁾	5,392	2,625	2,500	0
Neighborhood Livability - Scholarships ⁽¹⁾	2,204	0	0	0
Neighborhood Maintenance/Blight	<u>12,114</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	49,856	36,623	34,561	30,172
<u>Downtown</u>				
Revitalization	<u>28,471</u>	<u>12,000</u>	<u>14,600</u>	<u>0</u>
Subtotal	28,471	12,000	14,600	0
<u>Housing</u>				
Owner Rehabilitation	132,077	284,700	321,485	205,950
Rental Rehabilitation	46,550	343,200	495,485	238,950
Home Ownership	536,391	483,100	358,100	262,600
Buy/Rehab/Sell	72,197	2,500	1,000	0
CDBG Housing Service Delivery	184,347	210,983	168,169	141,664
Neighborhood Stabilization Program	482,597	618,000	662,255	950,000
Energy Efficiency	60,090	0	0	0
Affordable Housing Development	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	1,514,249	1,942,482	2,006,494	1,799,164
<u>Historic Preservation</u>	2,906	4,000	1,200	0
<u>Community Development</u>				
CDBG Recovery & Reinvestment	102,451	0	32,595	0
CDBG Emergency Assistance Program	<u>415,147</u>	<u>0</u>	<u>190,796</u>	<u>0</u>
Subtotal	517,598	0	223,391	0
<u>Other CDA Allocations</u>				
Boys & Girls Club ⁽¹⁾	0	0	3,000	
Emergency Rent ⁽¹⁾	35,250	46,231	38,000	34,000
Healthnet ⁽¹⁾	34,080	43,804	35,804	34,000
The Literacy Connection ⁽¹⁾	0	0	2,000	7,000
YWCA (1)	<u>0</u>	<u>0</u>	<u>3,000</u>	
Subtotal	69,330	90,035	81,804	75,000
PROGRAM TOTAL	<u>\$2,182,410</u>	<u>\$2,085,140</u>	<u>\$2,362,050</u>	<u>\$1,904,336</u>

REVENUE COMMENT:

Community Development Block Grant (CDBG) funding for 2012 is estimated at \$415,013. Funding under the Neighborhood Stabilization Programs is estimated at \$494,948. The Cities of Janesville and Beloit and the County of Rock have formed a consortium to receive HOME funds directly from the U.S. Department of Housing and Urban Development (HUD) on a formula basis. HOME Consortium funding is estimated at \$189,000 for 2012. Other State and Federal Grant Programs include: the Lead Hazard Reduction Demonstration Grant (\$246,647), the Homebuyer's Workshops and the Wisconsin Rental Rehabilitation Program. Program income to be received in 2012 is estimated at \$510,400, from the CDBG, HOME and other State and Federal Grants programs. This includes an estimated \$340,000 to be used for the Neighborhood Stabilization Program. The balance of the budget is from prior years' grants and prior years' program income, including the Revolving Loan Fund for home improvement loans.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
<u>CDBG</u>				
Current Year	\$1,102,354	\$488,000	\$717,047	\$415,013
Program Income	203,762	81,000	84,000	70,000
Prior Year's Grant	<u>450,121</u>	<u>108,000</u>	<u>23,616</u>	<u>10,000</u>
Subtotal	1,756,237	677,000	824,663	495,013
<u>NSP</u>				
Current Year	\$504,561	\$60,000	\$695,499	\$494,948
Program Income	0	500,000	160,000	340,000
Prior Year's Grant	<u>0</u>	<u>0</u>	<u>0</u>	<u>160,000</u>
Subtotal	504,561	560,000	855,499	994,948
<u>HOME Consortium</u>				
Current Year	215,078	189,000	189,000	189,000
Program Income	89,342	90,000	90,000	95,000
Prior Year's Grant	<u>159,287</u>	<u>155,000</u>	<u>155,000</u>	<u>3,314</u>
Subtotal	463,707	434,000	434,000	287,314
<u>Other State & Federal Grants</u>				
Current Year	136,460	411,399	656,044	246,647
Program Income	27,510	8,400	6,900	5,400
Prior Year's Grant	<u>97,068</u>	<u>40,000</u>	<u>40,000</u>	<u>75,000</u>
Subtotal	261,038	459,799	702,944	327,047
Total	<u>\$2,985,543</u>	<u>\$2,130,799</u>	<u>\$2,817,106</u>	<u>\$2,104,322</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: INDUSTRIAL WASTE DISPOSAL

GOAL:

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 monitor and maintain standards for groundwater, surface water, ambient air and landfill gas at the JDF now that remedial work is complete.

PROGRAM ACTIVITY STATEMENT:

The City of Janesville entered a Potentially Responsible Party (PRP) agreement with General Motors Corporation, Tecumseh Products Company, Gillette Company, Ashland Chemical and Stokely-Van Camp (Armstrong Chemical) to pay costs to remediate the JDF in accordance with a Consent Decree signed with the EPA. Several diminimus companies paid a premium to buy out their liability for JDF remediation and forego any future liability from either the EPA or signatories to the PRP agreement. 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 the 78 and 85 sites. Also, certain hazardous wastes were directly disposed in the 78 and 85 sites. The City has the responsibility to administer all activities associated with remedial actions.

The remedial actions include long-term care requirements for a 30-year period starting in 1997 (15 years remain), except only 11 years remain for groundwater monitoring, which started in 1993. Further activities include continued legal consultation for matters to insure conformance with the Consent Decree.

Remedial activities in 2012 include operating and maintaining the gas extraction and leachate disposal systems and continued groundwater and gas system monitoring. Remedial activities in the future include systems operation and maintenance and long-term care of the facility.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
Gas System Operation	\$33,272	\$41,897	\$28,719	\$31,835
Maintenance	1,140	2,485	1,050	1,522
Construction Administration	8,067	8,504	7,697	7,994
Quality Control	5,635	15,203	14,531	14,882
Leachate Disposal	6,262	15,746	10,104	11,425
Legal	<u>2,401</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total	<u>\$56,777</u>	<u>\$88,835</u>	<u>\$67,101</u>	<u>\$72,658</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and decreases \$16,177. Total expenditures of \$72,658 will be paid from available reserve funds which are estimated to be \$837,293 on December 31, 2011.

Personal Services has a net decrease of \$11,821 due to a reduction in overall site maintenance efforts.

Contractual Services has a net decrease of \$4,356 primarily due to a reduction in electricity costs (\$2,952) and Water/Wastewater/Stormwater charges (\$1,020) based upon historical trends.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$2,806	\$9,102	\$7,708	\$8,682
Hourly Wages	6,867	20,252	7,481	8,851
Training	<u>0</u>	<u>405</u>	<u>405</u>	<u>405</u>
Subtotal	9,673	29,759	15,594	17,938
CONTRACTUAL SERVICES				
Telephone	0	150	0	0
Postage	0	75	0	0
Auditing/Consulting	7,869	7,500	8,000	7,500
Electricity	4,699	8,464	5,310	5,512
Equipment Maintenance	0	5,000	2,500	5,000
Insurance	172	122	122	163
Other (Groundwater and Gas)	27,020	26,420	26,000	26,420
Water/Wastewater/Stormwater	3,883	5,020	3,900	4,000
Construction Payments	1,117	1,525	1,525	1,525
Vehicle Oper/Maintenance	<u>768</u>	<u>1,200</u>	<u>550</u>	<u>1,000</u>
Subtotal	45,528	55,476	47,907	51,120
SUPPLIES & MATERIALS	1,576	3,600	3,600	3,600
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$56,777</u>	<u>\$88,835</u>	<u>\$67,101</u>	<u>\$72,658</u>
Full-Time Equivalent	0.18	0.37	0.20	0.22

REVENUE

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Transfer from Trust Fund	<u>\$56,777</u>	<u>\$88,835</u>	<u>\$67,101</u>	<u>\$72,658</u>
	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
SUPERFUND AGENCY FUND:				
Beginning Fund Balance	\$87,147	\$79,843	\$79,843	\$79,843
Additions to Fund Balance:				
Interest Income	134	0	0	0
Transfers -Sanitation Reserved Funds	<u>49,339</u>	<u>88,835</u>	<u>67,101</u>	<u>72,658</u>
Subtotal	<u>49,473</u>	<u>88,835</u>	<u>67,101</u>	<u>72,658</u>
Reductions in Fund Balance:				
Transfer- Industrial Waste	<u>56,777</u>	<u>88,835</u>	<u>67,101</u>	<u>72,658</u>
Ending Fund Balance	<u>\$79,843</u>	<u>\$79,843</u>	<u>\$79,843</u>	<u>\$79,843</u>

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 and yard waste.

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 up to 90 gallons of solid waste.
- 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 waste 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.

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 90 gallons in volume. The City utilizes six (6) one-person collection vehicles four days each week and seven (7) collection vehicles one day each week.

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 (1) week in each spring and fall. Curbside collection of household recyclables is provided on a bi-weekly basis to residential facilities up to four (4) units in size.

The City of Janesville Sanitary Landfill (License #3939) opened on March 7, 2005. The capacity of the Landfill is 4.715 million cubic yards, with a life expectancy through 2019. 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.

PERMANENT POSITIONS:

Assistant Operations Director	1
Solid Waste Manager (part-time)	1
Environmental Technician	1
Customer Serviceperson (part-time)	1
Working Foreman	1
Storekeeper	1
Equipment Operator	3
Sanitary Equipment Operator	<u>9</u> *
	<u>18</u>

*Will change to 7 when automated trash and recycling is implemented

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
Sanitary Landfill (tons)	228,758	242,000	188,300	174,902
Clean-Fill Site (cubic yards)	25,000	40,000	30,000	30,000
<u>Curbside Trash/Recycling Programs</u>				
Households per Week	23,473	23,636	23,473	23,473
Trash Collection/Disposal Cost/HH/Year	\$57.18	\$56.79	\$56.50	\$58.06
Recycling Program Net Cost/HH/Year	\$10.76	\$16.11	\$15.65	\$16.06
<u>Tire Recycling</u>				
Tons	162	154	200	154
Contract Processing Cost (per ton)	\$175.00	\$175.00	\$175.00	\$175.00
<u>Appliance Recycling</u>				
Tons	393	500	450	450
Net Operating Cost (per ton)	(\$129.29)	(\$56.00)	(\$131.11)	(\$131.11)

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
Solid Waste Collection	\$1,152,694	\$1,144,705	\$1,137,667	\$1,176,812
Solid Waste Disposal	4,689,854	5,561,184	4,614,199	4,620,635
Recycling Program	<u>788,637</u>	<u>854,723</u>	<u>793,335</u>	<u>811,879</u>
Subtotal	6,631,185	7,560,612	6,545,201	6,609,326
Debt Retirement	266,894	893,435	892,460	922,855
Transfer for Long Term Care Escrow	226,000	226,000	226,000	226,000
Transfer to General Fund	450,000	0	0	0
Reserve transfer for Superfund Site	<u>49,339</u>	<u>88,835</u>	<u>67,101</u>	<u>72,658</u>
Subtotal	992,233	1,208,270	1,185,561	1,221,513
Total	<u>\$7,623,418</u>	<u>\$8,768,882</u>	<u>\$7,730,762</u>	<u>\$7,830,839</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for an increase service levels by implementing automated collection of trash and single-stream recyclables effective October 1, 2012, and implements a ban on the disposal of asphalt shingles at the sanitary landfill. The budget has a net decrease of \$938,043.

Personal Services has a net decrease of \$46,274 primarily due to implementation of automated solid waste collection (\$43,609), a decrease in hourly wages at the landfill to better reflect historical labor costs (\$27,899), the change in employee contributions towards Wisconsin Retirement System (\$10,927) and the elimination of the vacant Administrative Analyst position (\$3,075). A portion of these decreases are offset by increases for economic adjustments (\$16,896), implementation of DNR-required leachate recirculation at the sanitary landfill (\$8,260).

Contractual Services has a net decrease of \$829,592 primarily due to a reduction in landfill tonnage and associated DNR tonnage fees (\$794,085) a decrease in Other Contractual Services due to a change to contracted off-site composting of yard waste and a change in contract for appliance recycling (\$66,000), decreases in auditing/consulting (\$25,000), a reduction in wastewater charges due to leachate recirculation at the landfill (\$10,000), a decrease in equipment maintenance costs (\$7,000), a decrease in VOM charges due to implementation of automated solid waste collection (\$3,900), and a decrease in building maintenance costs (\$3,000). A portion of these decreases are offset by increases for VOM rental rates (\$58,800) and construction payments associated with leachate recirculation (\$18,000).

This budget proposes capital funding to provide carts for automated collection (\$2.8 million) and equipment upgrades for automated collection (\$350,000) as well as landfill improvements.

CAPITAL OUTLAY

	<u>Total Capital</u>	<u>G.O. Note</u>	<u>Fund Bal.</u>
Automated Collection	\$ 3,150,000	\$ 3,150,000	\$0
Implement DNR-Required Leachate Recirculation	200,000	200,000	0
Landfill Closure Phase 1	1,200,000	1,200,000	0
Total	\$4,550,000	\$4,550,000	\$0

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries	\$304,700	\$349,855	\$296,756	\$341,294
Hourly Wages	1,488,235	1,575,077	1,508,010	1,537,364
Training	3,809	1,500	1,500	1,500
Special Payments	<u>4,550</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	1,801,421	1,930,632	1,810,466	1,884,358
<u>CONTRACTUAL SERVICES</u>				
Telephone	1,754	2,500	1,800	1,800
Postage	64	223	100	100
Conferences	744	720	45	720
Auditing/Consulting	29,294	75,000	40,000	50,000
Electricity	19,473	22,750	21,250	22,750
Equipment Maintenance	20,506	26,000	12,000	19,000
Building Maintenance	2,284	6,000	3,000	3,000
Memberships/Subscriptions	1,399	2,431	2,859	2,815
Insurance	24,190	27,258	27,259	26,291
Rental of Equipment	9,405	8,000	8,000	8,000
Computer Service	4,408	6,979	6,979	7,078
Other Contractual Services	155,800	218,000	155,600	152,000
Water/Wastewater/Stormwater	184,416	159,060	159,060	149,060
Construction Payments	30,969	18,850	18,300	36,850
Advertising & Promotions	0	3,677	3,677	3,677
Licenses	2,512,845	3,141,707	2,690,606	2,347,622
Vehicle Oper/Maintenance	<u>1,692,483</u>	<u>1,702,900</u>	<u>1,464,000</u>	<u>1,761,700</u>
Subtotal	4,690,034	5,422,055	4,614,535	4,592,463
<u>SUPPLIES & MATERIALS</u>	103,842	132,925	95,200	132,505
<u>CAPITAL OUTLAY</u>	<u>35,888</u>	<u>75,000</u>	<u>25,000</u>	<u>0</u>
Total Expenditures	6,631,185	7,560,612	6,545,201	6,609,326
<u>TRANSFERS</u>				
Debt Retirement	266,894	893,435	892,460	922,855
Long Term Care Escrow	226,000	226,000	226,000	226,000
To General Fund	450,000	0	0	0
Reserve transfer for Superfund Site	<u>49,339</u>	<u>88,835</u>	<u>67,101</u>	<u>72,658</u>
Subtotal	<u>992,233</u>	<u>1,208,270</u>	<u>1,185,561</u>	<u>1,221,513</u>
GRAND TOTAL	<u>\$7,623,418</u>	<u>\$8,768,882</u>	<u>\$7,730,762</u>	<u>\$7,830,839</u>
Full-Time Equivalent	21.11	21.51	20.73	20.85

REVENUE COMMENT:

This budget maintains the user fee for residential curbside trash collection and disposal at \$40.00 per household per year.

This budget assumes landfill tipping fees will increase from \$33.00 per ton to \$34.00 per ton (gate rate) and that disposal contracts are extended through 2012 with Green County and Sherman Sanitation.

Estimated 2011 Sanitary Landfill revenue is \$1,281,213 less than budgeted due to decisions by Veolia Environmental Services, Waste Management and Town & Country Disposal to reduce the amount of waste they deliver to the City's Sanitary Landfill. As a result of the adopted biennial State of Wisconsin budget, the City's recycling grant award from the Department of Natural Resources is \$111,000 less than budgeted in 2011 and will remain at this reduced level in 2012.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUES:				
<u>Sanitary Landfill</u>				
Janesville	\$1,833,957	\$1,954,590	\$1,644,674	\$1,578,050
Non-Janesville	1,004,335	1,106,760	888,905	1,040,400
Landfill Cubes	133,963	142,500	146,125	160,000
Town & Country	1,691,274	2,001,425	1,613,365	1,318,000
Waste Management	892,459	957,578	639,500	680,000
Green County	449,433	510,125	527,446	560,150
Wastes Used as Daily Cover	302,336	325,500	257,250	312,000
Landfill Gas Agreement	73,599	60,000	60,000	75,000
<u>Demolition Landfill</u>	23,950	40,000	25,000	25,000
<u>State Recycling Grant</u>	324,554	321,000	210,000	210,000
<u>User Fees/Material Sales</u>				
Curbside Collection	118,846	75,000	120,000	137,000
Appliance/Metal Recycling	59,180	40,000	60,000	60,000
Tire Recycling	32,433	27,000	35,000	27,000
<u>Other</u>				
Trash Collection/Disposal User Fee	0	943,040	938,920	938,920
Compost Sales	0	10,000	0	0
Bins Sales	1,128	1,000	1,000	1,000
<u>Transfer in</u>	<u>14,644</u>	<u>0</u>	<u>14,500</u>	<u>0</u>
Total	<u>\$6,956,091</u>	<u>\$8,515,518</u>	<u>\$7,181,685</u>	<u>\$7,122,520</u>

INCOME STATEMENT BY PROGRAM:

This budget results in a decrease in Sanitation Fund unreserved fund balance of \$708,319 to an estimated balance at 12/31/2012 of \$296,575.

The Income Statement by Program shows expenditures and revenue for each of the programs within the Sanitation Fund, as well as reserved and unreserved Fund balance, from 2008 through 2012 Proposed.

INCOME STATEMENT BY PROGRAM	Actual 2008	Actual 2009	Actual 2010	Estimated 2011	Proposed 2012
<u>Solid Waste Disposal</u>					
Sanitary Landfill Tons	274,213	220,849	228,758	188,300	174,902
Solid Waste Disposal Revenues	\$ 5,794,980	\$ 5,278,788	\$ 6,419,950	\$ 5,816,765	\$ 5,748,600
Solid Waste Disposal Expenditures/Transfers	\$ 3,802,147	\$ 4,462,774	\$ 5,682,087	\$ 5,799,760	\$ 5,842,148
Credit for COJ Residential Waste DNR Fees	\$ -	\$ -	\$ -	\$ (188,500)	\$ (185,926)
Program Revenues Over Expenditures (deficit)	\$ 1,992,833	\$ 816,014	\$ 737,863	\$ 205,505	\$ 92,378
<u>Solid Waste Collection</u>					
Solid Waste Collection Revenues	\$ -	\$ -	\$ -	\$ 938,920	\$ 938,920
Solid Waste Collection Expenditures	\$ 1,023,193	\$ 1,171,644	\$ 1,152,693	\$ 1,137,667	\$ 1,176,812
Debit for COJ Residential Waste DNR Fees	\$ -	\$ -	\$ -	\$ 188,500	\$ 185,926
Program Revenues Over Expenditures (deficit)	\$ (1,023,193)	\$ (1,171,644)	\$ (1,152,693)	\$ (387,247)	\$ (423,818)
<u>Recycling Program</u>					
Recycling Program Revenues	\$ 625,797	\$ 415,987	\$ 536,141	\$ 426,000	\$ 435,000
Recycling Program Expenditures	\$ 664,627	\$ 797,214	\$ 788,637	\$ 793,335	\$ 811,879
Program Revenues Over Expenditures (deficit)	\$ (38,830)	\$ (381,227)	\$ (252,496)	\$ (367,335)	\$ (376,879)
<u>Sanitation Fund</u>					
Total Fund Revenues	\$ 6,420,777	\$ 5,694,775	\$ 6,956,091	\$ 7,181,685	\$ 7,122,520
Total Fund Expenditures	\$ 5,489,967	\$ 6,431,632	\$ 7,623,417	\$ 7,730,762	\$ 7,830,839
Fund Revenues Over Expenditures (deficit)	\$ 930,810	\$ (736,857)	\$ (667,326)	\$ (549,077)	\$ (708,319)
Fund Balance January 1	\$ 2,791,979	\$ 3,722,789	\$ 2,985,932	\$ 2,318,606	\$ 1,769,529
Fund Balance December 31	\$ 3,722,789	\$ 2,985,932	\$ 2,318,606	\$ 1,769,529	\$ 1,061,210
<u>Fund Balance Analysis Dec 31</u>					
Reserved for Superfund	\$ 1,015,095	\$ 953,733	\$ 904,394	\$ 837,293	\$ 764,635
Available	\$ 2,707,694	\$ 2,032,199	\$ 1,414,212	\$ 932,236	\$ 296,575
	\$ 3,722,789	\$ 2,985,932	\$ 2,318,606	\$ 1,769,529	\$ 1,061,210

2012 BUDGET REDUCTION

BUDGET: Sanitation Increase Landfill Tipping Fee By \$1.00/ton

EXPENDITURE	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	\$ -	

REVENUES	PROPOSED	COMMENTS
Landfill Tipping Fees	\$ 156,800	Increase landfill tipping fee from \$33 to \$34

Based upon the 2012 proposed landfill operating budget, the landfill tipping fee should be increased by \$1.00 per ton, from \$33.00 per ton to \$34.00 per ton.

ADDITIONAL COMMENTS

This fee increase is consistent with prior landfill tipping fee projections.

2012 BUDGET ENHANCEMENT

BUDGET: Sanitation Automated Collection of Trash & Recyclables – Bi-Weekly Recycling

TOTAL CHANGES \$ (50,301)

REVENUES	PROPOSED	COMMENTS
Revenue from material sales	\$ 7,000	Increase due to anticipated increase in tons collected
Total combined cost/HH/Year	\$ 74.16	Reduction of \$2.45/HH/Year from estimated net costs under current collection methods
Solid Waste Collection	\$ (33,576)	Primarily labor savings
Recycling	\$ (16,725)	Primarily labor savings
Sanitary Landfill	\$ (2,567)	DNR tonnage fees

Provides for conversion of the current manual collection system for trash and recyclables to full automation of both programs effective 10/1/12, with bi-weekly collection of recyclables. This includes a conversion to single-stream collection of recyclables. Requires capital expenditures of an estimated \$3.154 million to provide two 95-gallon carts to each household and to upgrade collection equipment. This proposed change in collection methods results in a decrease of \$50,301 in operating expenditures in 2012 and an increase in revenue from sale of recyclables of \$7,000. In addition, the City would realize savings in collection-related Worker Compensation claims. Over the past ten years, single claims have ranged from a low of \$1,974 to a high of \$263,000, with an annualized average claim amount over that same period of over \$48,000.

Implementing this option reduces collection/disposal costs and increases revenue in 2012 when compared to the current collection system. Costs would increase in 2013 when debt service payments related to the purchase of carts and equipment upgrades begin, but would be partially offset by a full-year of operating savings associated with automated collection. Using 2012 equipment and labor rates, and including estimated debt service payments, the cost of full automation under this enhancement is \$78.57/HH/Year, as compared to estimated costs using current collection methods of \$76.61HH/Year. The calculated rate for automation does not incorporate any potential savings associated with a reduction in Workers Compensation claims.

2012 BUDGET REDUCTION

BUDGET: Sanitation Ban Shingles from Landfill

EXPENDITURES PROPOSED COMMENTS

Acct: PERSONAL SERVICES
 01 Salaries

--	--

Acct: CONTRACTUAL SERVICES
 48 Licenses

-26000	
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Acct: SUPPLIES & MATERIALS
 60 Office Supplies

--	--

Acct: CAPITAL OUTLAY
 99 Other/Misc. Capital Outlay

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Expenditure Reduction	\$ (26,000)
Revenue Reduction	\$ (68,000)
TOTAL CHANGES	\$ (42,000)

REVENUES	PROPOSED	COMMENTS
Landfill Revenue	\$ (68,000)	Diverts estimated 2,000 tons of shingles
Sanitary Landfill Tons	172,902	Estimated 2,000 tons of shingles diverted
Sanitary Landfill	\$ (26,000)	Reduction in DNR tonnage fees

Bans shingle disposal from the Sanitary Landfill. Results in an estimated net loss in landfill revenue of \$42,000.

City staff has confirmed two outlets for shingle recycling in Rock County, both located between Janesville and Beloit.

DEPARTMENT: ADMINISTRATIVE SERVICES

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.

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 intends to extend 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 are insured with the State of Wisconsin Insurance Fund. 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, with an extension to 2012. The goal was to continue 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; one of two EPO's (exclusive provider organization), a PPO (preferred provider organization) and Basic (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 accounting funds and their respective individual accounts. Therefore, in theory, the Insurance Fund will experience revenues equal to its budgeted expenditures.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
Risk Management	\$101,375	\$147,380	\$100,839	\$102,540
Liability Insurance	270,701	298,500	300,609	307,500
Workers' Compensation	351,518	338,500	333,861	338,710
Property/Other Insurance	164,669	162,400	162,103	168,917
Health and Dental Insurance	<u>9,050,684</u>	<u>8,745,048</u>	<u>8,678,624</u>	<u>8,745,048</u>
Subtotal	9,938,947	9,691,828	9,576,036	9,662,715
Transfers	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>0</u>
Total	<u>\$10,238,947</u>	<u>\$9,991,828</u>	<u>\$9,876,036</u>	<u>\$9,662,715</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for a continuation of present service levels and decreases \$329,113.

Personal Services has a net decrease of \$4,790 primarily due to the elimination of the Administrative Analyst position (\$3,076) and the change in employee contributions towards WRS (\$3,515).

Contractual Service consulting has decreased \$40,000 to reflect historical usage.

Insurance Expense has a net increase of \$15,627 primarily due to a projected increase in re-insurance costs.

The \$300,000 transfer of Health Insurance surplus to contributing funds is discontinued in 2012.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
<u>PERSONAL SERVICES</u>				
Salaries & Benefits	\$79,208	\$81,498	\$75,024	\$76,708
Special Payments	<u>3,034</u>	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Subtotal	82,242	84,298	77,824	79,508
<u>CONTRACTUAL SERVICES</u>				
Telephone	265	300	250	250
Postage	1	322	305	322
Auditing/Consulting	9,800	50,000	10,000	10,000
Conference	50	360	360	360
Memberships/Subscriptions	0	0	0	0
Computer Services	1,008	1,100	1,100	1,100
Other	0	0	0	0
Alcohol/Drug Testing	<u>6,020</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Vehicle Oper/Maintenance	0	0	0	0
Subtotal	17,144	62,082	22,015	22,032
<u>SUPPLIES & MATERIALS</u>	1,989	1,000	1,000	1,000
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	101,375	147,380	100,839	102,540
<u>INSURANCE EXPENSE</u>	9,837,572	9,544,448	9,475,197	9,560,175
<u>TRANSFERS</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>0</u>
GRAND TOTAL	<u>\$10,238,947</u>	<u>\$9,991,828</u>	<u>\$9,876,036</u>	<u>\$9,662,715</u>
Full-Time Equivalent	0.93	0.93	0.90	0.90

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 of the City divisions.
- To provide adequate and timely replacement of vehicles and equipment.

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 other City divisions. The VOM Fund was established to insure 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.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES:				
<u>General Administration (Hours)</u>	8,103	9,000	8,500	8,500
<u>Vehicle Maintenance (#)</u>				
Scheduled Work Orders	698	850	800	800
Unscheduled Work Orders (Repairs)	<u>2,181</u>	<u>2,800</u>	<u>2,500</u>	<u>2,500</u>
Subtotal	2,879	3,650	3,300	3,300
Direct Labor (Hours)	8,182	8,900	8,500	8,600
Indirect Labor (Hours)	<u>4,254</u>	<u>3,500</u>	<u>3,700</u>	<u>3,700</u>
Subtotal	12,436	12,400	12,200	12,300
<u>Facility Maintenance (Hours)</u>	723	1,000	900	750
<u>Support Programs (Hours)</u>	<u>2,469</u>	<u>2,500</u>	<u>2,400</u>	<u>2,500</u>
Total Hours	<u>23,731</u>	<u>24,900</u>	<u>24,000</u>	<u>24,050</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
General Administration	\$486,205	\$490,123	\$466,093	\$461,354
Vehicle Maintenance	2,323,154	2,108,003	2,170,150	2,261,624
Facility Maintenance	175,444	275,140	262,180	210,548
Support Programs	<u>107,372</u>	<u>96,893</u>	<u>90,500</u>	<u>92,575</u>
Subtotal Operating	3,092,175	2,970,159	2,988,923	3,026,101
Capital	<u>1,015,109</u>	<u>1,350,830</u>	<u>1,139,839</u>	<u>2,183,000</u>
Total	<u>\$4,107,284</u>	<u>\$4,320,989</u>	<u>\$4,128,762</u>	<u>\$5,209,101</u>

SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:

This budget provides for the continuation of present service levels and the operating budget increases \$55,942.

Personal Services has a net decrease of \$25,644 primarily as a result of a change in employee contributions towards Wisconsin Retirement System (\$13,371), changes in retiree health insurance (\$18,991) and the elimination of the Human Resources Administrative Assistant (\$1,436).

Contractual Services has a net decrease of \$73,924, primarily a result of decreases in Building Maintenance since the fuel island repair at the City Services Center was completed (\$50,000) and based upon historical trends (\$5,000); reductions in electricity (5,400) and heat (\$6,700) due to energy efficiency enhancements, and a reduction in vehicle operation and maintenance costs by eliminating a shop service vehicle (\$6,180).

Supplies & Materials has a net increase of \$155,510 due to increases in fuel prices (\$74,785) and to better reflect historical fuel usage (\$60,125); and due to cost increases for repair parts (\$25,000).

Capital Outlay of \$2,183,000 is included for the replacement of vehicles and equipment. Prior to purchase, each class of vehicle will be evaluated to determine the feasibility of purchasing vehicles utilizing alternative fuels, hybrid systems or all-electric systems.

Historical Fuel Purchases and Costs

		2008	2009	2010	2011 Budget	2012 Budget
Diesel	Gallons	182,736	173,039	178,375	151,500	170,000
	Total Cost	\$ 580,091	\$ 357,015	\$ 461,000	\$ 445,410	\$ 552,500
	Avg. Cost/Gallon	\$ 3.17	\$ 2.06	\$ 2.58	\$ 2.94	\$ 3.25
Gasoline	Gallons	112,099	105,211	105,860	107,000	107,000
	Total Cost w/Fed Tax Reimb.	\$ 332,688	\$ 224,459	\$ 268,736	\$ 303,880	\$ 331,700
	Avg. Cost/Gallon	\$ 2.97	\$ 2.13	\$ 2.54	\$ 2.84	\$ 3.10

The following vehicles and equipment are scheduled for replacement in 2012:

VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2012

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Comments</u>	<u>Age</u>
2007	4149	Steel-Wheeled Compactor - Sanitation	\$ 510,000		5
1996	4099	Combined Vacuum/Jetter Truck - Stormwater Utility	\$ 230,000	Deferred from 2010	16
2007	4385	Refuse Truck - Side Load - Sanitation	\$ 206,000		5
1999	4159	Roll-off Truck - Landfill - Sanitation	\$ 190,000		13
1992	4115	Semi-Tractor (Used) - Operations	\$ 80,000		20
2000	4901	Pickup - 4WD - 3/4 Ton - Auxiliary Fuel Tank - Parks	\$ 26,000		12
2006	506	Laser Survey Instrument w/ GPS - Engineering	\$ 25,000		6
		Plows, salt spreaders and other attachments	\$ 15,000		
		Miscellaneous small equipment	\$ 30,000		
		TOTAL CAPITAL OUTLAY	\$ 1,312,000		
		CAPITAL CARRYOVER FROM 2011			
2005	4801	Recycling Truck - Side Load - Sanitation	\$ 210,000		7
2005	4802	Recycling Truck - Side Load - Sanitation	\$ 210,000		7
2005	4803	Recycling Truck - Side Load - Sanitation	\$ 210,000		7
2005	4804	Recycling Truck - Side Load w/ Tippers - Sanitation	\$ 220,000		7
1998	4706	Pickup - 4WD Compact - Parks	\$ 21,000		14
		TOTAL CAPITAL CARRYOVER	871,000		
		TOTAL CAPITAL OUTLAY	\$ 2,183,000		

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$354,770	\$361,955	\$342,181	\$333,920
Hourly Wages	651,104	600,686	593,500	603,077
Training	<u>1,666</u>	<u>4,050</u>	<u>2,000</u>	<u>4,050</u>
Subtotal	1,007,540	966,691	937,681	941,047
CONTRACTUAL SERVICES				
Telephone	2,826	2,000	2,800	2,800
Auditing/Consulting	0	7,000	7,000	0
Electricity	27,860	35,400	28,000	30,000
Gas (Heat)	12,913	28,700	20,000	22,000
Equipment Maintenance	5,149	9,000	8,500	9,000
Building Maintenance	8,609	85,000	85,000	30,000
Insurance	90,310	85,794	85,794	90,452
Laundry	10,750	10,000	6,000	10,000
Computer Services	16,272	16,574	16,574	17,382
Other Contractual Services	28,148	23,000	23,000	25,000
Water/Wastewater/Stormwater	11,405	10,870	11,640	12,680
Building Rental	50,000	50,000	50,000	50,000
Vehicle Oper/Maintenance	<u>230,046</u>	<u>181,800</u>	<u>170,500</u>	<u>171,900</u>
Subtotal	494,288	545,138	515,042	471,214
SUPPLIES & MATERIALS	1,590,347	1,458,330	1,536,200	1,613,840
OPER. EXPEND. TOTAL	3,092,175	2,970,159	2,988,923	3,026,101
CAPITAL OUTLAY	<u>1,015,109</u>	<u>1,350,830</u>	<u>1,139,839</u>	<u>2,183,000</u>
GRAND TOTAL	<u>\$4,107,284</u>	<u>\$4,320,989</u>	<u>\$4,128,762</u>	<u>\$5,209,101</u>
Full-Time Equivalent	13.37	12.46	12.36	12.46

REVENUE COMMENT:

The VOM Fund derives its revenue primarily from four (4) sources: General Fund, Sanitation, Utilities and other miscellaneous sources. Revenue increases \$200,000 from the 2011 estimate reflecting higher rental rates resulting from a comprehensive review of operating, maintenance and replacement costs for all VOM vehicles and equipment. The following table reflects the sources of revenue for the Fund.

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
REVENUE:				
Vehicle Repair	\$744,641	\$750,000	\$690,000	\$775,000
Equipment Rental - Operations	1,927,261	2,055,000	2,060,000	2,175,000
Replacement - Capital	1,400,004	1,542,000	1,400,000	1,400,000
Miscellaneous	<u>45,778</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total	<u>\$4,117,684</u>	<u>\$4,397,000</u>	<u>\$4,200,000</u>	<u>\$4,400,000</u>

	2010 Actual	2011 Estimated	2012 Proposed
OPERATING CASH:			
Beginning Cash Balance	\$282,051	\$294,752	\$105,829
Operating Revenue	3,074,839	2,800,000	3,000,000
O & M Expenditures	3,092,175	2,988,923	3,026,101
Adjust for Changes	<u>30,037</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$294,752	\$105,829	\$79,728
CAPITAL REPLACEMENT CASH:			
Beginning Cash Balance	\$344,426	\$775,456	\$1,035,617
Replacement Revenue	1,042,845	1,400,000	1,400,000
Capital Outlay	<u>611,815</u>	<u>1,139,839</u>	<u>2,183,000</u>
Cash Balance Capital Replacement	\$775,456	\$1,035,617	\$252,617
TOTAL CASH	<u>\$1,070,208</u>	<u>\$1,141,446</u>	<u>\$332,345</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: TECHNICAL SERVICES

GOAL:

To perform a wide range of technical services which provide for the maintenance, construction and emergency repair of City-owned facilities and systems in a cost effective, safety conscience and energy efficient manner.

OBJECTIVES:

- To initiate, develop and implement programs that efficiently maintain existing components of all City facilities and Public Works systems.
- To construct new and maintain existing street lighting, traffic signals, underground electrical systems and telephone systems while adhering to all applicable codes.
- To maintain all security, HVAC, communications, plumbing, and electrical at all City Owned facilities including but not limited to water pumping stations, sewer lift stations, and the water treatment facility.
- To maintain parks and recreation facilities including pools.
- To provide inspections and make recommendations for proper repair of existing facilities and systems.
- To provide 24-hour emergency repair of all critical and non-critical service facilities.
- To provide technical guidance and implementation of energy efficient upgrades to mechanical/electrical equipment in existing City Owned facilities.

PROGRAM ACTIVITY STATEMENT:

The Technical Services Division consists of a Facilities Manager, one (1) Master Electrician, three (3) Skilled Technicians in the electrical/mechanical trades, one (1) union equipment operator, and one (1) part-time building maintenance position. The division is also assisted thru the summer months by one (1) temporary full time position. Program elements include work performed for General Fund accounts, Special Fund (Enterprise) accounts and various Construction Fund capital projects. During the construction season, permanent staff is supplemented by contract labor and equipment, as necessary.

Technical Services' construction, maintenance and repair programs extend to all facilities that are owned and operated with General Fund appropriations. These facilities include public buildings, street lights, traffic signals, landfill, parking facilities, park and recreational facilities. The division provides the same construction and maintenance programs for Enterprise Funds, which include Transit, Vehicle Operation & Maintenance (VOM), Stormwater, Water, and Wastewater Utilities. Miscellaneous Construction Funds account for a portion of the division's work activities, such as street construction and special capital projects financed through bond proceeds. The Technical Services Division also provides the administration of the Comprehensive Building Management Program covering all City buildings.

PERMANENT POSITIONS:

Facilities Manager	1
Property Technician/Electrician	4
Equipment Operator	1
Maintenance (part-time)	<u>1</u>
	<u>7</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ELEMENT COST:				
General Fund	\$409,379	\$401,921	\$418,948	\$409,141
Special Funds	152,928	173,411	177,468	171,094
Construction Funds	<u>64,550</u>	<u>46,841</u>	<u>49,686</u>	<u>52,001</u>
Total	<u>\$626,857</u>	<u>\$622,173</u>	<u>\$646,102</u>	<u>\$632,236</u>

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
ACTIVITIES: (Hours)				
<u>General Fund</u>				
General Government	279	280	230	227
Public Safety	149	240	266	266
Public Works	5,823	5,900	6,015	6,015
Leisure Services	1,713	1,400	1,282	1,300
Parks	<u>223</u>	<u>160</u>	<u>217</u>	<u>217</u>
Subtotal	8,186	7,980	8,010	8,025
<u>Special Funds</u>				
Oakhill Cemetary	13	0	10	10
Hedberg Public Library	2	0	0	0
Reimbursable Public Works	589	825	800	780
Transit	90	170	179	179
Golf Courses	41	50	35	35
Stormwater Utility	33	16	0	0
Water Utility	642	730	725	710
Wastewater Utility	488	600	650	620
Vehicle Oper/Maintenance	513	400	384	400
CDBG	0	2	12	12
Industrial Waste	77	100	90	80
Sanitation	<u>572</u>	<u>550</u>	<u>508</u>	<u>530</u>
Subtotal	3,058	3,443	3,393	3,356
<u>Construction Funds</u>				
TIF	4	30	0	0
Capital Projects	<u>1,287</u>	<u>900</u>	<u>950</u>	<u>1,020</u>
Subtotal	1,291	930	950	1,020
Total Hours	<u>12,535</u>	<u>12,353</u>	<u>12,354</u>	<u>12,401</u>

SIGNIFICANT PROGRAM, EXPENDITURE AND STAFFING CHANGES:

This budget provides for the continuation of present service levels and increases \$10,063.

Personal Service has a net decrease of \$15,937 primarily due to the change in employee contributions towards Wisconsin Retirement System (\$13,866).

Contractual Services increase \$26,000 due to an increase in vehicle operations and maintenance expense.

No Capital Outlay is proposed.

REQUIRED RESOURCES

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
PERSONAL SERVICES				
Salaries & Benefits	\$99,849	\$103,726	\$102,800	\$100,148
Hourly Wages	<u>\$434,979</u>	<u>\$451,447</u>	<u>\$450,302</u>	<u>\$439,088</u>
Subtotal	\$534,828	\$555,173	\$553,102	\$539,236
CONTRACTUAL SERVICES				
Vehicle Oper/Maintenance	<u>\$92,029</u>	<u>\$67,000</u>	<u>\$93,000</u>	<u>\$93,000</u>
GRAND TOTAL	<u>\$626,857</u>	<u>\$622,173</u>	<u>\$646,102</u>	<u>\$632,236</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: 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 leisure service 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.

PROGRAM ACTIVITY STATEMENT:

Water Utility Capital Program

- (a) Prior to street reconstruction, the condition of the water manholes and valves in the street are evaluated. Old, deteriorated manholes are either rehabilitated or replaced prior to the street work. This helps insure the long term integrity of the street so that a newer street surface would not have to be dug up shortly after the work to replace a failing manhole. For 2012, \$156,750 is proposed for this program.
- (b) Undersize main replacements totaling \$615,600 are proposed for 2012. This program is needed to replace undersized water mains (replace 1-1/2 inch and 4-inch mains with 6 inch mains) in the distribution system. There are approximately 10 miles of undersized mains in the system. Replacement is done in coordination with street restoration projects. Funds requested are based upon a three-year historical trend.
- (c) In 2005, the Water Utility implemented a lead services replacement program within the City. This program is similar to the iron service replacement activities the City has historically undertaken. The actual cost of this program will vary from year to year based upon the number of lead services under streets that are being reconstructed in any given year. Currently, there are about 2,200 lead services in the City. Funds requested (\$248,900) are based upon a three-year historical trend.
- (d) Development Main Extensions – water mains extended to serve new developments. Includes 2,150 feet of 12" main to serve TIF 35. Cost - \$175,000; Assessable Portion - \$175,000.
- (e) Transmission mains carry water from the pumping stations and the reservoir to the distribution system. In order to provide sufficient water flow to developing areas, new transmission mains must be constructed. The following transmission main extensions are proposed in 2012: 1,350 feet of 16-inch transmission main on CTH G (\$120,000), and 3,200 feet of 12-inch transmission main on Sandhill Dr. (\$230,000). Cost - \$350,000; Assessable Portion - \$120,000.
- (f) 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 the use of information technology. In 2012, funds are requested from the General Fund (\$150,000), Water Utility (\$50,000) and Wastewater Utility (\$50,000) to obtain consulting services and purchase hardware and software for the

implementation of specific citywide information technology priority projects, as determined by the City Manager.

- (g) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2012, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).
- (h) The City continues implementing an Enterprise Resource Planning (ERP) which will replace disparate computer applications and integrate them into a single solution reducing redundant data entry and facilitating the sharing and tracking of information. Phase I of this project included the replacement of our Land Management/Computer-aided Mass Appraisal Software; phase II of this project included the replacement of code enforcement, building permits and inspections, complaint tracking, and planning software; phase III of this project included the replacement of our utility billing and miscellaneous billing software; phase IV of the project included replacement of our accounting, payroll, accounts payable, and human resources software. Funding in the amount of \$400,000 for Phase V is proposed for 2012. Funds are requested from the General Fund (\$100,000), Water Utility (\$100,000), Wastewater Utility (\$100,000), and Stormwater Utility (\$100,000) to replace or fixed assets software and implement a work-order system.

Wastewater Utility Capital Program

- (a) This is an ongoing multi-year program to prevent water inflow and infiltration into the sanitary sewer. It requires about \$125,000 annually. This program has focused primarily on sanitary sewer manholes in the past, but its focus has now shifted to sewer laterals.
- (b) Janesville has approximately 300 miles of pipes of various sizes and materials in the sanitary sewer collection system. The 2012 Budget proposes \$750,000 of funding, which will reline about 3 – 3-1/2 miles of sanitary sewer main, which is a continuation of prior year's service levels. This represents approximately 1% of the sewer system compared to a benchmark of 3.6% in proactive utilities.
- (c) Collection system reinforcement is necessary to provide additional capacity in bottleneck areas and to replace sewers that have deteriorated. These repairs must be completed to ensure their continued reliable operation. The capacity of the N. Parker Drive sewer main from the Rock County Jail to Blackbridge Road is currently sufficient, but there is significant deterioration and root intrusion into the main. This main will be rehabilitated through sewer lining at a cost of \$350,000.
- (d) Development Sewer Extensions – sewer mains extended to serve new developments. Cost - \$200,000; Assessable Portion - \$200,000.
- (e) Interceptor sewers carry waste from the collection system to the treatment plant. One interceptor sewer main has been identified as necessary to serve potential new development in 2012 totaling \$100,000. This totals 1,350 feet of 10 inch sewer along CTH G to serve TIF 35.
- (f) 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 the use of information technology. In 2012, funds are requested from the General Fund (\$150,000), Water Utility (\$50,000) and Wastewater Utility (\$50,000) to obtain consulting services and purchase hardware and software for the

implementation of specific citywide information technology priority projects, as determined by the City Manager.

- (g) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2011, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).
- (h) The City continues implementing an Enterprise Resource Planning (ERP) which will replace disparate computer applications and integrate them into a single solution reducing redundant data entry and facilitating the sharing and tracking of information. Phase I of this project included the replacement of our Land Management/Computer-aided Mass Appraisal Software; phase II of this project included the replacement of code enforcement, building permits and inspections, complaint tracking, and planning software; phase III of this project included the replacement of our utility billing and miscellaneous billing software; phase IV of the project included replacement of our accounting, payroll, accounts payable, and human resources software. Funding in the amount of \$400,000 for Phase V is proposed for 2012. Funds are requested from the General Fund (\$100,000), Water Utility (\$100,000), Wastewater Utility (\$100,000), and Stormwater Utility (\$100,000) to replace or fixed assets software and implement a work-order system.

Stormwater Utility Capital Program

- (a) Rehabilitating or replacing manholes in conjunction with street resurfacing and reconstruction projects prevents future failures of the structures after a new street surface has been placed. In 2012, funding in the amount of \$200,000 is proposed. Some manholes only need repairs to the upper portion and while other manholes need total replacement.
- (b) Storm Drainage Channels/Ponds – storm drainage channels and pond enhancements have been identified for completion in 2012 (\$210,000) including the Arbor Drive pond which will provide flood control upstream of Palmer Park (\$110,000) and Marquette erosion repair which will restore an eroded channel including rip rap (\$100,000)
- (c) In addition to routine maintenance of storm sewer infrastructure, areas within the system can develop capacity deficiencies or other problems which require enhancements in order to properly manage current and projected stormwater flow. Storm Sewer enhancement projects in 2012 are expected to cost \$650,000. Planned projects include Lexington and Mt. Zion Avenues to address capacity issues. Planned projects may change based upon need.
- (d) Storm sewer repair projects totaling \$285,000 have been identified for 2012. Planned projects include: S. River Street between Court Street and Racine Street and beneath the Johnson Bank parking lot. Projects can change if other repairs are identified and are considered higher priority.
- (e) The City continues implementing an Enterprise Resource Planning (ERP) which will replace disparate computer applications and integrate them into a single solution reducing redundant data entry and facilitating the sharing and tracking of information. Phase I of this project included the replacement of our Land Management/Computer-aided Mass Appraisal Software; phase II of this project included the replacement of code enforcement, building permits and inspections, complaint tracking, and planning software; phase III of this project included the replacement of our utility billing and miscellaneous billing software; phase IV of the project included replacement of our accounting, payroll, accounts payable, and

human resources software. Funding in the amount of \$400,000 for Phase V is proposed for 2012. Funds are requested from the General Fund (\$100,000), Water Utility (\$100,000), Wastewater Utility (\$100,000), and Stormwater Utility (\$100,000) to replace or fixed assets software and implement a work-order system.

- (f) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2011, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).

Sanitation Fund

- (a) The Wisconsin Department of Natural Resources (WDNR) is requiring operating landfills to implement leachate recirculation to aid in the compaction and decomposition of landfill waste. In 2012 \$200,000 is proposed to begin the implementation.
- (b) Phase 1 of the operating landfill is expected to reach capacity in 2012. Funds are proposed for the closure of this phase including a gas collection system, synthetic membrane, clay cap, topsoil, and seeding (\$1,200,000).
- (c) Proposed for 2012 is implementation of solid waste and recycling collection using automated equipment. The cost to implement automated collection totals \$3,150,000 including two (2) 90 gallon carts per household (\$2,780,000) and replacement of or retrofitting existing equipment for automated collection (\$370,000).

Hedberg Public Library Capital Program

- (a) Technology enhancements proposed for 2012 total \$100,000 and include an addition to the automated sorter and an additional patron induction point.
- (b) Building improvements proposed for 2012 total \$20,000 and include the replacement of the concrete steps at the Main St. entrance and the replacement of lighting in the parking lot.

General Fund Capital Program

- (a) Street Extensions include the cost to construct streets to serve new residential and commercial developments. For 2012 the total program is estimated to cost \$75,000 with the entire cost assessed to abutting property owners.
- (b) New and Replacement Sidewalk totals \$735,000. This will be used to construct new sidewalks and to replace deteriorated sidewalks and/or sidewalks with other safety deficiencies. Proposed for 2012 is the second year of funding for a plan to close gaps in the existing sidewalk network consistent with the Pedestrian Transportation Corridor Plan (General Fund - \$75,000; Assessable - \$335,000). Also included is the construction of sidewalk ramps (General Fund - \$125,000) and replacement of deteriorated walks (General Fund - \$125,000; Assessable - \$75,000). General Fund costs for new and replacement sidewalks include sidewalks that cross city owned property (greenbelts, parks, etc.) and other miscellaneous costs typically paid for by the city at-large.
- (c) Curb and Gutter Replacement and Reconstruction totals \$670,000 and will be used for replacing damaged curb and gutter as well as eliminate areas of water ponding in conjunction with the street reconstruction

and resurfacing programs. Of this amount \$650,000 will be repaid by the City at-large and \$20,000 will be assessed to abutting property owners.

- (d) Street Maintenance and Improvements includes funds to increase maintenance of City streets and make various other improvements to the street network such as intersection and railroad crossing improvements. In 2012, \$950,000 is proposed for this program.
- (e) Major Arterials and Connecting Highways. This category proposes a total of \$925,000 in funding for 2012. There are several projects that provide for preliminary engineering on projects. This funding provides the local match to federal funding in most cases.
- Milton Ave from Centerway to Kennedy Road is scheduled for reconstruction in 2017 by the State under the Surface Transportation Program (STP). Total design and engineering costs are estimated to be \$1,065,000 with \$799,000 provided in federal funding and a local share of \$266,000. Proposed for 2012 is \$266,000 as the local share of the design and engineering costs. Construction is estimated at \$8,080,000 and will be 100% state and federally funded.
 - USH 14 from Lexington to Deerfield is scheduled for reconstruction in 2015 by the State under the STP program. Total design and engineering costs are estimated to be \$738,000 with \$544,000 provided in federal funding and a local share of \$184,000. Proposed for 2012 is \$184,000 as the local share of the design and engineering costs. Construction is estimated at \$6,078,000 and will likely be 100% state and federally funded.
 - McCormick Drive from STH 26 to Huntinghorne; and Huntinghorne from McCormick to Braxton will be constructed as part of the STH 26 reconstruction. In 2012 the State will reconstruct the intersection at McCormick and the City will extend McCormick to the south and Huntinghorne to the west at a cost of \$165,000.
 - In 2012 River Street will be reconstructed from Racine Street to Court Street under the STP-Urban program. Total construction costs are estimated to be \$1,380,000 with \$1,103,000 provided in Federal STP funds and a local share of \$277,000. Proposed for 2012 is the local share of the construction costs (\$277,000)
- (f) As a result of the most recent bridge inspections, repairs are required to the concrete piers and foundation for the corrugated arches at Palmer Drive over Spring Brook. Repairs to existing rebar on the parking plaza concrete deck are also required. This work is estimated at \$35,000.
- (g) In 1996, the City began a program to renovate/replace playground equipment in neighborhood parks. To date, renovations have been completed at 31 neighborhood parks at a cost of approximately \$40,000 for each neighborhood park. The renovation/replacement of playground equipment will continue in 2012, with improvements proposed for Adams Park (\$40,000) and the Palmer Park Hilltop area (\$40,000).
- (h) Each year, funds are required for minor building maintenance projects at City facilities. In 2012, improvements totaling \$350,000 are proposed for several public buildings. The locations may include the Municipal Building, various park and recreational facilities, and the Senior Center.
- (i) In 2009 an architectural firm was retained to complete a property conditions report on the Tallman House. This report indicates that repairs in excess of \$2,000,000 are necessary for the facility. Funding in the amount of \$250,000 was included in the 2009 and 2010 note issues; and \$300,000 in 2011. The 2012 budget includes \$450,000 to continue funding these repairs which would bring the total of the improvements funded to \$1,250,000.

- (j) The central fire station and administrative offices (Fire Station #1) was constructed in 1957 and no longer meets the space or operational needs of the Fire Department. Initial funding for design and site acquisition was provided for in 2006 (\$150,000), 2007 (\$350,000), and 2008 (\$500,000). The estimated construction cost is \$6,500,000. Funding for construction will be phased out over two (2) years with \$3,000,000 proposed in 2012.
- (k) Major downtown and neighborhood planning efforts have recommended that the City become more active in the acquisition of vacant and/or blighted properties in the downtown and older residential neighborhoods. Available Community Development Block Grant funds are not sufficient for this effort. Funding in the amount of \$500,000 is proposed to create a pool of funds for such property acquisitions.
- (l) A new Transit Administration and Maintenance Building is proposed to replace the existing facility located on North Parker Drive. The existing facility was constructed in 1961 as a public works garage and became the Transit Maintenance Facility in the mid-1960s. An addition was constructed in 1979 to provide a dedicated area for vehicle maintenance. A new facility is estimated to cost \$7,655,000, with \$1,400,000 provided by 2009 ARRA funds requiring no local match, 80% (\$5,004,000) funded by the Federal Transit Act and the remainder (\$1,251,000) provided by the City of Janesville. In 2006, 2007, and 2010, \$100,000, \$475,000, and \$300,000 respectively were provided as the 20% local match for land acquisition and construction costs. In 2012, \$375,000 is proposed as the final share of the local match.
- (m) The Palmer Park tennis complex encompasses nine (9) tennis courts. Proposed in 2012 is the reconstruction of three (3) of those courts (\$60,000). Courts 7-9 were last reconstructed in 1990 and have developed severe cracking.
- (n) Public Safety Equipment for 2012 includes \$80,000 as the City's contributions towards the replacement of the County-wide records management system.
- (o) 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 the use of information technology. In 2012, funds are requested from the General Fund (\$150,000), Water Utility (\$50,000) and Wastewater Utility (\$50,000), to obtain consulting services and purchase hardware and software for the implementation of specific citywide information technology priority projects, as determined by the City Manager.
- (p) When the City of Janesville took over operation of the golf courses it acquired an aged fleet of maintenance equipment from the previous lessee. Reliable maintenance equipment is critical to the operation of the golf courses. In 2012 funding in the amount of \$200,000 is proposed to continue the replacement of maintenance equipment and fund other capital improvements to the golf courses.
- (q) Several pieces of Fire equipment are scheduled for replacement in 2012. These include a 1997 quint with a 105' aerial ladder (\$1,150,000) and a 1991 rescue vehicle (\$450,000).
- (r) The City continues implementing an Enterprise Resource Planning (ERP) which will replace disparate computer applications and integrate them into a single solution reducing redundant data entry and facilitating the sharing and tracking of information. Phase I of this project included the replacement of our Land Management/Computer-aided Mass Appraisal Software; phase II of this project included the replacement of code enforcement, building permits and inspections, complaint tracking, and planning software; phase III of this project included the replacement of our utility billing and miscellaneous billing software; phase IV of the project included replacement of our accounting, payroll, accounts payable, and human resources software. Funding in the amount of \$400,000 for Phase V is proposed for 2012. Funds

are requested from the General Fund (\$100,000), Water Utility (\$100,000), Wastewater Utility (\$100,000), and Stormwater Utility (\$100,000) to replace or fixed assets software and implement a work-order system.

- (s) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2011, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).
- (t) The initial purchase of the current fleet of busses began in 2002. These busses will be eligible for replacement on 2014. The total cost to replace 7 to 8 busses is estimated to be \$2,800,000 to \$3,200,000, with 80% (\$2,240,000 - \$2,560,000) provided in federal funds and a local share of 20% (\$560,000 to \$640,000). It is proposed to fund this replacement over a number of years with an initial borrowing of \$160,000 in 2012.
- (u) Funding is included for several small Transit capital projects (\$22,500) including capital repair parts (\$8,000), replace radio system components (\$11,800), replace shop equipment (\$2,000), and computer replacements (\$700). Transit projects are funded 80% from the Federal Transit Act and these costs represent the projects local share (20%).

ELEMENT COST:	2011 Estimated	2012 Proposed
<i><u>Water Utility Capital Program</u></i>		
System Improvements:		
Manhole and Valve Replacement	\$70,000	\$156,750
Undersize Main Replacement	355,000	615,600
Lead Service Replacement	90,000	248,900
Main Reinforcement	<u>1,215,000</u>	<u>0</u>
Subtotal	1,730,000	1,021,250
System Expansion:		
Development Main Extensions	300,000	175,000
Transmission Mains	<u>0</u>	<u>350,000</u>
Subtotal	300,000	525,000
Other Capital Projects:		
Technology Enhancements	50,000	50,000
Variable Frequency Drives	520,000	0
GIS Enhancements	0	25,000
ERP Phase V (Fixed Assets/Work Orders)	<u>0</u>	<u>100,000</u>
Subtotal	570,000	175,000
Total Water Utility	<u>\$2,600,000</u>	<u>\$1,721,250</u>
<i><u>Wastewater Utility Capital Program</u></i>		
System Improvements:		
Main Repair/Replacement	680,000	0
Inflow/Infiltration Reduction	195,000	125,000
Sewer Lining	0	750,000
Collection System Reinforcements	<u>0</u>	<u>350,000</u>
Subtotal	875,000	1,225,000
System Expansion:		
Development Sewer Extensions	235,000	200,000
Interceptor Extensions	<u>0</u>	<u>100,000</u>
Subtotal	235,000	300,000

	2011 Estimated	2012 Proposed
ELEMENT COST CONTINUED:		
<i><u>Wastewater Utility Capital Program Continued:</u></i>		
Other Capital Projects:		
Biogas Energy Enhancements	750,000	0
Technology Enhancements	50,000	50,000
GIS Enhancements	0	25,000
ERP Phase V (Fixed Assets/Work Orders)	<u>0</u>	<u>100,000</u>
Subtotal	800,000	175,000
 Total Wastewater Utility	 <u>1,910,000</u>	 <u>1,700,000</u>
<i><u>Stormwater Utility Capital Program</u></i>		
System Improvements:		
Manhole Rehabilitation/Replacement	0	200,000
Channel/Pond Enhancements	0	210,000
Storm Sewer Enhancements	0	650,000
Storm Sewer Repairs	<u>0</u>	<u>285,000</u>
Subtotal	0	1,345,000
Other Capital Projects:		
ERP Phase V (Fixed Assets/Work Orders)	0	100,000
GIS Enhancements	<u>0</u>	<u>25,000</u>
Subtotal	0	125,000
 Total Stormwater Utility	 <u>\$0</u>	 <u>\$1,470,000</u>
<i><u>Sanitation Fund</u></i>		
Construction		
Gas Collection System Upgrades	\$100,000	\$0
Leachate Recirculation System	<u>0</u>	<u>200,000</u>
Subtotal	\$100,000	\$200,000
Closure:		
Phase 1 Closure	100,000	1,200,000
Other Capital Projects:		
Automated Collection of Trash and Recyclables	0	3,150,000
 Total Sanitation Fund	 <u>\$200,000</u>	 <u>\$4,550,000</u>

	2011 Estimated	2012 Proposed
ELEMENT COST CONTINUED:		
<i><u>Tax Increment Financing Capital Program</u></i>		
Business Incubator	850,000	0
Total TIF	<u>\$850,000</u>	<u>\$0</u>
<i><u>Hedberg Library Capital Program</u></i>		
Parking Lot Resurfacing	10,000	0
Technology Enhancements	140,000	100,000
Building Improvements	<u>0</u>	<u>20,000</u>
Total Hedberg Library	<u>\$150,000</u>	<u>\$120,000</u>
<i><u>General Fund Capital Program</u></i>		
Infrastructure Maintenance and Extensions:		
Street Extensions	0	75,000
New and Replacement-Sidewalks	540,000	735,000
Curb & Gutter Replacement & Reconstruction	688,000	670,000
Street Maintenance and Improvements	1,042,000	950,000
Major Arterials and Connecting Highways:		
Milwaukee & Wuthering Hills Roundabout	55,000	0
N. Main St. Resurfacing (design)	55,000	0
S. Pearl St. Reconstruction - Court to Rockport	350,000	0
Milton Ave. Reconst. - Centerway to Kennedy (Design)	0	266,000
USH 14 - Lexington to Deerfield (Design)	0	184,000
McCormick Dr. - STH 26 to Huntinghome	0	185,000
River St. Reconstruction - Court to Racine	0	277,000
Palmer Dr. - Repair Bridge over Spring Brook	<u>80,000</u>	<u>35,000</u>
Subtotal	\$2,810,000	\$3,377,000
Public Buildings and Grounds:		
Skate Board Park	100,000	0
City Services Center - Additional Storage	50,000	0
Cemetery Capital	60,000	0
Parking Lot Reconstruction - Palmer Drive/Park	195,000	0
Renovate Playgrounds/Maintain Equipment	40,000	80,000
Building Maintenance	200,000	350,000
Tallman House	300,000	450,000
Fire Station #1	500,000	3,000,000
Property Acquisitions	0	500,000
Transit Facility	0	375,000
ADA Modifications - Rockport Pool	0	20,000

	2011 Estimated	2012 Proposed
Subtotal	1,445,000	4,835,000
ELEMENT COST CONTINUED:		
<i>General Fund Capital Program Continued:</i>		
Equipment and Technology:		
Public Safety Equipment	800,000	80,000
Technology Enhancements	100,000	150,000
Golf Course Capital	100,000	200,000
Fire Vehicle Replacement	1,000,000	1,600,000
ERP Phase V (Fixed Assets/Work Orders)	0	100,000
GIS Enhancements	0	25,000
Bus Replacements	0	160,000
Transit Capital Projects	0	22,500
Subtotal	2,000,000	2,337,500
Total General Fund	<u>\$6,255,000</u>	<u>\$10,549,500</u>
TOTAL MAJOR CAPITAL PROJECTS:	<u>\$11,965,000</u>	<u>\$20,110,750</u>
<u>APPROPRIATIONS</u>	<u>234,800</u>	<u>216,248</u>

REQUIRED RESOURCES:

	2011 Estimated	2012 Proposed
Water Utility		
Assessments	\$275,000	\$295,000
Note Proceeds	<u>2,325,000</u>	<u>1,480,000</u>
Subtotal	2,600,000	1,775,000
Wastewater Utility		
Assessments	135,000	300,000
Note Proceeds	<u>1,775,000</u>	<u>1,400,000</u>
Subtotal	1,910,000	1,700,000
Stormwater Utility		
Assessments	0	0
Note Proceeds	<u>0</u>	<u>1,470,000</u>
Subtotal	0	1,470,000
Sanitation Fund		
Note Proceeds	200,000	4,550,000
TIF Fund		
Note Proceeds	850,000	0
Hedberg Library		
Note Proceeds	150,000	120,000
General Fund		
Assessments		
Street Extensions	0	75,000
Street Maintenance and Improvements	92,000	0
Curb and Gutter	13,000	20,000
Sidewalks	<u>330,000</u>	<u>410,000</u>
Assessments Subtotal	435,000	505,000
Note Proceeds	<u>5,820,000</u>	<u>10,044,500</u>
Subtotal	6,255,000	10,549,500
TOTAL MAJOR CAPITAL PROJECTS	<u>\$11,965,000</u>	<u>\$20,164,500</u>
Appropriations		
City Property	0	0
Maintenance Services	30,000	30,000
Deficit Reduction	201,600	183,048
Deferrals (Interest Costs)	1,200	1,200
Debt Issuance Expense	<u>2,000</u>	<u>2,000</u>
Subtotal	234,800	216,248
GRAND TOTAL	<u>\$12,199,800</u>	<u>\$20,380,748</u>

CITY OF JANESVILLE, WISCONSIN

Computation of Legal Debt Margin

December 31, 2011

Equalized Value of Real and Personal Property	<u>\$3,940,763,600</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$197,038,180</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt	
Applicable to Debt Limit at December 31, 2011 (37.92% of Legal Limit)	<u>\$74,724,441</u> *
Remaining Legal Debt Margin	<u>\$122,313,739</u>

* Does not include Wastewater Utility Revenue Debt in the amount of \$30,246,250.

* Does not include Water Utility Revenue Debt in the amount of \$2,503,997.

General Obligation Debt Service for 2012 and
Total Outstanding Indebtedness as of 31 December 2011
with Projected 2011 Debt Issues

			2012		2012 Principal & Interest	12/31/2011		
			Principal	Interest		Principal	Interest	Total
Water Utility								
2004 L.T. Note	2,790,000	Water Utility Impr.	235,000	22,808	257,808	675,000	40,966	715,966
2005 L.T. Note	1,515,000	Water Utility Impr.	40,000	5,800	45,800	165,000	13,550	178,550
2006 L.T. Note	1,850,000	Water Utility Impr.	295,000	17,900	312,900	595,000	42,100	637,100
2006A L.T. Note	3,335,000	Water Utility Impr.	385,000	83,813	468,813	2,235,000	293,813	2,528,813
2007 L.T. Note	1,375,000	Water Utility Impr.	205,000	25,425	230,425	710,000	69,275	779,275
2008 L.T. Note	3,050,000	Water Utility Impr.	415,000	72,863	487,863	2,005,000	233,225	2,238,225
2009 L.T. Note	2,145,000	Water Utility Impr.	230,000	45,800	275,800	1,695,000	209,750	1,904,750
2009B L.T. Note	1,105,000	Water Utility Impr.	285,000	9,225	294,225	585,000	12,412	597,412
2010 L.T. Note	970,000	Water Utility Impr.	90,000	18,925	108,925	880,000	97,138	977,138
2011 L.T. Note	2,510,000	Water Utility Impr.	10,000	39,950	49,950	2,510,000	406,838	2,916,838
2011A L.T. Note	310,000	Water Utility Impr.	15,000	4,307	19,307	310,000	34,438	344,438
Water Utility Total			\$ 2,205,000	\$ 346,816	\$ 2,551,816	\$ 12,365,000	\$ 1,453,505	\$ 13,818,505
Wastewater Utility								
2004 L.T. Note	1,750,000	Wastewater Utility Impr.	75,000	7,678	82,678	225,000	13,941	238,941
2005 L.T. Note	2,115,000	Wastewater Utility Impr.	120,000	16,800	136,800	480,000	39,150	519,150
2006 L.T. Note	2,705,000	Wastewater Utility Impr.	395,000	31,100	426,100	975,000	77,700	1,052,700
2006A L.T. Note	675,000	Wastewater Utility Impr.	135,000	5,063	140,063	135,000	5,063	140,063
2007 L.T. Note	3,850,000	Wastewater Utility Impr.	460,000	80,550	540,550	2,130,000	250,775	2,380,775
2008 L.T. Note	1,885,000	Wastewater Utility Impr.	265,000	44,469	309,469	1,230,000	139,878	1,369,878
2009 L.T. Note	765,000	Wastewater Utility Impr.	90,000	15,375	105,375	585,000	68,313	653,313
2009B L.T. Note	960,000	Wastewater Utility Impr.	185,000	1,850	186,850	185,000	1,850	186,850
2010 L.T. Note	525,000	Wastewater Utility Impr.	60,000	9,813	69,813	465,000	49,019	514,019
2011 L.T. Note	191,000	Wastewater Utility Impr.	110,000	27,233	137,233	1,910,000	221,382	2,131,382
2011A L.T. Note	250,000	Wastewater Utility Impr.	125,000	2,083	127,083	250,000	3,333	253,333
Wastewater Utility Total			\$ 2,020,000	\$ 242,014	\$ 2,262,014	\$ 8,570,000	\$ 870,404	\$ 9,440,404
Storm Sewer Utility Improvements								
2004 L.T. Note	1,090,000	Greenbelt Xings - Drainage Str.	125,000	10,722	135,722	325,000	19,072	344,072
2005 L.T. Note	750,000	Greenbelt Xings - Drainage Str.	65,000	13,313	78,313	360,000	34,950	394,950
2006 L.T. Note	140,000	Greenbelt Xings - Drainage Str.	15,000	2,300	17,300	65,000	5,900	70,900
2008 L.T. Note	25,000	Storm Improvements	5,000	300	5,300	10,000	400	10,400
2009 L.T. Note	1,045,000	Storm Improvements	115,000	22,000	137,000	820,000	99,900	919,900
2009B L.T. Note	4,414	Greenbelt Xings - Drainage Str.	2,000	20	2,020	2,000	20	2,020
2009B L.T. Note	37,908	Storm Sewer Utility Impr.	8,000	80	8,080	8,000	80	8,080
2010 L.T. Note	1,125,000	Storm Sys. Imps., ERP & GIS enhancements	100,000	22,281	122,281	1,025,000	117,922	1,142,922
2011A L.T. Note	60,000	Storm Sys. Imps., ERP & GIS enhancements	30,000	500	30,500	60,000	800	60,800
Storm Sewer Utility Improvements Total			\$ 465,000	\$ 71,516	\$ 536,516	\$ 2,675,000	\$ 279,044	\$ 2,954,044
WRS Internal Service								
2005 Tax GO Note	795,000	WRS Prior Service Costs	32,000	31,096	63,096	665,000	114,829	779,829
WRS Internal Service Total			\$ 32,000	\$ 31,096	\$ 63,096	\$ 665,000	\$ 114,829	\$ 779,829
Library								
2005 L.T. Note	255,000	Lower Level, Automation/Computers	-	-	-	-	-	-
2005 Tax GO Note	487,000	WRS Prior Service Costs	20,000	19,078	39,078	408,000	70,426	478,426
2006 L.T. Note	160,000	Soffit Repairs, Automation/Computers	10,000	2,000	12,000	55,000	5,900	60,900
2007 L.T. Note	125,000	Bldg. Maint., Renovations	15,000	2,438	17,438	65,000	7,244	72,244
2008 L.T. Note	225,000	Bldg. Maint., Renovations, Technology	30,000	4,875	34,875	135,000	16,331	151,331
2009 L.T. Note	350,000	Library Bldg. Maint., Renovations, Technology	70,000	3,850	73,850	210,000	7,175	217,175
2010 L.T. Note	85,000	Bldg Maint., Computer Replacements	10,000	1,511	11,511	75,000	6,277	81,277
2011 L.T. Note	150,000	Bldg Maint., Computer Replacements	25,000	1,750	26,750	150,000	7,500	157,500
Library Total			\$ 180,000	\$ 35,502	\$ 215,502	\$ 1,098,000	\$ 120,853	\$ 1,218,853

General Obligation Debt Service for 2012 and
Total Outstanding Indebtedness as of 31 December 2011
with Projected 2011 Debt Issues

	2012		2012 Principal & Interest	12/31/2011		Total		
	Principal	Interest		Principal	Interest			
Sanitation - Waste Management								
2004 L.T. Note	115,000	Constr./Closure	12,000	1,146	13,146	34,000	2,064	36,064
2004 L.T. Note	405,000	Site Const - Yr 2	41,000	4,156	45,156	122,000	7,559	129,559
2005 L.T. Note	525,000	Site Const - Yr 3	51,000	7,223	58,223	206,000	16,888	222,888
2006 L.T. Note	605,000	Closure - Phase 5	60,000	10,960	70,960	304,000	30,520	334,520
2006 L.T. Note	750,000	LT Care Financial Responsibility	75,000	13,500	88,500	375,000	37,500	412,500
2006 L.T. Note	410,000	Site Const - Yr 4	41,000	7,380	48,380	205,000	20,500	225,500
2007 L.T. Note	480,000	Compactor	46,000	11,800	57,800	299,000	39,583	338,583
2007 L.T. Note	300,000	Constr. of Phase II (Yr 1)	29,000	7,370	36,370	187,000	24,565	211,565
2007 L.T. Note	60,000	Horizontal Gas Collection Sys.	6,000	1,410	7,410	36,000	4,710	40,710
2007 L.T. Note	150,000	Maint. Facility/Fuel Tank	14,000	3,675	17,675	93,000	12,273	105,273
2008 L.T. Note	300,000	Constr. of Phase II (Yr 2)	30,000	7,950	37,950	210,000	30,263	240,263
2008 L.T. Note	30,000	Horizontal Gas Collection Sys.	3,000	795	3,795	21,000	3,026	24,026
2008 L.T. Note	135,000	Maint. Facility/Fuel Tank	12,000	3,805	15,805	99,000	15,549	114,549
2009 L.T. Note	270,000	Constr. of Phase II (Final)	27,000	5,940	32,940	216,000	27,810	243,810
2009 L.T. Note	160,000	Horizontal Gas Collection Sys.	16,000	3,520	19,520	128,000	16,480	144,480
2009 L.T. Note	1,180,000	Ph III - Leachate Upgrade	118,000	25,960	143,960	944,000	121,540	1,065,540
2009 L.T. Note	140,000	Scale/Scalehouse Replacement	14,000	3,080	17,080	112,000	14,420	126,420
2009B L.T. Note	180,000	Constr./Closure	60,000	1,850	61,850	110,000	3,725	113,725
2009B L.T. Note	120,000	Remediation Gas/Leachate	40,000	2,400	42,400	120,000	5,400	125,400
2010 L.T. Note	240,000	Odor Remediation Project	25,000	4,806	29,806	225,000	24,384	249,384
2011 L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	-	3,025	3,025	200,000	27,044	227,044
2011A L.T. Note	135,302	Constr./Closure	70,000	1,104	71,104	135,302	1,757	137,059
Sanitation - Waste Management Total			\$ 790,000	\$ 132,855	\$ 922,855	\$ 4,381,302	\$ 487,559	\$ 4,868,860
TIF Districts & Land Acquisition								
2002 State Loan	1,758,400	TIF #22	209,441	9,451	218,892	209,441	9,451	218,892
2004 L.T. Note	890,000	TIF #22	90,000	12,534	102,534	350,000	23,389	373,389
2004 L.T. Note	1,265,000	TIF #26	100,000	29,328	129,328	760,000	56,882	816,882
2005 L.T. Note	225,000	TIF #16	40,000	5,600	45,600	160,000	13,050	173,050
2005 L.T. Note	170,000	TIF #26	10,000	3,175	13,175	85,000	4,675	89,675
2006 L.T. Note	195,000	TIF #24	60,000	1,200	61,200	60,000	1,200	61,200
2006 L.T. Note	125,000	TIF #26	10,000	2,800	12,800	75,000	6,300	81,300
2007 L.T. Note	70,000	TIF #22	10,000	2,350	12,350	60,000	7,850	67,850
2008 L.T. Note	590,000	TIF #22	-	25,075	25,075	590,000	162,988	752,988
2008 L.T. Note	325,000	TIF #26	30,000	8,769	38,769	230,000	33,791	263,791
2009 L.T. Note	210,000	TIF #24	20,000	4,700	24,700	170,000	21,800	191,800
2009 L.T. Note	315,000	TIF #27	30,000	7,125	37,125	255,000	34,338	289,338
2009 L.T. Note	100,000	TIF #34	10,000	2,200	12,200	80,000	10,300	90,300
2009B L.T. Note	5,095,000	TIF #22	415,000	116,957	531,957	4,330,000	461,996	4,791,996
2010 L.T. Note	190,000	TIF #26	-	4,492	4,492	190,000	23,531	213,531
2010 L.T. Note	865,000	TIF #23	65,000	19,391	84,391	865,000	110,616	975,616
2011 L.T. Note	850,000	TIF #22	75,000	10,875	85,875	850,000	64,431	914,431
2011A L.T. Note	95,000	TIF #17	45,000	817	45,817	95,000	1,317	96,317
2011A L.T. Note	390,000	TIF #25	70,000	4,500	74,500	390,000	17,900	407,900
TIF Districts & Land Acquisition Total			\$ 1,289,441	\$ 271,339	\$ 1,560,780	\$ 9,804,441	\$ 1,065,804	\$ 10,870,245
Special Assessment Fund								
2006 L.T. Note	3,285,000	DPW Infrastructure Impr.	630,000	12,600	642,600	630,000	12,600	642,600
2006A L.T. Note	990,000	DPW Infrastructure Impr.	190,000	7,125	197,125	190,000	7,125	197,125
2007 L.T. Note	2,790,000	DPW Infrastructure Impr.	560,000	33,200	593,200	1,110,000	44,200	1,154,200
2008 L.T. Note	2,285,000	DPW Infrastructure Impr.	460,000	45,400	505,400	1,365,000	81,500	1,446,500
2009 L.T. Note	760,000	DPW Infrastructure Impr.	150,000	13,050	163,050	610,000	32,175	642,175
2010 L.T. Note	285,000	DPW Infrastructure Impr.	50,000	5,200	55,200	285,000	15,050	300,050
2011 L.T. Note	435,000	DPW Infrastructure Impr.	-	5,800	5,800	435,000	28,150	463,150
Special Assessment Fund Total			\$ 2,040,000	\$ 122,375	\$ 2,162,375	\$ 4,625,000	\$ 220,800	\$ 4,845,800

General Obligation Debt Service for 2012 and
Total Outstanding Indebtedness as of 31 December 2011
with Projected 2011 Debt Issues

			2012		2012 Principal & Interest	12/31/2011		
			Principal	Interest		Principal	Interest	Total
GENERAL CITY								
General Government								
2004 L.T. Note	30,000	Gen'l Bldg. Repairs - Ice Arena	3,000	307	3,307	9,000	558	9,558
2005 L.T. Note	100,000	Gen'l Bldg. Repairs	10,000	1,400	11,400	40,000	3,263	43,263
2005 L.T. Note	440,000	Municipal Bldg. - 1st Floor	44,000	6,160	50,160	176,000	14,355	190,355
2005 Tax GO Note	3,003,000	WRS Prior Service Costs	123,000	117,466	240,466	2,512,000	433,916	2,945,916
2006 L.T. Note	200,000	Gen'l Bldg. Repairs	20,000	3,600	23,600	100,000	10,000	110,000
2006 L.T. Note	100,000	Tallmann House Tuck Pointing	10,000	1,800	11,800	50,000	5,000	55,000
2006 L.T. Note	350,000	Tech. - CAMA Software	35,000	6,300	41,300	175,000	17,500	192,500
2006 L.T. Note	100,000	Tech. Enhancements	10,000	1,800	11,800	50,000	5,000	55,000
2007 L.T. Note	134,000	Gen'l Bldg. Repairs	13,000	3,270	16,270	83,000	10,970	93,970
2007 L.T. Note	100,000	Tech. Enhancements	8,000	2,440	10,440	61,000	8,268	69,268
2008 L.T. Note	350,000	ERP Phase II	35,000	9,275	44,275	245,000	35,306	280,306
2008 L.T. Note	500,000	Gen'l Bldg. Repairs	50,000	13,250	63,250	350,000	50,438	400,438
2008 L.T. Note	25,000	GIS Enhancements	2,000	735	2,735	19,000	2,946	21,946
2008 L.T. Note	250,000	Municipal Building - Relocate Server Room	25,000	6,625	31,625	175,000	25,219	200,219
2008 L.T. Note	200,000	Tech. Enhancements	20,000	5,300	25,300	140,000	20,175	160,175
2009 L.T. Note	100,000	ERP Phase III	20,000	1,100	21,100	60,000	2,050	62,050
2009 L.T. Note	250,000	Gen'l Bldg. Repairs	26,000	5,390	31,390	198,000	24,925	222,925
2009 L.T. Note	250,000	Tallman House	26,000	5,390	31,390	198,000	24,925	222,925
2009 L.T. Note	100,000	Tech. Enhancements	20,000	1,100	21,100	60,000	2,050	62,050
2009B L.T. Note	34,000	Acquis. 200 W Milwaukee St	-	298	298	14,000	446	14,446
2009B L.T. Note	75,000	GIS Hardware/Software	25,000	625	25,625	40,000	1,188	41,188
2009B L.T. Note	8,000	Tallmann House HVAC	3,000	30	3,030	3,000	30	3,030
2010 L.T. Note	995,000	Gen'l Bldg. Repairs, Tallman House	122,000	17,953	139,953	873,000	82,303	955,303
2010 L.T. Note	241,000	Gen'l Bldg. Repairs	32,888	3,251	36,139	241,000	26,865	267,865
2010 L.T. Note	60,000	Oakhill Cemetery - Capital Projects	3,653	873	4,526	60,000	7,897	67,897
2010 L.T. Note	50,000	City Service Center- Storage Building	3,043	728	3,771	50,000	6,581	56,581
2010 L.T. Note	300,000	Tallman House	18,261	4,367	22,628	300,000	39,484	339,484
2010 L.T. Note	120,000	Technology Enhancements	20,000	1,400	21,400	120,000	5,400	125,400
General Government Total			\$ 727,845	\$ 222,233	\$ 950,078	\$ 6,402,000	\$ 867,056	\$ 7,269,056
Public Safety								
2003A L.T. Note	291,000	Ambulance/Pumper	-	-	-	-	-	-
2003A L.T. Note	750,000	Police Services Constr. - Yr 1 Funding	-	-	-	-	-	-
2004 L.T. Note	281,000	Ambulance/Pumper	28,000	2,950	30,950	86,000	5,371	91,371
2004 L.T. Note	1,850,000	Police Services Constr. - Yr 2 Funding	187,000	19,062	206,062	559,000	34,636	593,636
2005 L.T. Note	140,000	Ambulance	14,000	1,960	15,960	56,000	4,568	60,568
2005 L.T. Note	710,000	Police Services Constr. - Yr 3 Funding	71,000	9,940	80,940	284,000	23,164	307,164
2006 L.T. Note	80,000	Intersection Pre-emption Units	8,000	1,440	9,440	40,000	4,000	44,000
2006 L.T. Note	1,155,000	Police Services Constr. - Yr 4 Funding	115,000	20,700	135,700	575,000	57,340	632,340
2006 L.T. Note	150,000	Station #1 Land Acquis.	15,000	2,700	17,700	75,000	7,500	82,500
2007 L.T. Note	190,000	Police Communication Sys.	19,000	4,635	23,635	118,000	15,433	133,433
2007 L.T. Note	350,000	Station #1	34,000	8,590	42,590	218,000	28,693	246,693
2007 L.T. Note	70,000	Vehicles	7,000	1,733	8,733	44,000	5,846	49,846
2008 L.T. Note	60,000	Police Pistol Range Renovation	6,000	1,590	7,590	42,000	6,053	48,053
2008 L.T. Note	125,000	Public Safety Equipment	13,000	3,240	16,240	86,000	12,185	98,185
2008 L.T. Note	35,000	Public Safety Network (T1 for Fire)	3,000	1,000	4,000	26,000	3,955	29,955
2008 L.T. Note	500,000	Station #1	50,000	13,250	63,250	350,000	50,438	400,438
2009 L.T. Note	230,000	Public Safety Equipment - Fire	46,000	2,530	48,530	138,000	4,715	142,715
2009 L.T. Note	65,000	Public Safety Equipment - Police	7,000	1,375	8,375	51,000	6,282	57,282
2009B L.T. Note	38,000	Ambulance	13,000	130	13,130	13,000	130	13,130
2009B L.T. Note	52,000	Equip.	-	525	525	21,000	1,313	22,313
2009B L.T. Note	64,000	Police Services	-	675	675	27,000	1,687	28,687
2009B L.T. Note	6,000	Station #4 HVAC	2,000	20	2,020	2,000	20	2,020
2009B L.T. Note	45,000	Truck - Ambulance	-	425	425	20,000	638	20,638
2011 L.T. Note	500,000	Fire Station #1 - Construction Yr. 3	30,434	7,278	37,712	500,000	65,807	565,807
2011 L.T. Note	1,000,000	Public Safety Equip - Fire Vehicle Replace	60,870	14,557	75,427	1,000,000	131,613	1,131,613
2011 L.T. Note	800,000	Public Safety Equip	48,696	11,645	60,341	800,000	105,290	905,290
2011A L.T. Note	58,348	Ambulance/Pumper	29,480	483	29,963	58,348	772	59,120
2011A L.T. Note	150,380	Police Services Construction	75,978	1,244	77,222	150,380	1,989	152,369
Public Safety Total			\$ 883,458	\$ 133,677	\$ 1,017,135	\$ 5,339,728	\$ 579,435	\$ 5,919,163

General Obligation Debt Service for 2012 and
Total Outstanding Indebtedness as of 31 December 2011
with Projected 2011 Debt Issues

	2012		2012 Principal & Interest	12/31/2011				
	Principal	Interest		Principal	Interest	Total		
Public Works								
2004 L.T. Note	85,000	Marshall Auditorium	9,000	880	9,880	26,000	1,611	27,611
2004 L.T. Note	155,000	Parking Plaza Repairs	16,000	1,597	17,597	47,000	2,913	49,913
2004 L.T. Note	89,000	Traffic Signal Impr.	9,000	921	9,921	27,000	1,673	28,673
2004 L.T. Note	655,000	DPW Infrastructure Impr.	66,000	6,757	72,757	198,000	12,268	210,268
2005 L.T. Note	250,000	Marshall Auditorium	25,000	3,500	28,500	100,000	8,156	108,156
2005 L.T. Note	90,000	Parking Plaza Repairs	9,000	1,260	10,260	36,000	2,936	38,936
2005 L.T. Note	50,000	Traffic Signal Impr.	5,000	700	5,700	20,000	1,631	21,631
2005 L.T. Note	10,000	Transit Equip.	1,000	140	1,140	4,000	326	4,326
2005 L.T. Note	730,000	DPW Infrastructure Impr.	73,000	10,138	83,138	290,000	23,567	313,567
2006 L.T. Note	90,000	Downtown Riverwall Railing	9,000	1,620	10,620	45,000	4,500	49,500
2006 L.T. Note	250,000	Marshall Auditorium (JPAC)	25,000	4,500	29,500	125,000	12,500	137,500
2006 L.T. Note	60,000	Parking Plaza Repairs	6,000	1,080	7,080	30,000	3,000	33,000
2006 L.T. Note	190,000	River Front Property Acquis.	19,000	3,420	22,420	95,000	9,500	104,500
2006 L.T. Note	75,000	Riverwall Replacement	8,000	1,400	9,400	39,000	3,940	42,940
2006 L.T. Note	150,000	Transit Equip.	15,000	2,700	17,700	75,000	7,500	82,500
2006 L.T. Note	100,000	Transit Services Bldg. Design	10,000	1,800	11,800	50,000	5,000	55,000
2006 L.T. Note	990,000	DPW Infrastructure Impr.	99,000	17,780	116,780	494,000	49,280	543,280
2007 L.T. Note	475,000	Transit Services Bldg. Design	46,000	11,710	57,710	297,000	39,132	336,132
2007 L.T. Note	1,554,000	DPW Infrastructure Impr.	150,000	38,170	188,170	968,000	127,767	1,095,767
2008 L.T. Note	1,250,000	Downtown Parking Structure - Yr I	125,000	33,125	158,125	875,000	126,094	1,001,094
2008 L.T. Note	780,000	Property Acquis.	78,000	20,670	98,670	546,000	78,683	624,683
2008 L.T. Note	195,000	Salt Storage Building	20,000	5,095	25,095	135,000	19,246	154,246
2008 L.T. Note	70,000	Snow Fighting - GPS & Anti-Ice	7,000	1,855	8,855	49,000	7,061	56,061
2008 L.T. Note	25,000	Transit Capital Projects	2,000	735	2,735	19,000	2,946	21,946
2008 L.T. Note	1,495,000	DPW Infrastructure Impr.	150,000	39,538	189,538	1,045,000	149,931	1,194,931
2009 L.T. Note	2,900,000	Downtown Parking Structure - Yr I	289,000	64,060	353,060	2,326,000	300,670	2,626,670
2009 L.T. Note	598,000	Property Acquis.	58,000	13,345	71,345	482,000	62,888	544,888
2009 L.T. Note	332,000	DPW Flood Remediation	35,000	7,112	42,112	262,000	32,849	294,849
2009 L.T. Note	1,455,000	DPW Infrastructure Impr.	153,000	31,192	184,192	1,149,000	143,854	1,292,854
2009B L.T. Note	376,000	DPW Infrastructure Impr.	71,000	3,039	74,039	173,000	5,278	178,278
2009B L.T. Note	58,000	Downtown Parking Str.	-	545	545	23,000	1,193	24,193
2009B L.T. Note	31,000	E Milwaukee	-	234	234	11,000	351	11,351
2009B L.T. Note	36,000	E Rotamer Rd	-	340	340	16,000	510	16,510
2009B L.T. Note	78,000	East Racine St LGIP	26,000	660	26,660	42,000	1,260	43,260
2009B L.T. Note	12,000	Parking Plaza Repairs	4,000	40	4,040	4,000	40	4,040
2009B L.T. Note	21,000	Riverfront Property Acquis.	-	128	128	6,000	191	6,191
2009B L.T. Note	3,000	Traffic Signal Impr.	1,000	10	1,010	1,000	30	1,030
2009B L.T. Note	87,000	Transit Buses	13,000	705	13,705	36,000	1,567	37,567
2010 L.T. Note	1,675,000	DPW Infrastructure Impr.	161,500	32,360	193,860	1,513,500	163,750	1,677,250
2010 L.T. Note	200,000	Property Acquis.	20,000	3,845	23,845	180,000	19,508	199,508
2010 L.T. Note	325,000	Transit Services Bldg., Transit Capital	32,500	6,249	38,749	292,500	31,699	324,199
2011 L.T. Note	2,405,000	DPW Infrastructure Impr.	146,392	35,008	181,400	2,405,000	316,509	2,721,509
2011A L.T. Note	80,919	DPW Infrastructure Impr.	43,452	3,204	46,656	246,000	25,648	271,648
2011A L.T. Note	6,000	Downtown Streetscape Impr.	3,032	50	3,082	6,000	79	6,079
2011A L.T. Note	6,000	Parking Plaza Repairs	3,032	50	3,082	6,000	79	6,079
2011A L.T. Note	22,000	Pothole Patching Unit	11,116	182	11,298	22,000	291	22,291
2011A L.T. Note	16,041	South Main St. Parking Lot	8,105	133	8,238	16,041	212	16,253
2011A L.T. Note	30,878	Transit Buses	15,601	256	15,856	30,878	409	31,287
Public Works Total			\$ 2,076,730	\$ 413,837	\$ 2,490,566	\$ 14,883,919	\$ 1,810,026	\$ 16,693,945

General Obligation Debt Service for 2012 and
Total Outstanding Indebtedness as of 31 December 2011
with Projected 2011 Debt Issues

	2012		2012 Principal & Interest	12/31/2011				
	Principal	Interest		Principal	Interest	Total		
Leisure Services								
2004 L.T. Note	85,000	Bike Trail Impr.	9,000	921	9,921	27,000	1,673	28,673
2004 L.T. Note	60,000	Renovate Playgrounds/Equip.	6,000	614	6,614	18,000	1,115	19,115
2004 L.T. Note	90,000	Tennis Courts - Palmer Park	9,000	921	9,921	27,000	1,673	28,673
2004 L.T. Note	200,000	Golf Course- Riverside Irrigation System	30,000	2,866	32,866	85,000	5,269	90,269
2005 L.T. Note	190,000	Bike Trail Impr.	19,000	2,660	21,660	76,000	6,199	82,199
2005 L.T. Note	30,000	Renovate Playgrounds/Equip.	3,000	420	3,420	12,000	979	12,979
2006 L.T. Note	255,000	Aquatics Facility Impr.	25,000	4,620	29,620	128,000	12,920	140,920
2006 L.T. Note	110,000	Bike Trail - Rockport Park to Lock Lomond	11,000	1,980	12,980	55,000	5,500	60,500
2006 L.T. Note	160,000	Grade Separation - E Milwaukee Bike Trail	16,000	2,880	18,880	80,000	8,000	88,000
2006 L.T. Note	30,000	Renovate Playgrounds/Equip.	3,000	540	3,540	15,000	1,500	16,500
2006 L.T. Note	100,000	Youth Sports Complex Pavilion	10,000	1,800	11,800	50,000	5,000	55,000
2007 L.T. Note	1,000,000	Aquatics Facility Impr.	96,000	24,752	120,752	627,000	83,009	710,009
2007 L.T. Note	72,000	Renovate Playgrounds/Equip.	7,000	1,732	8,732	44,000	5,846	49,846
2008 L.T. Note	35,000	Renovate Playgrounds/Equip.	4,000	855	4,855	23,000	3,106	26,106
2008 L.T. Note	500,000	Youth Sports	50,000	13,250	63,250	350,000	50,438	400,438
2009 L.T. Note	1,150,000	Ice Arena	116,000	25,190	141,190	918,000	117,625	1,035,625
2009 L.T. Note	35,000	Renovate Playgrounds/Equip.	4,000	715	4,715	27,000	3,193	30,193
2009 L.T. Note	500,000	Youth Sports	45,000	11,575	56,575	411,000	55,688	466,688
2009B L.T. Note	30,000	Bond Park Restroom	10,000	100	10,100	10,000	100	10,100
2009B L.T. Note	19,000	HWY 11 Bike Trail	6,000	60	6,060	6,000	60	6,060
2009B L.T. Note	18,000	Ice Arena Mech/Maint	6,000	60	6,060	6,000	60	6,060
2009B L.T. Note	11,000	Monterey Stadium Locker Room	4,000	40	4,040	4,000	40	4,040
2009B L.T. Note	5,000	N Riverside Pavilion Floors	2,000	20	2,020	2,000	20	2,020
2009B L.T. Note	18,000	Playground Equip.	6,000	60	6,060	6,000	60	6,060
2009B L.T. Note	90,000	Senior Center	-	425	425	20,000	638	20,638
2009B L.T. Note	24,000	Traxler Riverwall	8,000	80	8,080	8,000	80	8,080
2009B L.T. Note	21,000	Youth Sports Facility	-	234	234	11,000	351	11,351
2009B L.T. Note	30,000	Golf Course- Riverside Irrigation System	3,000	679	3,679	30,000	1,503	31,503
2009B L.T. Note	10,000	Golf Course- Riverside Irrigation System	2,000	209	2,209	10,000	428	10,428
2010 L.T. Note	140,000	Renovate Playground Equip., Bike Trail	14,000	2,691	16,691	126,000	13,655	139,655
2010 L.T. Note	100,000	Riverside Park - Storage Building	10,000	1,923	11,923	90,000	9,754	99,754
2010 L.T. Note	100,000	Golf Course - Operating Equipment	10,000	1,923	11,923	90,000	9,754	99,754
2011 L.T. Note	40,000	Renovate Playground Equip.	2,434	582	3,016	40,000	5,265	45,265
2011 L.T. Note	100,000	Skateboard Park	6,087	1,456	7,543	100,000	13,161	113,161
2011 L.T. Note	195,000	Palmer Park - Parking Lot	11,870	2,839	14,709	195,000	25,665	220,665
2011 L.T. Note	100,000	Golf Course - Operating Equipment	6,087	1,456	7,543	100,000	13,161	113,161
2011A L.T. Note	38,051	Traxler Riverwall/Rockport Park Maint. Bldg.	19,226	315	19,541	38,051	503	38,554
2011A L.T. Note	50,000	Golf Course- Riverside Irrigation System	25,263	414	25,677	50,000	661	50,661
Leisure Services Total			614,967	113,857	728,824	3,915,051	463,650	4,378,701
TOTAL GENERAL CITY			\$ 4,303,000	\$ 883,604	\$ 5,186,604	\$ 30,540,698	\$ 3,720,167	\$ 34,260,865
TOTAL DPW IMPROVEMENTS & GENERAL CITY			\$ 4,303,000	\$ 883,604	\$ 5,186,604	\$ 30,540,698	\$ 3,720,167	\$ 34,260,865
GRAND TOTAL GENERAL OBLIGATION DEBT			\$ 13,324,441	\$ 2,137,117	\$ 15,461,558	\$ 74,724,441	\$ 8,332,965	\$ 83,057,406
Wastewater Utility Revenue								
CWF #4335-01	346,280	Wastewater Utility Impr.	24,737	469	25,206	24,737	469	25,206
CWF #4335-02	1,100,828	Wastewater Utility Impr.	57,601	17,159	74,760	652,775	93,769	746,544
CWF #4335-03	518,676	Wastewater Utility Impr.	30,205	4,482	34,687	160,621	12,668	173,289
CWF #4335-04	1,128,073	Wastewater Utility Impr.	65,369	10,200	75,569	419,032	34,028	453,060
CWF #4335-05	284,140	Wastewater Utility Impr.	15,774	3,927	19,701	140,122	17,286	157,408
CWF #4335-07	2,032,973	Wastewater Utility Impr.	102,305	31,915	134,220	1,400,638	207,965	1,608,603
CWF #4335-09	26,462,000	Wastewater Utility Impr.	1,219,502	568,933	1,788,435	26,462,000	5,729,825	32,191,825
CWF #4335-10	986,325	Wastewater Utility Impr.	39,002	23,204	62,206	986,325	255,315	1,241,640
Wastewater Utility Revenue Total			\$ 1,554,495	\$ 660,289	\$ 2,214,784	\$ 30,246,250	\$ 6,351,325	\$ 36,597,575
Water Utility Revenue								
SDWL #5119-01	2,150,000	Water Utility Impr.	105,341	36,161	141,502	1,581,651	255,361	1,837,012
SDWL #5119-02	1,336,937	Water Utility Impr.	65,919	24,458	90,377	922,346	160,373	1,082,719
Water Utility Revenue Total			\$ 171,260	\$ 60,619	\$ 231,879	\$ 2,503,997	\$ 415,734	\$ 2,919,731
TOTAL LONG-TERM DEBT			\$ 15,050,196	\$ 2,858,024	\$ 17,908,221	\$ 107,474,688	\$ 15,100,023	\$ 122,574,711

Not Recommended Budget Reductions and Enhancements

General Fund

Reductions

Department	Item	Amount
Revenue Increases		
Fire	Service Fee for Motor Vehicle Accidents/Fires	\$ 90,000
Fire	Service Fee for EMS Non-Transports	30,625
Snow Removal	downtown snow removal fee	29,107
Parking Facilities	downtown parking fees	31,242

Expenditure Reductions		
Council	25% reduction from poverty initiative funding	3,000
Manager	eliminate vacant Management Intern position at 7/1/12	8,600
Community Information	eliminate November insert	2,340
Community Information	eliminate new resident folders	200
Police	reduction of 6.5 Officers	355,894
Police	reduce 1.5 records clerk position	67,067
Police	discontinue animal care of cats	88,251
Fire	Delay Hiring Deputy Chief until 7/1/12	64,455
Fire	Reduce One Paramedic Ambulance	375,213
Fire	Reduce One Engine	524,410
Fire	Reduce One Engine and Add One Ambulance	175,969
DPW Administration	Elimination of Administrative Analyst Position	7,166
Street Maintenance	Eliminate 1.0 FTE	90,500
Snow Removal	3" snow plowing standard	75,000
Public Buildings	reduction in frequency of rug shampooing	3,160
Public Buildings	reduce frequency of cleanings from 4 to 3 days	4,975
Public Buildings	mandatory reduction in cleaning costs	24,000
Traffic Management	Shutting off 1 of 2 St Lights on each Double Pole	7,000
Traffic Management	Signals - Remove Milwaukee & Academy	1,250
Traffic Management	Signals - Remove Beloit & State	1,250
Recreation	KCC - Field Trips	2,000
Recreation/Aquatics	Public Swim Hours Reduced 1hr/wk	7,050
Recreation/Aquatics	Public Swim Hours Reduced 2hrs	14,100
Recreation/Aquatics	Public Swim Hours Reduced 3hrs	21,150
Recreation/Aquatics	Close 1 wading pool or equivalent	40,000
Recreation/Aquatics	Close 2 wading pools or equivalent	79,500
Parks	Reduce Mowing - 9 Day Cycle	56,797
Parks	Reduce Mowing - 10 Day Cycle	79,534
Parks	eliminate Parks Division support of YSC	17,344
Senior Center	training reduction	240
Senior Center	Hours Cut (2.5 hours weekly)	9,812
Senior Center	Hours Cut (5 hours weekly)	19,624
Property Maintenance	Reduce hours 7 /WK and reduction of postage expense	11,962

Enhancements

Department	Item	Amount
Assessor	Annual Market Valuation	\$ 87,470
Leisure Services Admin	Funding for unemployment insurance claims	10,000
Recreation	Dawson Field Outdoor Sign	12,000
Property Maintenance	2 FTE Property Maint I, 1 FTE Property Maint II, 1 FTE Customer Service Rep	268,234
Community Development	Reclassify Directors's Position to Entry Level Associate Planner/Development Specialist with delayed hiring (7/1/12)	31,361

2012 BUDGET REDUCTION

BUDGET: Fire

Service Fee for Motor Vehicle Accidents/Fires

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	\$0	

REVENUES	PROPOSED	COMMENTS
Motor Vehicle Accidents	\$78,750	210 drivers @ \$500 fee, 75% est. collection rate
Motor Vehicle Fires	\$11,250	25 vehicles @ \$600 fee, 75% est. collection rate
	\$90,000	

SIGNIFICANT CHANGES

ADDITIONAL COMMENTS

This proposal would generate approximately \$90,000 in revenue annually by charging a service fee for Fire Department response to motor vehicle accidents and motor vehicle fires. Non-residents are currently charged for these services. This proposal would include City residents.

2012 BUDGET REDUCTION

BUDGET: Fire

Service Fee for EMS Non-Transports

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	\$0	

REVENUES	PROPOSED	COMMENTS
EMS Non-Transport Incidents	\$30,625	500 patients @ \$175 fee, 35% est. collection rate
	\$30,625	

SIGNIFICANT EXPENDITURE CUTS:

ADDITIONAL COMMENTS:

This proposal would generate approximately \$30,625 in revenue annually by charging a service fee for patients who are assessed or treated at the scene by Paramedics, but not transported to a hospital by ambulance. Non-residents are currently charges for this service. This proposal would include City residents.

2012 BUDGET REDUCTION

BUDGET: Snow Removal – Downtown Snow Removal Fee

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
04 Overtime		
06 Health		
07 Retirement		
08 FICA		
09 Life		
Acct: CONTRACTUAL SERVICES		
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
63 Chemicals/Cleaning		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	0	

REVENUES	PROPOSED	COMMENTS
Downtown Snow Removal Fee	\$29,107	50% of total downtown snow removal expenses.

SIGNIFICANT EXPENDITURE STRIPPING OR PROGRAM CHANGES

ADDITIONAL COMMENTS

This reduction proposes establishing a fee to be assessed to properties in the downtown area that receive snow removal services. At 50% of expenses the fee will generate \$29,107. At 25% of expenses the fee will generate \$14,554.

2012 BUDGET REDUCTION

BUDGET: Parking Facilities – Downtown Parking Fee

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
03 Temporary Wages		
04 Overtime		
06 Health		
07 Retirement		
08 FICA		
09 Life		
Acct: CONTRACTUAL SERVICES		
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	0	

REVENUES	PROPOSED	COMMENTS
Downtown Parking Fee	31,242	As presented in the budget scorecard.

ADDITIONAL COMMENTS

This reduction provides for the creation of a new revenue source to fund parking facility maintenance activities. Properties in the downtown that utilize and benefit from these parking facilities would be assessed the fee. Total revenues generated by the fee would amount to 25% of total expenses for the Parking Facilities Budget (\$31,242 as proposed).

2012 BUDGET REDUCTION

BUDGET: Council

\$3,000 Reduction Poverty Initiative Funds

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
38 Computer Services		
39 Other Contractual Services	-3000	25% reduction from poverty initiative funding
45 Advertising & Promotion		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	-3,000	

REVENUES	PROPOSED	COMMENTS
SIGNIFICANT EXPENDITURE STARTING OR PROGRAM CHANGE		
A 25% reduction to the poverty initiative funding (by \$3,000)		
ADDITIONAL COMMENTS		
This reduction is being recommended because \$0 have been used out of the 2011 poverty initiative funding over the first six months.		

2012 BUDGET REDUCTION

BUDGET: *Manager*

Vacant Management Intern Position

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	-7550	Management Intern position vacant starting July 2012
14 Fringe Distribution	-1050	Management Intern position vacant starting July 2012
15 Training		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
30 Equipment Mtce		
33 Memberships/Subscriptions		
37 Rental of Equipment		
38 Computer Services		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	-8,600	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE ITEM CHANGES

By leaving the management intern position vacant starting in July 2012, hourly wages will be reduced by \$7,550 and fringe distributions will be reduced by \$1050. However, vacating this position along with the elimination of the administrative analyst position will create a much higher burden onto the managers and support staff.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Community Information

Eliminate November Insert

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages		
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
38 Computer Services		
39 Other Contractual Services	(2,340)	Eliminate November insert
40 Water/Wastewater		
43 Recruitment/Phys		
45 Advertising & Promotion		

Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES	(2,340)	
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REVENUES	PROPOSED	COMMENTS
This budget includes the elimination of the November insert that is placed in the Janesville Gazette (-\$2340).		
ADDITIONAL COMMENTS		

2012 BUDGET REDUCTION

BUDGET: Community Information

Eliminate New Resident Folders

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage		
26 Conference		
38 Computer Services		
39 Other Contractual Services	(200)	Eliminate New Resident folders
45 Advertising & Promotion		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(200)	

REVENUES	PROPOSED	COMMENTS

This budget includes the elimination of the new resident paper folders (-\$200). All of the information may continue to be found online.

ADDITIONAL COMMENTS

All of the new resident information may be found online. This program is small dollar amount, but a very time intensive program with printing material; folding materials; stuffing the folders. I strongly recommend eliminating this program for 2012.

2012 BUDGET REDUCTION

BUDGET: Police

reduction of 6.5 Officers

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries	(241,092)	Reduce Sworn Offcs by 6.5 Officers (\$37,091)
02	Hourly Wages	-	
03	Temporary Wages	-	
04	Overtime	17,550	Additional overtime for basic services (2700)
06	Health	(63,002)	Reduction of 6.5 Positions
07	Retirement	(27,309)	Reduce Sworn Offcs by 6.5 Officers (\$7,975)
08	FICA	(9,717)	Reduce Sworn Offcs by 6.5 Officers (\$2,837)
09	Life	(508)	Reduce Sworn Offcs by 6.5 Officers (\$148)
14	Fringe Distribution		
15	Training	(2,418)	Reduce Sworn Offcs by 6.5 Officers (\$372)
17	Clothing Allowance	(4,160)	Reduce Sworn Offcs by 6.5 Officers (\$640)
Acct: CONTRACTUAL SERVICES			
50	Vom Repair	(23,485)	Reduce Sworn Offcs by 6.5 Officers (\$3,613)
Acct: SUPPLIES & MATERIALS			
60	Office Supplies	(1,755)	Reduce Sworn Offcs by 6.5 Officers (\$270)
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		(355,894)	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENT COST:		
SIGNIFICANT EXPENDITURE, STAFFING & PROGRAM CHANGES		
Personal Services decreases \$364,364 with the reduction of 6.5 Officers		
ADDITIONAL COMMENTS:		

2012 BUDGET REDUCTION

BUDGET: Police

Reduce 1.5 Records Clerk Positions

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01	Salaries	(30,659)	Reduce 1 Records Clerk Position
02	Hourly Wages	(15,340)	Reduce 1 Part-Time Records Clerk Position
03	Temporary Wages	-	
04	Overtime	1,500	Reduce 1.5 Records Clerk Positions
06	Health	(17,056)	Reduce 1.5 Records Clerk Positions
07	Retirement	(1,809)	Reduce 1.5 Records Clerk Positions
08	FICA	(3,519)	Reduce 1.5 Records Clerk Positions
09	Life	(184)	Reduce 1.5 Records Clerk Positions

Acct: CONTRACTUAL SERVICES

24	Telephone		
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Acct: SUPPLIES & MATERIALS

60	Office Supplies		
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Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES	(67,067)	
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REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENT COST		
SIGNIFICANT EXPENDITURE, STAFFING & PROGRAM CHANGES:		
Support Services decreases \$67,067 due to the reduction of 1.5 Records Clerks.		
ADDITIONAL COMMENTS:		

2012 BUDGET REDUCTION

BUDGET: Police

Animal Control- Cats

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
35	Care of Animals/Prisoners	(88,251)	Discontinue care, housing & euthanasia of cats
51	Vom Rental		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		(88,251)	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENT COST		
SIGNIFICANT EXPENDITURE, STAFFING & PROGRAM CHANGES:		
ADDITIONAL COMMENTS:		

2012 BUDGET REDUCTION

BUDGET: Fire

Delay Hiring Deputy Chief until 7/1/12

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	-42,418	
06 Health	-8,528	
07 Retirement	-10,095	
08 FICA	-3,245	
09 Life	-169	
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	-\$64,455	

REVENUES	PROPOSED	COMMENTS
Administration	-\$64,455	

SIGNIFICANT EXPENDITURE OR OTHER PROGRAM CHANGE

ADDITIONAL COMMENTS

This budget cost reduction proposal would delay the hiring of a vacant deputy Fire Chief for six months, or until July 1, 2012.

2012 BUDGET REDUCTION

BUDGET: Fire

Reduce One Paramedic Ambulance

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	-251,247	Reduce six Firefighter/Paramedics
02 Hourly Wages		
03 Temporary Wages		
04 Overtime		
06 Health	-38,520	
07 Retirement	-59,798	
08 FICA	-3,643	
09 Life	-1,005	
14 Fringe Distribution		
15 Training		
17 Clothing Allowance	-21,000	Uniforms & Turnout Gear (six new positions)
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	-\$375,213	

REVENUES	PROPOSED	COMMENTS
Emergency Medical Services	-\$375,213	

ADDITIONAL COMMENT:
 This budget cost reduction proposal would reduce the number of Paramedic ambulances from four to three for 2012.

2012 BUDGET REDUCTION

BUDGET: Fire

Reduce One Engine

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries	-349,090	Reduce nine Firefighters
02 Hourly Wages		
03 Temporary Wages		
04 Overtime		
06 Health	-57,780	
07 Retirement	-83,083	
08 FICA	-5,061	
09 Life	-1,396	
14 Fringe Distribution		
15 Training		
17 Clothing Allowance	-28,000	Uniforms & Turnout Gear (eight new positions)
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
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Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES	-\$524,410	
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REVENUES	PROPOSED	COMMENTS
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ACQUISITION	PROPOSED	COMMENTS
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EQUIPMENT COST	PROPOSED	COMMENTS
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Suppression	-\$524,410	

GENERAL	PROPOSED	COMMENTS
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ADDITIONAL COMMENTS	PROPOSED	COMMENTS
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This budget cost reduction proposal would reduce the number of Engines from five to four for 2012.

2012 BUDGET REDUCTION

BUDGET: Fire

Reduce One Engine and Add One Ambulance

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	-116,363	Reduce three Firefighters
02 Hourly Wages		
03 Temporary Wages		
04 Overtime		
06 Health	-19,260	
07 Retirement	-27,694	
08 FICA	-1,687	
09 Life	-465	
14 Fringe Distribution		
15 Training		
17 Clothing Allowance	-10,500	Uniforms & Turnout Gear (three new positions)
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	-\$175,969	

REVENUES	PROPOSED	COMMENTS
REVENUES		
Suppression	-\$175,969	
SIGNIFICANT PROGRAMS AND/OR SERVICES		
<p>This budget cost reduction proposal would reduce the number of Engines from five to four, and increase the number of Paramedic ambulances from four to five for 2012.</p>		

2012 BUDGET REDUCTION

BUDGET: Street Maintenance

Eliminate 1.0 FTE

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
02 Hourly Wages	\$ (78,000)	Eliminate 1.0 FTE
Acct: CONTRACTUAL SERVICES		
51 Vom Rental	\$ (7,500)	Reduce VOM related to reduction of 1.0 FTE
Acct: SUPPLIES & MATERIALS		
74 Misc Supply & Material	\$ (5,000)	Reduce supplies related to reduction of 1.0 FTE
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	\$ (90,500)	

REVENUES	PROPOSED	COMMENTS
Crack Sealing	6.0 miles	Reduction of 1.3 miles
Patch Filling	450 tons	Reduction of 50 tons
Concrete Streets	\$ (30,000)	Reduction in crack sealing and patching
Bituminous Streets	\$ (60,500)	Reduction in crack sealing and patching
ADDITIONAL COMMENTS:		
Eliminates 1.0 FTE by eliminating one full time position in the Operations Division.		
Will require utilization of additional Water Utility personnel to supplement Operations and Parks employees during snow removal operations.		

2012 BUDGET REDUCTION

BUDGET: Snow Removal - 3 Inch Full Plowing Standard

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	\$ 30,000	Includes fringe distribution.
04 Overtime		
06 Health		
07 Retirement		
08 FICA		
09 Life		
Acct: CONTRACTUAL SERVICES		
51 Vom Rental	\$ 45,000	
Acct: SUPPLIES & MATERIALS		
63 Chemicals/Cleaning		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	75,000	

REVENUES	PROPOSED	COMMENTS
OPERATIONAL		
Snow Plowing Operations	-1	Each partial plow event counts as half.
PERSONNEL COST		
Snow Plowing	-75,000	

This reduction proposes a standard of three inches of snow accumulation before plowing residential streets. It is estimated this will result in eliminating two residential plowing activities. For the activity level this means two full-plow activities are downgraded to two partial-plow activities. Hourly wages decreases by \$30,000 and VOM decreases by \$45,000.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Public Buildings

Reduction in Frequency of Rug Shampooing

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage		
30 Equipment Mtce		
31 Vehicle Mtce		
32 Building Mtce		
39 Annual Maintenance Contracts	(\$3,160)	Reduction of Rug Shampooing Frequency
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(3,160)	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
REVENUES	(2,179)	Police Services
	(981)	City Services Center

For the 2011 Budget, the frequency of Rug Shampooing was reduced from weekly to bi-weekly for 7 out of 12 months of the year at two facilities.

This reduction, further reduces the same service for 2012 to bi-weekly for the entire year.

This reduction represents .65 % of the entire budget

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Public Buildings

Reduce Frequency of Cleanings from 4 to 3 days.

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
33 Memberships/Subscriptions		
34 Insurance		
37 Rental of Equipment		
38 Computer Services		
39 Annual Maintenance Contracts	(\$4,975)	Cleaning Frequency of all 3 Facilities
40 Water/Wastewater		
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(4,975)	

REVENUES	PROPOSED	COMMENTS
	(1,868)	City Hall
	(1,492)	City Services Center
	(1,616)	Police Services Center

The 2011 Budget reduced the frequency that each building is cleaned from 5 days per week to 4. This reduction would reduce it further from 4 days per week to 3.

This reduction represents 1.3% of the entire budget

ADDITIONAL COMMENTS

BUDGET: Public Buildings

Mandatory Reduction in Cleaning Contracts

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
02	Hourly Wages		
18	Special Payments		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
37	Rental of Equipment		
38	Computer Services		
39	Annual Maintenance Contracts	(24,000)	Mandatory reduction in Cleaning Costs
51	Vom Rental		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
74	Misc Supply & Material		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		(24,000)	

REVENUES	PROPOSED	COMMENTS
	(10,800)	City Hall
	(5,400)	City Services Center
	(7,800)	Police Services Center

SIGNIFICANT EXPENDITURE DEFICIT

This reduction would set a mandatory cap on cleaning costs. Each building would only be allowed to spend what is remaining. This further reduces the service to each building (currently at 4-day service) by approx. 31%.

Maximum Expense for each building:
 \$24,152 City Hall
 \$11,582 City Services Center
 \$17,376 Police Services Center

This reduction represents a 5% reduction in the overall budget, but greatly reduces the effectiveness of the service and may create an unsafe environment.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Traffic Management

Shutting off 1 of 2 St Lights on each Double Pole

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	\$1,700	Labor to disconnect fixtures
03 Temporary Wages		
04 Overtime		
06 Health		
07 Retirement		
08 FICA		
09 Life		
Acct: CONTRACTUAL SERVICES		
28 Electricity	(\$9,000)	
51 Vom Rental	\$1,500	Equipment Cost to disconnect fixtures
Acct: SUPPLIES & MATERIALS		
74 Misc Supply & Material	(\$1,200)	1 replacement lamp for each fixture
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(\$7,000)	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENTS	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE, STAFFING, & PROGRAM CHANGES

This reduction would shut off one street light fixture on every pole that is configured as a double arm assy. Fixtures would be shut off in an "every other" side of the island arrangement. This is a rough estimate of the savings. If approved, would require more in depth study as some locations may not allow for the disconnection due to safety concerns.

This reduction is limited in the first year due to the labor & equipment cost to perform the change. In following years, the reduction would equal the full \$10,200.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Traffic Management – (Signals – Remove Milwaukee & Academy)

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	(\$200)	Eliminated reoccurring maintenance.
Acct: CONTRACTUAL SERVICES		
28 Electricity	(\$950)	Electricity costs eliminated.
50 Vom Repair	(\$50)	
Acct: SUPPLIES & MATERIALS		
74 Misc Supply & Material	(\$50)	Misc. repair parts incl. lamps and load switches.
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(\$1,250)	

REVENUES	PROPOSED	COMMENTS
One Signalized Intersection	(\$1,250)	

SIGNIFICANT FINANCIAL STATEMENT CHANGES:

Removal of one entire Signalized Intersection of W. Milwaukee St. & Academy St. due to lack of traffic on Academy and cost to upgrade the 8–8–8 heads. Above and below ground equipment can be removed due to overall age of the conduit and base system.

ADDITIONAL INFORMATION:

This item was included as a reduction in the 2011 budget. It was approved by City Council as part of the 2011 budget. Removal of these signals was presented to the Transportation Committee on 2-9-2011 which resulted in a study by the Engineering Division. The study concluded that the intersection did not meet the standards for signals and was forwarded to the City Council. On 7-25-2011 the City Council did not approve the removal of these signals.

2012 BUDGET REDUCTION

BUDGET: Traffic Management – (Signals – Remove Beloit & State)

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	(\$200)	Eliminated reoccurring maintenance.
Acct: CONTRACTUAL SERVICES		
28 Electricity	(\$950)	Electricity costs eliminated.
50 Vom Repair	(\$50)	Eliminate vehicle costs along with labor costs.
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
74 Misc Supply & Material	(\$50)	Misc. repair parts incl. lamps and load switches.
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(\$1,250)	

REVENUES	PROPOSED	COMMENTS
One Signalized Intersection	(\$1,250)	Removed

Disconnect the power and bag the signal heads located at Beloit Ave. & State St., due to the lack of traffic since the GM Plant closed. If no significant commercial development occurs, then remove all above ground equipment. Below ground equipment may be maintained for future use as a signalized intersection if needed.

This action would require the approval of the Transportation Committee before proceeding.

ADDITIONAL COMMENTS

This item was included as a reduction in the 2011 budget. It was approved by Council as part of the 2011 budget. This location was studied by the Engineering Division and found to not meet warrants. Removal of these signals was presented and approved by the Transportation Committee on X-X-2011 but was not forwarded to Council for further action.

2012 BUDGET REDUCTION

BUDGET: Recreation

KCC - Field Trips

<i>EXPENDITURES</i>	<i>PROPOSED</i>	<i>COMMENTS</i>
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
39 Other Contractual Services	2,000	Other
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	2,000	

<i>REVENUES</i>	<i>PROPOSED</i>	<i>COMMENTS</i>
<i>ASSUMPTIONS</i>	<i>PROPOSED</i>	<i>COMMENTS</i>
<i>FINANCIAL CONTROL</i>	<i>PROPOSED</i>	<i>COMMENTS</i>
<i>SIGNIFICANT EXPONENTIAL BUDGET OR PROGRAM CHANGES</i>		

This reduction is possible due to taking local trips instead of traveling to distant locations. Also, Recreation camps no longer use the City buses for transportation to CSA kids Sports and Arts Campus for a weekly lesson.

<i>ADDITIONAL COMMENTS</i>

2012 BUDGET REDUCTION

BUDGET: Recreation

Public Swim Hours Reduced 1 hr/wk

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	7,050	Hourly and fringe
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	7,050	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE INCREASES OR OTHER CHANGES

This would reduce public swim hours one hour per week at Rockport Pool, Palmer wading pool, and Riverside wading pool.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Recreation

Public Swim Hours Reduced 2hrs

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages	14,100	Hourly and fringe

Acct: CONTRACTUAL SERVICES

24 Telephone		
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Acct: SUPPLIES & MATERIALS

60 Office Supplies		
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Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES	14,100	
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REVENUES	PROPOSED	COMMENTS
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ASSETS	PROPOSED	COMMENTS
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LIABILITIES	PROPOSED	COMMENTS
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SIGNIFICANT EXPENDITURE INCREASES OR MAJOR BUDGET CHANGES

This would reduce public swim hours two hours per week at Rockport Pool, Palmer wading pool, and Riverside wading pool.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Recreation

Public Swim Hours reduced 3hrs

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	21,150	Hourly and fringe
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	21,150	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENTS	PROPOSED	COMMENTS

SIGNIFICANT FUND BALANCE OR FUND BALANCE CHANGE

This would reduce public swim hours three hours per week at Rockport Pool, Palmer wading pool, and Riverside wading pool.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Recreation

Close 1 wading pool or equivalent

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		40,000	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE SHARING OR PROGRAM CHANGES:

This would eliminate one wading pool or the equivalent.

ADDITIONAL COMMENTS:

2012 BUDGET REDUCTION

BUDGET: Recreation

Close 2 wading pools or equivalent

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	79,500	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE, STAFFING, OR PROGRAM CHANGES

This would close both wading pools or the equivalent.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Parks

Reduce Mowing - 9 Day Cycle

EXPENDITURES

PROPOSED

COMMENTS

Acct: PERSONAL SERVICES

01	Salaries		
02	Hourly Wages	\$56,797	Hourly wages and Fringe
18	Special Payments		

Acct: CONTRACTUAL SERVICES

24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting		
28	Electricity		
29	Gas		
30	Equipment Mtce		
31	Vehicle Mtce		
50	Vom Repair		
51	Vom Rental		

Acct: SUPPLIES & MATERIALS

60	Office Supplies		
74	Misc Supply & Material		

Acct: CAPITAL OUTLAY

99	Other/Misc. Capital Outlay		
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TOTAL CHANGES

56,797

REVENUES

PROPOSED

COMMENTS

ADDITIONAL COMMENTS

The current 7 working day mowing cycle would increase to 9 working days. This reduction would eliminate the majority of seasonal employees. Other services beyond mowing reductions would be impacted.

2012 BUDGET REDUCTION

BUDGET: Parks

Reduce Mowing - 10 Day Cycle

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	\$79,534	Hourly wages and Fringe
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
28 Electricity		
29 Gas		
30 Equipment Mtce		
31 Vehicle Mtce		
32 Building Mtce		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	79,534	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE CHANGES OR FUND BALANCE

ADDITIONAL COMMENTS

The current 7 working day mowing cycle would increase to 10 working days. If no full time vacancies are available, this reduction would result in the elimination of all seasonal employees plus additional monies needing to be cut. Services beyond mowing would be greatly impacted.

BUDGET: Senior Center

Training Reduction

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages		
15 Training	240	Cut & Reallocation to Conference Line Item
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
26 Conference		
37 Rental of Equipment		
38 Computer Services		
39 Other Contractual Services		
40 Water/Wastewater		
43 Recruitment/Phys		
45 Advertising & Promotion		

Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES 240

REVENUES	PROPOSED	COMMENTS

EXPENSES	PROPOSED	COMMENTS

Reallocation and reduction of training money to conference line item will result in an overall cost savings of \$240.

ADDITIONAL COMMENTS

The Senior Center has recently been accredited which results in lower conference fees. Historically, conference expenses have been charged to training.

2012 BUDGET REDUCTION

BUDGET: Senior Center

Senior Center Hours Cut (2.5 hours weekly)

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries	9,812	Salary Reduction
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
28 Electricity		
29 Gas		
30 Equipment Mtce		
31 Vehicle Mtce		
32 Building Mtce		
50 Vom Repair		
51 Vom Rental		

Acct: SUPPLIES & MATERIALS

60 Office Supplies		
74 Misc Supply & Material		

Acct: CAPITAL OUTLAY

99 Other/Misc. Capital Outlay		
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TOTAL CHANGES 9,812

REVENUES	PROPOSED	COMMENTS

ADDITIONAL INFORMATION

This cut reduces the regular operating hours of the Senior Center by 0.5 hours daily, resulting in 40 weekly operating hours. Currently the Senior Center is open Monday through Friday from 8-4:30PM. The savings comes from a reduction in salary of the Recreation Coordinator and Recreation Programmer. These two full time positions would go down to 37.5 hours weekly. Both positions will keep benefits.

ADDITIONAL COMMENTS

Currently, the Recreation Coordinator and Recreation Programmer positions at the Senior Center are salaried positions and exempt from over time or comp time. If brought down to 37.5 hours, these positions would become hourly employees. Year to date, the Recreation Coordinator and Recreation Programmer have worked 136 hours beyond their 40 hour work week, which if reduced to hourly would create an additional hourly wage cost. This reduction is not recommended.

2012 BUDGET REDUCTION

BUDGET: Senior Center

Senior Center Hours Cut (5 hours weekly)

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	19,624	Salary Reduction
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage		
26 Conference		
27 Auditing/Consulting		
28 Electricity		
29 Gas		
30 Equipment Mtce		
31 Vehicle Mtce		
32 Building Mtce		
50 Vom Repair		
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	19,624	

REVENUES	PROPOSED	COMMENTS

This cut reduces the regular operating hours of the Senior Center by 1 hour daily, resulting in 37.5 weekly operating hours. Currently the Senior Center is open Monday through Friday from 8-4:30PM. This cut would affect an already full programmed day which includes clubs, rentals, lessons, etc. The savings comes from a reduction in salary of the Recreation Coordinator and Recreation Programmer. These two full time positions would go down to 35 hours weekly. Both positions will keep benefits.

Currently, the Recreation Coordinator and Recreation Programmer positions at the Senior Center are salaried positions and exempt from over time or comp time. If brought down to 35 hours, these positions would become hourly employees. Year to date, the Recreation Coordinator and Recreation Programmer have worked 136 hours beyond their 40 hour work week, which if reduced to hourly would create an additional hourly wage cost. This reduction is not recommended.

2012 BUDGET REDUCTIONS

BUDGET: Property Maint.

Reduce Hours 7/Wk & Reduction Postage Exp.

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	10,235	Reduction of 7 hr/week
02 Hourly Wages		
06 Health		
07 Retirement	603.85	
08 FICA	782.95	
09 Life	40.94	
14 Fringe Distribution		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage	300	Based on 2011 estimates and 5.5% 2012 increase.
30 Equipment Mtce		
31 Vehicle Mtce		
32 Building Mtce		
37 Rental of Equipment		
38 Computer Services		
39 Other Contractual Services		
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	11,962	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EFFECTS OF BUDGET CHANGES

This reduction will result in the loss of 7 hours per week of inspection from a Property Maintenance Specialist. In addition, a reduction in the Property Maintenance Staff would require that the part time inspector in the State and Federal Grant Budget be eliminated. Therefore, the total decrease in inspection hours is 1440 per year.

ADDITIONAL COMMENTS

With the reduction in staff, no proactive inspections would be completed. In addition, there would be a significant increase in response time to complaints filed with our department. There would be no enforcement for unlicensed/inoperable vehicles or parking in the lawn.

2012 BUDGET ENHANCEMENT

BUDGET: Assessor

Annual Market Valuation

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
03 Temporary Wages	3600	Temp to answer phones (6 wks @ \$18/hr).
04 Overtime	60000	For extraordinary work and Open Book.
06 Health	0	
07 Retirement	3540	
08 FICA	4590	
09 Life	240	
Acct: CONTRACTUAL SERVICES		
24 Telephone		
25 Postage	13000	Mailing Notice of Assessment Change.
26 Conference		
27 Auditing/Consulting		
33 Memberships/Subscriptions		
37 Rental of Equipment		
38 Computer Services		
39 Other Contractual Services	2500	Printing of assessment notices and inserts.
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	87,470	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS

State Statutes establish that the standard for valuation in Wisconsin is Market Value. The Statutes prescribe that each year, assessments should be Market Value. Recently the Department of Revenue has attempted to mandate annual revaluations in order to comply with that requirement. The 2011 completion of our first revaluation in 9 years provides a good spring board for embracing the concept. Increased workload and costs, along with constant evolution of assessment practices and continued implementation of new software will require significant certified staff resources. The situation is compounded by the protracted 2011 revaluation effort, which has encroached on the time available to complete 2012 assessment process.

ADDITIONAL COMMENTS
 Public dissatisfaction with the revaluation process can be compounded when the spacing between revaluations is more than a year or two. That situation may be somewhat mitigated in appreciating markets but could be made worse in a declining market. As we're currently in a declining market, annual revaluation would reflect declining property values and thus help reduce the perception of over assessment by property owners.

2012 BUDGET ENHANCEMENT

BUDGET: Leisure Services Admin

Funding for unemployment insurance claims

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
02	Hourly Wages		
18	Special Payments	10000	Funding for unemployment insurance claims
Acct: CONTRACTUAL SERVICES			
24	Telephone		
25	Postage		
26	Conference		
27	Auditing/Consulting		
28	Electricity		
29	Gas		
30	Equipment Mtce		
31	Vehicle Mtce		
45	Advertising & Promotion		
50	Vom Repair		
51	Vom Rental		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
74	Misc Supply & Material		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		10,000	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE CHANGES

This budget includes \$10,000 to fund projected unemployment insurance claims.

ADDITIONAL COMMENTS

2012 BUDGET ENHANCEMENT

BUDGET: Recreation

Dawson Field Outdoor Sign

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
Acct: SUPPLIES & MATERIALS			
72	Sign Material & Paint	\$12,000	Sign Costs & installation
74	Misc Supply & Material		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		12,000	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENTS	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE OR REVENUE BUDGET ENHANCEMENT

Dawson Softball Fields are programmed six nights a week during the spring and summer months. Approximately 120 teams play on the diamond and bring with them many spectators. The current sign is a wood, ground level sign that does not allow for putting up announcements, such as registration deadlines, tournaments, etc.

ADDITIONAL COMMENTS

Dawson Field are also used for two annual tournaments: Girl Scouts and Beloit College Invite. If beer sales were allowed, the potential to get more tournaments at our unique four plex softball field would be increased. Signage would better market the facility and aid in tournament signage.

2012 BUDGET ENHANCEMENT

BUDGET: Property Maint.

Additional Staff & \$30/Unit Fee Rental Prop.

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	150,351	2 FTE Property Maintenance 1, 1 FTE Property
02 Hourly Wages		Maintenance II, 1 FTE Customer Service Rep
03 Temporary Wages		
04 Overtime		
06 Health	68224	
07 Retirement	8870.71	
08 FICA	11501.85	
09 Life	601.40	
14 Fringe Distribution		
15 Training	2685	Property Maintenance Training-UW Madison
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone	900	4 phones
25 Postage	3200	
26 Conference		
45 Advertising & Promotion		
50 Vom Repair		
51 Vom Rental	10800	3 Vehicles
Acct: SUPPLIES & MATERIALS		
60 Office Supplies	1500	
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay	9600	4 New Computers
TOTAL CHANGES	268,234	

REVENUES	PROPOSED	COMMENTS
	297000	This assumes a \$30 per unit fee for rental
		properties

SIGNATURE AREA

The addition of three Property Maintenance Inspectors and one Customer Service position would allow for the systematic inspection of all residential properties in the City of Janesville once per year. The interior of all residential rental properties would be inspected at least once every three years. Rental property owners would be required to register with Neighborhood Services and pay a \$30 fee per unit.

ADDITIONAL COMMENT

2012 BUDGET ENHANCEMENT

BUDGET: Community Development

ENHANCEMENT PROPOSAL: Reclassify Director's Position to Entry Level Associate Planner/Development Specialist with delayed hiring (July 1, 2012)

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	\$20,500	
02 Hourly Wages		
03 Temporary Wages		
04 Overtime		
06 Health	\$8,000	
07 Retirement	\$1,210	
08 FICA	\$1,569	
09 Life	\$83	
14 Fringe Distribution		
15 Training		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
Acct: SUPPLIES & MATERIALS		
Acct: CAPITAL OUTLAY		
TOTAL CHANGES	\$31,361	

REVENUES	PROPOSED	COMMENTS
Planning/Building Services	\$31,361	Services to be distributed equally between Planning and Building Services

This budget enhancement proposal includes reclassifying the Community Development Director position to an Associate Planner/Development Specialist position within the Department. Elimination of the Director's position would result in a total cost savings of \$128,819 with \$98,080 in salary and \$30,739 in benefits based on estimated 2012 wage/benefit rates for this position. The new position, if reclassified, would include a total annual salary and benefit cost of \$62,721 resulting in a net savings of \$66,098. Delayed hiring of this new position until July 1, 2012 would include a total annual cost of \$31,361.

Under this proposal, the Director's position would be eliminated and substituted with an entry level associate planner/development specialist position. The traditional roles and responsibilities of the Director would continue to be absorbed and distributed between the Planning Services Manager and Building Services Manager within the Department. The newly defined position would provide staffing resources necessary to support the department's annual work program and activity levels. This adjustment will allow the department to manage the workload expected to coincide with anticipated economic recovery in Janesville and the corresponding increase in development-related activity.

**Not Recommended Budget Reductions and Enhancements
Non-General Fund**

Reductions		
Budget	Item	Amount
Revenue Increases		
Transit	Fare Increase to \$1.75	23,000
Sanitation	Increase solid collection fee to recover full program cost	424,157

Expenditure Reductions		
Transit	Nightside Alternative Proposal	19,315
Transit	Reduce Off Peak Service Levels on Two Routes.	101,240
Stormwater	Storm water Utility - Street Sweeping	30,000
Wastewater	Defer Maintenance Activities	65,000
Wastewater	Reduce sewer maintenance by 10%	43,000
Water	Defer Vehicle Purchase - Dump Truck	147,000
Cemetery	Reduce water spigots to one location	2,200
Insurance	Reduce training budget by \$400 for a total of \$500 for training	400
VOM	10% reduction in contracted building maintenance	3,000
Library	Close library an hour earlier/later each day.	10,750

Enhancements		
Department	Item	Amount
Water	NE Side Water Tower	4,000,000
Cemetery	Computer software for records	25,000
Sanitation	Automated Collection of Trash & Recyclables - Monthly Recycling	92,968
Sanitation	Automated Collection of Recyclables Only - Bi-Weekly Collection	2,923
Sanitation	Automated Collection of Recyclables Only - Monthly Collection	48,270
Sanitation	Construct Transfer Site at Sanitary Landfill	4,250

2012 BUDGET REDUCTION

BUDGET: Transit

Fare Increase to \$1.75

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	-	

REVENUES	PROPOSED	COMMENTS
Fare Revenue	\$ 23,000	

SIGNIFICANT EXPENDITURE SAVING AND PROGRAM CHANGES

This proposal would increase the base cash fare on JTS buses from \$1.50 to \$1.75 per one-way trip, with proportional increases to all other fares. This is estimated to raise \$23,000 in additional net revenues to the Transit system budget with a reduction in General fund share of transit expenses by a like amount.

ADDITIONAL COMMENTS

A fare increase from \$1.50 to \$1.75 would amount to 16.66% After adjustments for mandatory half-fares and the like, the effective rate of increase is more likely to be about 16.5% and an increase in the average fare paid by all customers from \$1.03 to \$1.20 per ride. Based on past experience in Janesville, such a fare increase would also result in an 8.5% decrease in ridership based on the industry-standard "Simpson-Curtin" formula which states that for each 1% increase in fares, ridership will decrease by 0.3 - 0.5%. Thus, if the proposed fare increase were enacted on January 1, 2012, ridership would fall from the estimated total of 360,000 to about 330,000 in 2012, generating \$405,250 in farebox revenue, an increase of \$23,000, reducing the General Fund's share of Transit operating expenses by a like amount.

2012 BUDGET REDUCTION

BUDGET: Sanitation Increase Solid Waste Collection Fee to Recover Full Program Cost

EXPENDITURE	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	\$ -	

REVENUES	PROPOSED	COMMENTS
Trash Collection/Disp. User Fee	\$ 424,157	Increase fee from \$40/yr. to \$58.07/year

SIGNIFICANT REVENUE INCREASES

Increases existing Solid Waste Collection/Disposal fee by \$18.17/year, from \$40 to \$58.07. This fee fully recovers proposed cost of residential trash collection and disposal.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Transit

Nightside Alternative Proposal

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries	-	
02 Hourly Wages	(70,527)	
03 Temporary Wages	(18,763)	
04 Overtime	(3,483)	
06 Health	(16,663)	
07 Retirement	(10,947)	
08 FICA	(7,097)	
09 Life	(371)	
Acct: CONTRACTUAL SERVICES		
38 Computer Services		
39 Other Contractual Services	147,000	Contract with Running, Inc.
Acct: SUPPLIES & MATERIALS		
65 Diesel	(28,464)	
69 Vehicle Repair Parts	(10,000)	
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay		
TOTAL CHANGES	(19,315)	

SUMMARY	PROPOSED	COMMENTS
Nightside	(19,315)	

SIGNIFICANT SCHEDULE 50A AND 50B PROGRAM CHANGES

This proposal assumes the elimination of self-operated Nightside evening bus service on 5 evenings per week with contract-operated Shared-Ride Taxi service at a level that would approximate the same level of service. This would result in the elimination and lay-off of the Part-time Clerk-Dispatcher position, one Full-time Bus Driver position, and the reduction in hours for part-time garagepersons who currently are required to support this service. In this form, Net savings to General Fund is \$9,115.

ADDITIONAL INFORMATION

In considering this proposal, it is important to note that it is scalable; that is, the service level provided by the contractor can be adjusted to provide greater savings to the General Fund as that need may be identified through the budget process, without completely eliminating some level of service to provide for those citizens who simply have no other transportation alternative. It could also be flexible from the standpoint that resources currently devoted to Monday-Friday service could be used to establish a very basic Saturday evening or Sunday afternoon shared ride taxi service, actually improving access to community activities and services for those without other transportation options at the same cost to the General Fund as presently. This would be a contract-operated "turn-key" proposal with a private sector provider. The impact of this change would have to be bargained with the Transit union.

2012 BUDGET REDUCTION #2

BUDGET: Transit

Reduce Off Peak Service Levels on Two Routes.

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages	\$ (44,616)	Gross Savings from Service Reduction, includes personnel and operating costs.
03 Temporary Wages	\$ (7,137)	
04 Overtime	\$ (5,072)	
06 Health	\$ (16,663)	
07 Retirement	\$ (6,705)	
08 FICA	\$ (4,347)	
09 Life	\$ (227)	
10 Vacation		
11 Holiday		
12 Sick		
13 Other Paid Absences		
18 Special Payments	\$ (285)	
Acct: CONTRACTUAL SERVICES		
34 Insurance	\$ (5,580)	
Acct: SUPPLIES & MATERIALS		
65 Diesel	\$ (18,720)	
67 Tires & Chains	\$ (1,038)	
69 Vehicle Repair Parts	\$ (850)	
Acct: CAPITAL OUTLAY		
TOTAL CHANGES	\$ (111,240)	

REVENUES	PROPOSED	COMMENTS
Farebox Revenue	\$ (10,000)	Estimated ridership loss of 10,000 rides. Adjust for Dean?
Regular Service	\$ (111,240)	

SIGNIFICANT EXPENDITURE, REVENUE & PROGRAM CHANGES

Net effect of expense savings and revenue loss estimated at \$101,240 as the result of the elimination of half-hourly bus service on the west and south sides of the City for 5 hours on 255 weekdays and 9.5 hours on 52 Saturdays. Ridership loss due to inconvenience for some riders resulting from less frequent service in these areas of the City, which includes several important community facilities such as Mercy Hospital, Mercy South Clinic and the Rock County Job Center. Effect somewhat softened by move of Dean Clinic to new eastside hospital on Wright Road Route. **Net savings to City's General Fund of \$62,240 after loss of federal and state aids and revenue.** This will result in the layoff of one full-time bus driver and a reduction in hours for Part-time Bus Drivers.

ADDITIONAL COMMENTS

Personnel services include 1.5% wage increase on December 31, 2011. **No provision made for payment of unemployment benefits to laid-off employees.** In addition to the community facilities listed above, these routes also serve one high school, two middle schools, seven elementary schools and several day-care and senior citizen residences. The impact on trips to and from school is reduced by keeping half-hourly service during the morning and afternoon peak periods when most students travel from home to school and vice-versa. Some high school students who are enrolled in work co-op programs and other educational opportunities outside of school that require mid-day travel may be affected.

2012 BUDGET REDUCTION

BUDGET: Stormwater

Storm water Utility – Street Sweeping (168-98201)

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01	Salaries	
02	Hourly Wages	-12,000
03	Temporary Wages	
04	Overtime	
06	Health	
07	Retirement	
08	FICA	
09	Life	
14	Fringe Distribution	
15	Training	
18	Special Payments	

Acct: CONTRACTUAL SERVICES

51	Vom Rental	-18,000
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TOTAL CHANGES align="right">-30,000

REVENUES	PROPOSED	COMMENTS
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Curb (Miles)	-1200	
Residential Cycles (#)	-1	
Downtown Cycles (#)	-1	

Elimination of one cycle of residential and downtown street sweeping results in a reduction of \$12,000 in hourly wages and \$18,000 in VOM expenses.

As part of the City's WPDES permit street sweeping is one of many means of pollutant treatment. Under the modeling work approved as part of our WPDES permitting 24 tons of TSS are annually collected through street sweeping. The City is not allowed to backslide on TSS removal. This means that if we reduce street sweeping we must account for the loss in TSS collection by some other means. This would likely mean construction and maintenance of a new stormwater facility.

2012 BUDGET REDUCTION

BUDGET: Wastewater Utility

Defer Maintenance Activities

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
41	Payment to Contractors	65000	Defer to future year
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		65,000	

REVENUES	PROPOSED	COMMENTS
		No revenue impact

SIGNIFICANT BUDGETARY AND FINANCIAL PROGRAM DETAILS

Deferring these maintenance activities (rework chlorine bridge 40,000 and roof on upper digester building \$25,000) does not address the need and will have to be accomplished in the future.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Wastewater Utility

Reduce sewer maintenance by 10%

EXPENDITURES

PROPOSED

COMMENTS

Acct: PERSONAL SERVICES

Acct: CONTRACTUAL SERVICES

39 Other Contractual Services

15000

Reduce sewer maintenance by 10%

41 Payment to Contractors

28000

Reduce sewer maintenance by 10%

Acct: SUPPLIES & MATERIALS

Acct: CAPITAL OUTLAY

TOTAL CHANGES

43,000

REVENUES

PROPOSED

COMMENTS

REVENUES

PROPOSED

COMMENTS

REVENUES

PROPOSED

COMMENTS

SIGNIFICANT EXPENDITURE, SPENDING & BUDGET CHANGES

The Utility budget includes \$430,000 on contractual maintenance to its sanitary sewer system. This maintenance is done to prevent sewage overflows to the Rock River and sewage back-ups into building basements. Reducing this funding will result in reductions to sewer televising, chemical root treatment, sewer point repairs and flow testing.

ADDITIONAL COMMENTS

2012 BUDGET REDUCTION

BUDGET: Water Utility

Defer Vehicle Purchase - Dump Truck

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay	147,000	User Fee Capital - Defer Vehicle Purchases
TOTAL CHANGES		147,000	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPENDITURE VARIATION REASONING:

Defer replacement of dump truck (\$147,000) to a future year. Replacement of these vehicles would be necessary in the future for continued operations of the Water Utility.

ADDITIONAL COMMENTS:

2012 BUDGET REDUCTION

BUDGET: Oakhill Cemetery

Reduce water spigots to one location

EXPENDITURES	PROPOSED	COMMENTS
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Acct: PERSONAL SERVICES

01 Salaries		
02 Hourly Wages	\$1,200	Hourly and Fringe for Water Department employees
18 Special Payments		

Acct: CONTRACTUAL SERVICES

24 Telephone		
25 Postage		
28 Electricity		
29 Gas		
39 Other Contractual Services		
40 Water/Wastewater	1 000	Savings from not having leaks.
43 Recruitment/Phys		
45 Advertising & Promotion		
50 Vom Repair		
51 Vom Rental		

TOTAL CHANGES 2,200

ACTIVITIES	PROPOSED	COMMENTS

This is a reduction in lost water and Water Department employee time.

Currently, there are 60+ water spigots throughout the cemetery that cause leaks throughout the year, as of August there have been 11 line breaks including two under roads that require saw cutting pavement and patching. The Parks Division has had several requests from the Water Department to downsize the system. Six water areas would be established for visitors to use. Water would need to be transported to their desired site. The Parks Division strongly recommends this reduction.

2012 BUDGET REDUCTION

BUDGET: Insurance

Reduction Training Budget

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
15	Training	\$500	Reduce training budget by \$400 for a total of \$500 for training
18	Special Payments		
Acct: CONTRACTUAL SERVICES			
24	Telephone		
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		500	

REVENUES	PROPOSED	COMMENTS
SIGNIFICANT CHANGES		
ADDITIONAL COMMENTS		

2012 BUDGET REDUCTION

BUDGET: Vehicle Operations Maintenance Decrease contracted facility maintenance 10%

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
Acct: CONTRACTUAL SERVICES			
32	Building Mtce	\$ (3,000)	Decrease base facility maintenance 10%
Acct: SUPPLIES & MATERIALS			
60	Office Supplies		
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		\$ (3,000)	

REVENUES	PROPOSED	COMMENTS
Facility Maintenance	\$ (3,000)	10% reduction in contracted building maintenance
Reduce base contracted facility maintenance costs by 10% (3,000).		

2012 BUDGET REDUCTION

BUDGET: Library

EXPENDITURES		PROPOSED	COMMENTS
Acct: PERSONAL SERVICES			
01	Salaries		
02	Hourly Wages	10,750.00	Close library an hour earlier/later each day.
03	Temporary Wages		(amount per hour closed, up to 5 hours week)
Acct: CONTRACTUAL SERVICES			
27	Auditing/Consulting		
28	Electricity		
29	Gas		
Acct: SUPPLIES & MATERIALS			
Acct: CAPITAL OUTLAY			
99	Other/Misc. Capital Outlay		
TOTAL CHANGES		10,750	

REVENUES	PROPOSED	COMMENTS
ACTIVITIES	PROPOSED	COMMENTS
ELEMENT COST		
SIGNIFICANT EXPENDITURE, STAFFING & PROGRAM CHANGES		
ADDITIONAL COMMENTS:		

2012 BUDGET ENHANCEMENT

BUDGET: Water Utility

Water Tower & Mains

EXPENDITURES		PROPOSED	COMMENTS
<u>Acct: PERSONAL SERVICES</u>			
01	Salaries		
<u>Acct: CONTRACTUAL SERVICES</u>			
24	Telephone		
<u>Acct: SUPPLIES & MATERIALS</u>			
60	Office Supplies		
<u>Acct: CAPITAL OUTLAY</u>			
99	Other/Misc. Capital Outlay	4000000	Borrowed Funds - NE Side Water Tower
TOTAL CHANGES		4,000,000	

REVENUES	PROPOSED	COMMENTS

SIGNIFICANT EXPLANATION

Design of a tower is 90% complete. Funds are requested in the amount of \$3.5 million to complete the design, purchase land, and construct a tower and \$.5 million to extend mains.

ADDITIONAL COMMENTS

The City has experienced significant residential growth to the northeast. Independent engineering consulting firms evaluating this concern have developed reports which indicate that this growth has created a need to construct one or two towers on the City's east side to support the existing distribution system. A tower is needed to minimize the possibility of an extreme pressure drop or pressure fluctuations in the northeast portion of the City during high demand situations or in the event of a major water main break.

2012 BUDGET ENHANCEMENT

BUDGET: Oakhill Cemetery

Computer software for records

EXPENDITURES	PROPOSED	COMMENTS
Acct: PERSONAL SERVICES		
01 Salaries		
02 Hourly Wages		
18 Special Payments		
Acct: CONTRACTUAL SERVICES		
24 Telephone		
50 Vom Repair		
51 Vom Rental		
Acct: SUPPLIES & MATERIALS		
60 Office Supplies		
74 Misc Supply & Material		
Acct: CAPITAL OUTLAY		
99 Other/Misc. Capital Outlay	25,000	
TOTAL CHANGES	25,000	

REVENUES	PROPOSED	COMMENTS
Software Licenses	4,600	2 Licenses and yearly maintenance fee.
Mapping Costs	18,000	Provide mapping capabilities
Desktop Computer	2400	Provide for a new computer

ADDITIONAL COMMENTS

This software and computer system would provide the cemetery with the ability to keep all records in a computerized database. Currently, records are kept on file cards and binders. The software would also provide mapping capabilities which would provide for easier tracking of available and occupied lots throughout the cemetery.

2012 BUDGET ENHANCEMENT

BUDGET: Sanitation Automated Collection of Trash & Recyclables - Monthly Recycling

EXPENDITURES PROPOSED COMMENTS

TOTAL CHANGES \$ (92,968)

REVENUES	PROPOSED	COMMENTS
Revenue from material sales	\$ 3,391	Increase due to anticipated increase in tons
Total combined cost/HH/Year	\$ 72.51	Reduction of \$4.10/HH/Year from estimated net costs under current collection methods
Total Trash Coll & Recyc. Pogram	\$ (92,968)	Compared to total combined cost budgeted

Provides for conversion of the current manual collection system for trash and recyclables to full automation of both programs effective 10/1/12, with monthly collection of recyclables. This includes a conversion to single-stream collection of recyclables. Requires capital expenditures of an estimated \$3.054 million to provide two 95-gallon carts to each household and to upgrade collection equipment. This proposed change in collection methods results in a decrease of \$92,968 in operating expenditures in 2012 and an increase in revenue from sale of recyclables of \$3,391. In addition, the City would realize savings in collection-related Worker Compensation claims. Over the past ten years, single claims have ranged from a low of \$1,974 to a high of \$263,000, with an annualized average claim amount over that same period of over \$48,000.

Implementing this option reduces collection/disposal costs and increases revenue in 2012 when compared to the current collection system. Costs would increase in 2013 when debt service payments related to the purchase of carts and equipment upgrades begin, but would be offset by a full-year of operating savings associated with automated collection. Using 2012 equipment and labor rates, and including estimated debt service payments, the cost of full automation for the collection of trash and recyclables is \$71.38/HH/Year, as compared to estimated costs using current collection methods of \$76.61/HH/Year. The calculated rate for automation does not incorporate any potential savings associated with a reduction in Workers Compensation claims.

2012 BUDGET CHANGE

BUDGET: Sanitation Automated Collection of Recyclables Only - Bi-Weekly Collection

EXPENDITURES PROPOSED COMMENTS

TOTAL CHANGES \$ (2,923)

REVENUES	PROPOSED	COMMENTS
Revenue from material sales	\$ 6,958	Increase due to anticipated increase in tons
Total combined cost/HH/Year	\$ 76.19	Decrease of \$.42/HH/Year
Total Trash Coll & Recyc. Pogram	\$ (2,923)	Compared to total combined cost budgeted

Provides for conversion of the current manual collection system for recyclables to automation effective 10/1/12, with bi-weekly collection. This includes a conversion to single-stream collection of recyclables. Requires capital expenditures of an estimated \$1.512 million to provide one 95-gallon cart to each household and to upgrade collection equipment. This proposed change in collection method results in a decrease of \$2,923 in operating expenditures in 2012 and an increase in revenue from sale of recyclables of \$6,958. In addition, the City would realize savings in collection-related Worker Compensation claims, though less than if manual trash collection were also converted to automation. Over the past ten years, single claims have ranged from a low of \$1,974 to a high of \$263,000, with an annualized average claim amount over that same period of over \$48,000.

Implementing this option reduces collection/disposal costs and increases revenue in 2012 when compared to the current collection system. Costs would increase in 2013 when debt service payments related to the purchase of carts and equipment upgrades begin, but would be partially offset by a full-year of operating savings associated with automated collection. Using 2012 equipment and labor rates, and including estimated debt service payments, the net cost of manual trash collection combined with automated, bi-weekly collection of recyclables is \$80.71/HH/Year, as compared to estimated costs using current collection methods of \$76.61/HH/Year. The calculated rate for automation does not incorporate any potential savings associated with a reduction in Workers Compensation claims.

2012 BUDGET ENHANCEMENT

BUDGET: Sanitation Automated Collection of Recyclables Only – Monthly Collection

EXPENDITURE PROPOSED COMMENTS

TOTAL CHANGES \$ (48,270)

REVENUES	PROPOSED	COMMENTS
Revenue from material sales	\$ 3,391	Increase due to anticipated increase in tons
Total combined cost/HH/Year	\$ 74.41	Reduction of \$2.20/HH/Year
Total Trash Coll & Recyc. Pogr	\$ (48,270)	Compared to total combined cost budgeted

Provides for conversion of the current manual collection system for recyclables to automation effective 10/1/12, with monthly collection. This includes a conversion to single-stream collection of recyclables. Requires capital expenditures of an estimated \$1.482 million to provide one 95-gallon cart to each household and to upgrade collection equipment. This proposed change in collection method results in a decrease of \$48,270 in operating expenditures in 2012 and an increase in revenue from sale of recyclables of \$3,391. In addition, the City would realize savings in collection-related Worker Compensation claims, though less than if manual trash collection were also converted to automation. Over the past ten years, single claims have ranged from a low of \$1,974 to a high of \$263,000, with an annualized average claim amount over that same period of over \$48,000.

Implementing this option reduces collection/disposal costs and increases revenue in 2012 when compared to the current collection system. Costs would increase in 2013 when debt service payments related to the purchase of carts and equipment upgrades begin, but would be partially offset by a full-year of operating savings associated with automated collection. Using 2012 equipment and labor rates, and including estimated debt service payments, the cost of manual trash combined with automated, monthly collection of recyclables is \$73.44/HH/Year, as compared to estimated costs using current collection methods of \$76.61/HH/Year. The calculated rate for automation does not incorporate any potential savings associated with a reduction in Workers Compensation claims.

2012 BUDGET ENHANCEMENT

BUDGET: Sanitation Construct Transfer Site at Sanitary Landfill

EXPENDITURES PROPOSED COMMENTS

TOTAL CHANGES \$ (4,250)

REVENUES	PROPOSED	COMMENTS
Material Sales (Recycling)	\$ 6,000	Eliminates vendor transfer charge
Sanitary Landfill	\$ 12,500	Tractor/trailer rental rates; compactor mtce.
Solid Waste Collection	\$ (16,750)	Reduction in VOM rental rates

GENERAL EXPLANATION OF CHANGES

Establishes a waste and recyclables transfer facility at the sanitary landfill at a capital cost of \$520,000 for a building, compactor and semi-trailers. Allows the City's trash collection equipment to remain out of the landfill, resulting in lower O & M costs and an extension of their useful life. Eliminates the vendor cost of transferring or hauling recyclables to vendor location, and provides future flexibility when securing vendor services. It is proposed to utilize landfill tipping fees to offset operating costs of the transfer facility. Implementation 10/1/12.

ADDITIONAL COMMENTS

It is proposed to utilize existing landfill employees to operate the transfer equipment, so there will be no additional labor expense. Debt service for the facility and trailers can be incorporated into the existing fixed rate portion of the landfill tipping fee, and VOM charges would be incorporated into the landfill budget and be recovered through landfill fees. It may be possible to generate revenue from the transfer facility by charging for use by private haulers.